

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
MARCH 23, 2023**

MINUTES

The South Central Human Resource Agency, Governing Board Meeting, was called to order by Chairman Jim Mangubat on March 23, 2023, at 11:03 AM, held at the central office in Fayetteville, TN. County Executive David Morgan gave the invocation and led the Pledge of Allegiance.

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

County Executive Graham Stowe
County Mayor Jim Bates
Mr. Rick Humphrey
County Executive David Morgan
County Mayor Jonah Keltner
Dr. Bill Heath
County Mayor Mike Keny
Mr. R.L. Williams
Mr. Gary Stovall
Metro/County Mayor Sloan Stewart
County Executive Jim Mangubat
Mr. Xavier Hamler
Mr. Charles Sain
Mr. Michael Crane

Giles County
Hickman County
Hickman Co. Low-Income Rep.
Lawrence County
Lewis County
Lincoln Co. Low-Income Rep.
Marshall County
Marshall Co. Low-Income Rep.
Maury Co. Low-Income Rep.
Moore County
Wayne County
HS/EHS Representative
Education Representative
Financial Representative

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

Public Comment: None

Previous minutes of February 7, 2023 were approved on a motion by County Executive David Morgan and seconded by County Mayor Jonah Keltner. 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.

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

In the absence of Tony Patterson, Recovery Court Lead Coordinator, Mr. Rosson asked that his reports be approved as submitted. As a matter of information Mr. Rosson shared that the second round of Opioid funds that are being distributed to counties can be used for recovery courts. Please feel free to contact Mr. Patterson if you have questions.

In the absence of Ron Scarbel, Information Technology, Mr. Rosson asked that his report be approved as submitted. He asked Finance Director Amy Ezell to share about the upcoming tech. improvements for the next budget year. Ms. Ezell let the board know that there are some heavy infrastructure pieces needing to be replaced or upgraded: an IT switch replaced costing \$25,000 and a server within the next 3 years that will be estimated at \$70,000-90,000.

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 Community Assessment Update, Program Goals, School Readiness Goals, Self-Assessment, Training and Technical Assistance Plan and grant updates. Ms. Hopper referenced a handout for the Continuation Grant, 04CH010668, for the program year 2023-24 with the following budget: Operating Budget: Head Start \$8,054,152/Early Head Start \$3,884,550 Total: \$11,938,702, Training Technical Assistance Budget: Head Start \$88,896/Early Head Start \$69,175 Total: \$158,071.

Ms. Hopper discussed the proposed change of scope to allow for an increase in staff salaries and the hiring of two additional Child Care Support Workers. The reduction will entail eliminating 62 slots by closing one center and reducing classroom size to sixteen children. Cost savings in the amount of \$652,182 will be applied to salaries, the additional Child Care Support Worker positions, increased retirement costs and salary increases for education and longevity attainment.

Ms. Hopper reviewed the plan to apply a 5.6% COLA adjustment to all salaries. Additionally, COLA and QI funds will be used to increase salaries for Nutrition Workers, Child Care Support Workers, Family Partners, and Substitutes; add a Behavior Support Specialist position; add two additional training days for center staff; and add three additional Child Care Support Worker positions. Ms. Hopper explained the COLA and QI for the program year 2023-24 with the following budget: COLA: Head Start \$451,033/Early Head Start \$217,535 Total: \$668,568 & QI: Head Start \$170,095/Early Head Start \$70,839 Total: \$240,934.

The reports and requests were approved and will be submitted to the Office of Head Start Regional Office on motion by County Metro Mayor Sloan Stewart and seconded by Co. Executive Morgan. 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 the Fire Alarm System was starting today, new outside doors are installed, and flooring will begin near the end of the month. He gave updates on the framing beginning soon at the Wayne County Head Start with plumbing to be completed by SCHRA maintenance and electrical panels moved by a contractor. The Phase I Environmental will need to be updated and as the board requested, an additional radon

test has been ordered. The Warehouse/Dock project here in Lincoln County central office is moving along with old dock demolished by our team saving \$15,000. Mr. Rosson thanked FPU for the assistance of moving electrical to our side. The Bank of Frankewing will need to include the building as a whole for the loan. Mr. Rosson thanked Chairman Mangubat for attending the Legislature, where the Agency requested \$1 million in funding and are hoping to hear back soon. Mr. Rosson shared he has talked with Ms. Hopper about the significant concerns about HS/EHS staff leaving. Mr. Rosson assured the board that he spoke with Bedford County Mayor Chad Graham regarding the center closing and he understood that it was needed for the continued success of the program.

The Chairman asked if the board had any questions regarding the reports given, hearing none he requested a motion. The Executive Director and all Program Reports were approved as written on motion from Mr. R.L. Williams and seconded by Co. Executive Morgan. Motion carried.

Property Committee Report: Chairman Jonah Keltner reported that the Property committee met prior to this meeting and approved the items for disposal in the packet. The Property Report was approved on motion by Co. Executive Morgan and seconded by Mr. Gary Stovall Motion carried.

