

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
ANNUAL GOVERNING BOARD & EX-OFFICIO ADVISORY COUNCIL MEETING
DECEMBER 7, 2023
MINUTES**

The South Central Human Resource Agency, Annual Governing Board Meeting, was called to order by Chairman Jim Mangubat on December 7, 2023, at 6:17 PM, held at the Keestone Resort in Loretto, TN. Mr. T.R. Williams gave the invocation and Chairman Mangubat led the Pledge of Allegiance.

The Chairman dismissed the roll call, without objection, since we have a sign-in sheet, and declared a quorum with the following members in attendance:

Mr. Rick Humphrey	Hickman Co. Low-Income Rep.
Mr. T.R. Williams	Lawrence Co. Low-Income Rep.
County Mayor Bill Newman	Lincoln County
Mayor Donna Hartman	City of Fayetteville
Dr. Bill Heath	Lincoln Co. Low-Income Rep.
Mr. Anthony Taylor	Lincoln Co. Low-Income Rep.
County Mayor Mike Keny	Marshall County
Mr. R.L. Williams	Marshall Co. Low-Income Rep.
Mr. Gary Stovall	Maury Co. Low-Income Rep.
County Mayor John Carroll	Perry County
County Executive Jim Mangubat	Wayne County
Representative Iris Rudder	39th District Representative
Senator Joey Hensley	28 th District Senator
Mrs. Peggy Lewis	HS/EHS Representative
Mr. Michael Crane	Financial Representative
Judge John Damron	Legal Representative

Others in attendance were spouse/guest of board members, South Central Tennessee Development District staff: Anita Turnbow, Michelle Barnett, Barbara Kizer, Lisa Moore, Lori Fisher, and guest Gerald Ewell, Jr., TN Dept. of Labor, Selina & Adam Moore, Magna, Haley Draghiceanu, USDA: Vance Hamilton and Stephen Sargent, Joshua Thompson with Hearth Architecture, Scott St. John with St. John Engineering, Ex-Officio Advisory Members, Normandy City Mayor Charles Whitaker, Normandy Town Recorder Rhonda Comstock, Tullahoma City Mayor Ray & Ann Knowis, City of Lawrenceburg Gary Wayne & Pam Hyde, SCHRA Senior Staff members and guests, Mr. Keith Hundley, Auditor Partner with Carr, Riggs, and Ingram was present to discuss the FY' 22 Audit report and honored guests, Keestone Resort: William Keelon, Jerry Putman, Lawrence County Sheriff Department, John Myers, 22nd District Judge David Allen, Blake Neely, with Senator Blackburn's Office, 92nd Representative District Todd Warner, 71st District Representative Kip Capley, and 69th District Representative Jody Barrett.

Nominating/By-Laws Committee Report: Acting Chairman County Mayor Newman reported the By-Laws/Nominating committee met prior to this meeting. The committee recommends the following SCHRA 2023-2024 Officers: Chairman County Executive Jim Mangubat, Vice Chairman County Mayor Mike Keny, Secretary Metro/County Mayor Sloan Stewart, along with governing board member, Head Start/Early Head Start Representative Peggy Lewis. With no further recommendations from the floor, the recommendations were approved on a motion by County Mayor Bill Newman and seconded by Mr. Anthony Taylor. Motion carried.

Board Officers and Board Member: Head Start/Early Head Start Representative Peggy Lewis were sworn in by Executive Director Paul Rosson.

A Special Welcome to Honored Ex-Officio Advisory Council and guests

Public Comment: None

SCHRA 2022-2023 Audit: Mr. Keith Hundley, of CRI CPA's and Advisors, presented the Audit for the fiscal year 2022-2023. Mr. Hundley stated that an unmodified opinion was being issued on our financial statements which is the highest rating you can have. Mr. Hundley also discussed the audited financial statements. He stated that the agency increased its net position for the fiscal year. These funds were expended in both years primarily for child education, energy assistance, and nutrition and other services for the elderly. The single audit produced no findings. Mr. Hundley concluded his presentation and stated that the agency was in sound financial shape and entertained any questions. Hearing none the audit was approved on a motion by Co. Mayor Newman and seconded by Mr. T.R. Williams. Motion carried.

Minutes: Previous minutes of September 28, 2023 were approved on a motion by Mr. T.R. Williams and seconded by Mr. R.L. Williams. Motion carried.

Budget Committee Report: Chairman Mangubat reported the Budget committee met prior to this meeting and the committee reviewed and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures, and Financial Report by Program, all for the period ending 10/31/23; LIHEAP 22 Infrastructure Budget Revision #1 for year ending 9/30/23, SSBG year ending 9/30/24, LIHEAP 23 Infrastructure Budget Amendment 10/01/24, LIHEAP 23 Supplemental Budget Amendment 10/01/24, LIHEAP 23 Budget Amendment #1 10/01/24, LIHEAP 23 Budget Amendment #2 10/01/24, Consolidated Proposed Budget 6/30/24, LIHWAP 22-15 Reestablishment of Contractual Relationship, and FY 2024 Longevity Incentive all were approved. The Agency Christmas Gift and Holiday Calendar, Director of Financial Report for September and October 2023 all were approved. The Budget Committee Report including the approval of the FY' 22-23 Audit presented by Mr. Keith Hundley were approved on a motion by Mr. R.L. Williams and seconded by Mr. Taylor. Motion carried.

