

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
FEBRUARY 7, 2023
MINUTES**

The South Central Human Resource Agency, Governing Board Meeting, was called to order by Vice Chairman Mike Keny on February 7, 2023, at 11:00 AM, held at the central office in Fayetteville, TN. Mr. T.R. Williams gave the invocation and Vice Chairman Keny led the Pledge of Allegiance.

Secretary Sloan Stewart called the roll and the Vice Chairman declared a quorum with the following members in attendance:

County Mayor Chad Graham	Bedford County
County Mayor Judd Matheny	Coffee County
County Executive Graham Stowe	Giles County
County Mayor Jim Bates	Hickman County
Mayor Blake Lay	City of Lawrenceburg
Mr. T.R. Williams	Lawrence Co. Low-Income Rep.
County Mayor Jonah Keltner	Lewis County
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.
Metro/County Mayor Sloan Stewart	Moore County
Mr. Xavier Hamler	HS/EHS Representative
Mr. Charles Sain	Education Representative
Mr. Michael Crane	Financial Representative
Judge John Damron	Legal Representative

Others in attendance were SCTDD Mr. Joe Evans and Katrina Crisp, and SCHRA senior staff members.

Deputy Director Sara Brown welcomed the board and let everyone know that the Tennessee Human Resource Agencies are celebrating fifty (50) years of serving the citizens of the State of Tennessee and SCHRA serving our thirteen counties. Ms. Brown introduced a video celebrating fifty-years and the number of community members served in various programs in our agency.

Public Comment: None

Previous minutes of December 1, 2022 were approved on a motion by Metro/County Mayor Sloan Stewart and seconded by Mayor Blake Lay. Motion carried.

Program Reports:

Pamela Morris, Title V Director, welcomed the board and asked her reports be approved as submitted.

Tiffany Bolin, WIOA Director, asked her reports be approved as submitted.

Jeana Mills, FGP Director, asked her reports be approved as submitted.

Becky Christa, Nutrition Director, asked her reports be approved as submitted.

Sara Brown, Deputy Director, asked her reports be approved as submitted.

Chae Adkinson, CRPP Director, requested her report be approved as submitted. Updated the board on the new CRPP accounting system, RPM is working well.

Dee Dee Sneed, EFAP Director, requested her report be approved as submitted.

Tony Patterson, Recovery Court Lead Coordinator, requested his reports be approved as submitted.

In the absence of Ron Scarbel, Information Technology, Mr. Rosson asked that his report be approved as submitted.

Head Start/Early Head Start Director Laure Hopper, requested her reports be approved as submitted as well as the attachments sent in the board packet. Ms. Hopper requested approval of the Teacher Staff without Education requirements – Waiver request for six staff listed due to high need to fill vacant slots to maintain staff ratios with a lack of applicants to apply for positions. The agency is helping employees pay for their education to receive their degrees. A question was asked, if we require staff to stay for a period of time, if they receive educational assistance. It was recommended that a legal review be sought for an agreement between SCHRA and employee that receives the educational assistance. Ms. Patterson said that they will have this looked at by our legal counsel and will bring it back to the board for review. Ms. Hopper requested approval for the HS/EHS 2023-24 Eligibility Configuration to increase points for children in foster care, homelessness, having a disability and/or with a health issue. Ms. Hopper let the board know that unfortunately, there was an incident at one of our centers, no children were hurt, and the employees were let go. The proper agencies were notified and a plan of action taken. These requests were approved on motion by Mr. T.R. Williams and seconded by Mayor Lay. Motion carried.

Executive Director Report: Executive Director Paul Rosson requested his report be approved as submitted. He also reported updates on capital projects. In Lawrence County we are waiting on the weather to complete concrete on the second half of the Head Start/Early Head Start parking lot. He gave updates on the Fire Marshal approving plans for Wayne County Head Start, and Warehouse/Dock project here in Lincoln County central office. Mr. Rosson shared that we received funds from the USDA and have put together a list of much needed upgrades for nine to eleven Nutrition cargo vans, modernized kitchen equipment, and 55% towards a new commodities truck, with estimated cost of \$175,000. Mr. Rosson shared that the TN Human Resources Agency is celebrating the fifty-year anniversary serving Tennessean's and discussed the pamphlets distributed on the tables. Deputy Director Brown and Rebecca Bradford worked hard on creating an application for state partnership for one-time funds to address the needs for greater service within our communities.