Budget Committee Report: Chairman Jim Mangubat 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 2/28/23; Recovery Court Budget Revisions for Lincoln, Lawrence and Maury for year ending 6/30/2023, Social Services Block Grant Homemaker (SSBG) budget revision for year ending 09/30/2023, Building Allocation Budget for the year ending 6/30/2024, Indirect Cost Pool Budget for the year ending 6/30/2024, Networking Allocation Budget for the year ending 6/30/2024, Head Start and Early Head Start Budget Revisions to include COLA and Quality Improvement (QI) for year ending 6/30/2024, HS and EHS Budgets FY 24, HS Change of Scope Budget, Memorandum of Recommendations – Step Increase for LIHEAP Program Assistant & WAP Coordinator, Step Increase Finance Director, and the changes to Procurement Manual. The Director of Finance Report for January and February 2023 was approved. The Budget Committee Report was approved on motion by Co. Metro Mayor Stewart and seconded by Co. Executive Morgan. 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 2023 Turnover Report and Employee Actions for January and February 2023. The Education Assistance & Reimbursement Program were approved. Memorandum of Recommendations – Step Increase for LIHEAP Program Assistant & WAP Coordinator and Step Increase Finance Director were approved. Chairman Keny made a motion to approve the Personnel Policies & Procedures Report and seconded by Co. Metro Mayor Stewart. Motion carried.

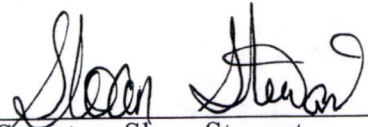
Other:

Deputy Director Sara Brown referenced the handout Customer Satisfaction Survey for SCHRA. She stated the document included satisfaction data from the previous year which was reviewed at the Strategic Planning this past fall. Ms. Brown explained the questions, the responses and how the administrative team are addressing each to improve our Agency. A motion to approve the Customer Satisfaction Survey was given by Co. Executive Morgan and seconded by County Mayor Mike Keny. Motion carried.

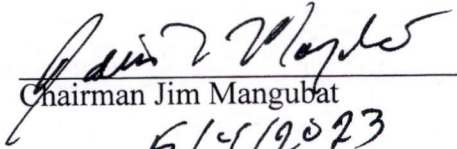
Mr. Rosson informed the board the Budget/Audit Committee will meet to review RFP's and select an Agency audit bid proposal on Tuesday, April 11th at 11:00 a.m. The governing board will ratify at the next governing board meeting, scheduled for Thursday, June 1st.

With no further business, the meeting was adjourned at 11:43 a.m., on a motion by Dr. Bill Heath and seconded by Co. Executive Morgan. Motion carried.

Respectfully submitted,


Secretary Sloan Stewart

5/4/23


Chairman Jim Mangubat
5/4/2023



P O Box 638
1437 Winchester Highway
Fayetteville, TN 37334

931-433-7182 [O]
931-438-0074 [F]
SCHRA.us

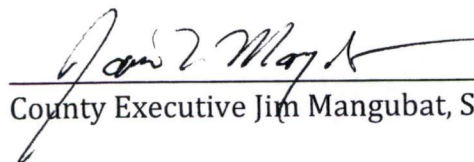
March 23, 2023

Re: Grant Number 04CH010668
Change of Scope for program year 2023-24 Approval

The SCHRA Governing Board met on Thursday, March 23, 2023. The Board approved the proposed change of scope to allow for an increase in staff salaries and the hiring of two additional Child Care Support Workers. The reduction will entail eliminating 62 slots by closing one center and reducing classroom size to sixteen children.

Cost savings in the amount of \$652,182 will be applied to salaries, the additional Child Care Support Worker positions, increased retirement costs and salary increases for education and longevity attainment.

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


County Executive Jim Mangubat, SCHRA Board Chairperson

3-23-23

Date



P O Box 638
1437 Winchester Highway
Fayetteville, TN 37334

931-433-7182 [O]
931-438-0074 [F]
SCHRA.us

March 23, 2023

Re: Grant Number 04CH010668
Continuation Grant for program year 2023-24 Approval

The SCHRA Governing Board met on Thursday, March 23, 2023. The Board reviewed and approved the Community Assessment Update, Program Goals, School Readiness Goals, Self-Assessment, Training and Technical Assistance Plan and grant updates.

The Board approved the Continuation Grant for the program year 2023-24 with the following budget:

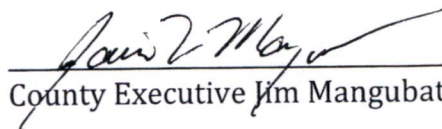
Operating Budget

Head Start	\$8,054,152
Early Head Start	<u>\$3,884,550</u>
	\$11,938,702

Training Technical Assistance Budget

Head Start	\$88,896
Early Head Start	<u>\$69,175</u>
	\$158,071

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



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March 23, 2023

Re: Grant Number 04CH010668
Cost of Living Adjustment (COLA) Approval
Quality Improvement Funds (QI) Approval

The SCHRA Governing Board met on Thursday, March 23, 2023. The Board reviewed and approved the plan to apply a 5.6% COLA adjustment to all salaries. Additionally, COLA and QI funds will be used to increase salaries for Nutrition Workers, Child Care Support Workers, Family Partners, and Substitutes; add a Behavior Support Specialist position; add two additional training days for center staff; and add three additional Child Care Support Worker positions.

The Board approved the COLA and QI for the program year 2023-24 with the following budget:

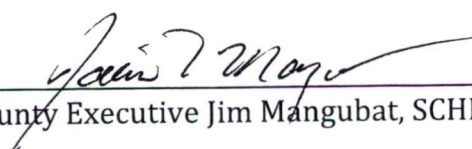
COLA

Head Start	\$451,033
Early Head Start	<u>\$217,535</u>
	\$668,568

QI

Head Start	\$170,095
Early Head Start	<u>\$70,839</u>
	\$240,934

On behalf of the SCHRA Board, I approve the submittal of these items to the Office of Head Start Regional Office.



County Executive Jim Mangubat, SCHRA Board Chairperson

3-23-23

Date