Property Committee Report: Acting Chairman County Mayor Bill Newman reported that the Property committee met prior to this meeting and approved the items for disposal in the packet and to continue the Giles County five-year lease with Brindley. The Property Committee Report

was approved on a motion by Co Mayor Newman and seconded by Mr. T.R. Williams. Motion carried.

Personnel Committee Report: Chairman Mike Keny reported the Personnel committee met prior to this meeting and approved the Human Resource Director's report, including the Executive Director's timesheet report, Personnel Hire & Termination Report, and FY2023 Turnover Report and Employee Actions for September and October 2023. The FY' 24 Longevity Incentive request, HS/EHS QIP and CAP, Agency Christmas Gift, and 2023 Holiday Calendar all approved on a motion by County Mayor Mike Keny and seconded by Senator Joey Hensley. Motion carried.

Program Reports: All program reports, including the Executive Director's report were approved on motion by Co. Mayor Keny, and seconded by Mr. T.R. Williams carried.

The Chairman called for a motion approving Head Start/Early Head Start Quality Improvement Plan. It was approved on a motion by Co. Mayor Keny, and seconded by Co. Mayor Newman. Motion Carried.

The Chairman called for a motion to approve the Head Start/Early Head Start Corrective Action Plan. It was approved on a motion by Co. Mayor Keny, and seconded by Co. Mayor Newman. Motion Carried.

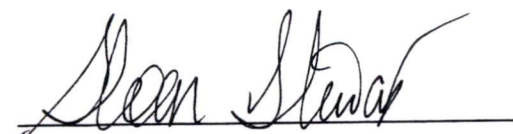
Other: Mr. Rosson said the Agency would like to give all benefit eligible full-time or part-time employees a day off without using leave, as a Christmas gift to them. The day will have to be used during a specific time frame and coordinated with other staff members in their office and their immediate supervisor. The 2023-2024 SCHRA Holiday Calendar was reviewed. The governing board and other attendees received a copy of the SCHRA 2022-2023 Annual Report. The Agency gift to employees, 2023-24 Holiday Calendar and 2022-23 Annual Report were all approved on motion by Mr. T.R. Williams and seconded by Co. Mayor Newman. Motion carried.

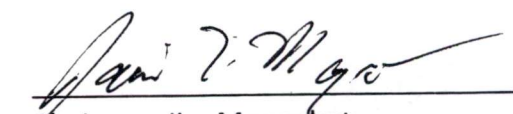
Executive Director Report: Executive Director Paul Rosson requested his report be approved as submitted. Mr. Rosson shared South Central Human Resources Agency is celebrating the fifty-year anniversary serving Tennessean's.

Deputy Director Report: Deputy Director Sara Brown shared history of the agency and presented a video with programs and staff with totals from 50 years of serving clients throughout our 13-county service area.

The meeting was adjourned on a motion by Co. Mayor Newman and seconded by Mr. T.R. Williams with no further business. Motion carried.

Respectfully submitted,


Secretary Sloan Stewart


Chairman Jim Mangubat



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January 25, 2024

Re: Retro-Budget Revision 04CH010668-05

On April 15, 2021, South Central Human Resource Agency purchased a 12,500 sq. ft. facility located at 237 East Taylor Street, Lawrenceburg, TN, as the new Head Start/Early Head Start location. As of August 2023, this facility has been completed and is now operational.

SCHRA received a Notice of Award, 04CH010668-03-04, approving our 1303 application on February 10, 2021. SCHRA secured a loan, in the amount of \$750,000, with First Farmers and Merchants Bank to purchase the property. It was also approved to use Head Start funds to pay for the mortgage payment each month. The loan included the purchase price plus additional monies to replace the existing roof. The interest rate was secured at a 2.35% per annum with a 20-year amortization. The amount of interest that would be incurred by Head Start at the conclusion of the loan will be \$193,608. The payoff on this note as of September 12, 2023, was \$681,195 according to the bank.

We ask for a retro-budget revision to move funds from the following line items:

	HS	EHS
a. Salaries & Wages	99,583	106,070
b. Fringe Benefits	124,493	46,100
c. Total Personnel Costs	224,076	152,170
g. Construction	76,776	
h. Other		
Repair & Maintenance		
Professional Services		
Mortgage Repayment		
j. Total Direct Costs	300,852	152,170
k. Indirect Costs		8,200
Total Costs	300,852	160,370

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We ask that these funds be moved to Mortgage Payments under the Other line item to pay off the loan balance early and thus saving Head Start interest accrued on the loan. The total amount requested is \$461,222. This is comprised of \$300,852 from Head Start and \$160,370 from Early Head Start. There are funds already in the Other line item that will also be used.

We have salaries and wages funds not spent from position vacancies through the program year. Unfortunately, these vacancies were chronic but we have put measures in place to correct this issue. Those measures include closing the Harris Head Start center and increasing wages for staff. These vacancies also affect Fringe Benefits as well.

We had funds left over from the Lawrenceburg Head Start/Early Head Start remodeling project. The savings that is seen in this line item is due to SCHRA maintenance staff performing work that would otherwise have been contracted out.

Lastly, there was funds left in indirect based on the funds not utilized from the above mentioned line items.

We request a retro-budget revision to move a total of \$461,222 to Mortgage Payments under the Other line item. This includes \$300,852 from Head Start and \$160,370 from Early. This move will help reduce the amount of interest paid on the loan and pay down the principal faster.

On behalf of the SCHRA Governing Board, I approve the submittal of the above request to the Office of Head Start Regional Office.

 Date: 1/23/2024

County Executive Jim Mangubat, SCHRA Governing Board Chairperson