The Executive Director and all Program Reports were approved as written on motion from Mayor Lay and seconded by Mr. T.R. Williams. Motion carried.

Mayor Stewart made a motion on the of appointment Janet Vanzant, to the Budget and 1303 Committee and was seconded by Mr. T.R. Williams. Motion carried.

By-Laws/Nominating Committee Report: Chairman Sloan Stewart reported the By-Laws/Nominating committee met prior to this meeting to approve the previous minutes. With no further business Chairman Stewart made a motion that his report be approved as submitted and seconded by Mayor Lay. Motion carried.

Property Committee Report: Chairman Jonah Keltner reported that the Property committee met prior to this meeting and reviewed the Memo for Commodities Warehouse Construction bids and referred this to the Budget Committee. Chairman Keltner made a motion to approve the Property Committee Report and seconded by Mayor Lay. Motion carried.

Budget Committee Report: In the absence of Chairman Jim Mangubat, Acting Chairman Sloan Stewart reported the Budget committee met prior to this meeting and asked Finance Director Amy Ezell to report. Ms. Ezell stated 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 12/31/22; CSBG budget for year ending 9/30/23, LIHEAP Wx budget for year ending 8/31/23, SSBG budget revision for year ending 9/30/22 and SSBG COVID budget revision for year ending 9/30/22, Child Support Re-Entry budget revision for year ending 6/30/23. Mr. Rosson reviewed the Memo regarding the Warehouse Finance Plan & USDA Grant Plan and the lowest bidder was Lee Adcock Construction for \$1,296,655.74. Ms. Ezell reviewed the Memo regarding the IBQ. The Bank Financing for Warehouse Addition, of the four banks that submitted quotes, The Bank of Frankewing was selected. The Director of Finance Report for November and December 2022 was approved. Acting Chairman Stewart made a motion to approve the Budget Committee Report 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 FY 2022 Turnover Report and Employee Actions for November and December. The Human Capital Management & Payroll System RFP search and award were approved. The Personnel Policies & Procedures Report was approved on motion by Mr. Xavier Hamler and seconded by Mayor Lay. Motion carried.

Other:

Mr. Rosson said we need approval to proceed with the Resolution of the Governing Board for the fifty-year ask for funding of various needs of the HRAs. This will be presented to the Tennessee State Legislature with our Application for State Partnership. Vice Chairman Keny asked for approval of the application. A motion to approve the Resolution was given by Mr. R.L. Williams and seconded by Mayor Lay. Motion carried.

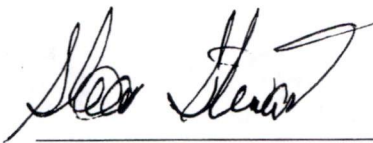
Mr. Rosson requested approval to proceed with the Commodities Warehouse Construction and USDA Grant Plan. The warehouse low bidder was Lee Adcock Construction for \$1,296,655.74

The Agency received a 55% matching grant from USDA for the purchase of a Commodities truck: \$176,545, vans and kitchen equipment: \$698,761 with matching funds requested from this session of the Tennessee Legislature. If not funded, SCHRA will use a combination of loan proceeds, local/state appropriations, nutrition funds, and LGIP funds to service our 45% match requirement. A motion to proceed was given by Mr. R.L. Williams and seconded by Mayor Lay. Motion carried.

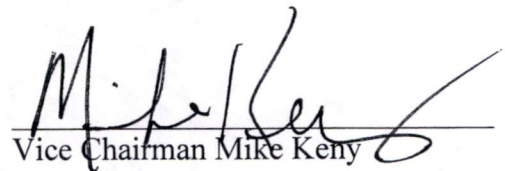
Ms. Ezell requested note approval with Bank of Frankewing selected with: a.) no loan origination fee, b.) 4.75% on 25 years -no balloon rate, c.) 4.875% on 30 years – no balloon rate. SCHRA will select a 25 year option for financing. Mr. Rosson also reviewed a letter from our lawyer regarding a potential Conflict of Interest for Governing Board Member, Mayor Blake Lay. He will abstain from voting on the matter and in decision. A motion to approve the selection of the Bank of Frankewing was given by Mr. T.R. Williams and seconded by Mayor Stewart. Motion carried.

With no further business, the meeting was adjourned at 11:42 a.m., on a motion by Mr. R.L. Williams and seconded by Mayor Jim Bates with no further business. Motion carried.

Respectfully submitted,



Secretary Sloan Stewart



Vice Chairman Mike Keny