

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
MARCH 24, 2022
MINUTES**

The South Central Human Resource Agency, Governing Board Meeting, was called to order by Chairman TR Williams on March 24, 2022, at 11:05 AM, held at the SCHRA central office, Fayetteville, TN. V. Chairman Williams led the Pledge of Allegiance and gave the invocation.

The chairman asked for roll call by Secretary Wallace Cartwright, and a quorum was declared with the following members in attendance:

County Mayor Chad Graham	Bedford County
Mayor Wallace Cartwright	City of Shelbyville
County Mayor David Alexander	Franklin County
County Executive Melissa Greene	Giles County
County Mayor Mark Bentley	Hickman County
Mr. Rick Humphrey	Hickman Co. Low-Income Rep.
County Executive T.R. Williams	Lawrence County
Mr. Bert Spearman	Lawrence Co. Low-Income Rep.
County Mayor Jonah Keltner	Lewis County
County Mayor Bill Newman	Lincoln County
County Mayor Mike Keny	Marshall County
Mr. R.L. Williams	Marshall Co. Low-Income Rep.
Metro/County Mayor Bonnie Lewis	Moore County
County Executive Jim Mangubat	Wayne County
Judge John Damron	Legal Representative
Mr. Charles Sain	Early Education Representative

Others in attendance were SCHRA senior staff members.

Addition to Agenda:

Chairman TR Williams requested a motion to approve additions to the agenda, (1) presentation of the SCHRA Audit for the fiscal year 2020-2021 and (2) CSBG CARES Amendment #1/Budget Revision #1, to the agenda were passed on a motion by Mr. Bert Spearman and seconded by Mayor Wallace Cartwright. Motion carried.

Chairman Williams requested a motion to approve appointing Mr. Charles Sain to the board as our Education Representative. Per Ms. Karen Lock's resignation we were able to bring Mr. Sain back to the board. County Bill Newman made the motion and seconded by County Mayor Mike Keny. Motion carried. Executive Director Paul Rosson welcomed him back to the board, and his past years of serving the agency, and swore him in.

Public Comment: None

Previous minutes were approved on a motion by Mr. Spearman and seconded by Metro/County Mayor Bonnie Lewis. Motion carried.

Mr. Keith Hundley, of CRI CPA's and Advisors, presented the Audit for the fiscal year 2020-2021. Mr. Hundley stated that an unmodified opinion was being issued on our financial statements which is the highest rating you can have. There was one finding in relation to internal controls with the WIOA program, SCHRA management provided a corrective action plan for this finding. Mr. Hundley also discussed the audited financial statements. He expressed a positive fiscal outlook for the agency with a 3:1 with liquid assets verses liabilities. He stated that the agency increased its net position by \$1.6 million. The single audit produced no findings. Mr. Hundley concluded his presentation and entertained any questions. With no questions, Mr. Spearman made a motion to approve the Financial Audit for fiscal year 2020-2021 as presented. Mayor Cartwright seconded the motion. Motion passed.

Program Reports:

Pamela Morris, Title V Director, asked her reports be approved as submitted.

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

In the absence of Jeana Mills, FGP Director, Sara Brown asked her reports be approved as submitted.

In the absence of Becky Christa, Nutrition Director, Sara Brown asked her reports be approved as submitted.

Sara Brown, Deputy Director, asked her reports be approved as submitted. Ms. Brown provided a CSBG CARES Amendment and Budget revision request for the 6/19/20-112/19/2023 Contract #Z22-49216 to include an employee retention and hiring incentive effective March 31.2022. SCHRA would like to request approval to use these funds in amount of \$280,072.68 for the stated above. The proposal will be submitted to the Department of Human Services, CSBG office. Mayor Lewis made a motion to approve the retention/incentive request and seconded by Mr. Spearman with County Mayor David Alexander requesting to abstain. Motion Carried by voice vote.

Ms. Brown requested to move LIHEAP funds of \$30,000 from Lewis County Regular to be distributed to \$25,000 Giles County Regular and \$5,000 to Marshall County Regular. \$25,000 from Perry County Regular to be distributed to: \$15,000 Maury County Regular, \$5,000 Lincoln County Regular, and to \$5,000 Coffee County Regular. \$5,000 from Hickman County Regular to be distributed to \$5,000 Giles County Crisis. County Mayor Jonah Keltner made the motion and seconded by County Mayor Bill Newman. Motion carried.

Chae Adkinson, CRPP Director, requested her report be approved as submitted.

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

Vicki Davenport, Justice Services Director, asked for her reports to be approved as submitted. Mr. Rosson thanked Lawrence County Executive T.R. Williams for approving \$15,000 to send the 22nd Recovery Court team to the National Association of Drug Court Professionals conference in Nashville.

Paul Gibbs, Information Technology Representative, gave an overview of the completion of 40 new Fire Walls, renewing hardware for a 3 year contract and upgrading VPN for remote access protection. The Help Desk support is running efficiently for staff. He asked for his report be

approved as submitted. Mr. Rosson introduced Mr. Shane Weaver as our Network Technician and thanked him for the hard work he has put into the agency.

Laure Hopper, Head Start/Early Head Start Director, asked her reports be approved as submitted. Ms. Hopper reviewed the Grant Application 04CH010668, 2022-2023 Summary of Changes. Ms. Hopper shared the Staff Survey 2021-22 and she felt positive on responses regarding communication from management, feeling valuable and problems being resolved. Self-Assessment with School Readiness Goals, and Program Goals 21-22, Training and Technical Assistance Plan 2022-23. The requests for Application changes, T&TA Plan, Self-Assessment, Staff Survey were approved on a motion by Mr. Spearman and seconded by County Mayor Bill Newman. Motion carried.

Executive Director Report: Executive Director Paul Rosson reported the Coffee Early Project has received licensing from the Department of Human Services. Children will start in the new facility on April 4, 2022. We continue to monitor the breaker issue regarding the contractor not ordering the breaker for the commercial stove. We are requesting liquidated damages for the service time lost. The Lawrenceburg project framing is winding down and will be moving forward with bids for electrical, plumbing, and HVAC. Hopes are to have the project finished by September 2022. We are still working on getting bids to replace the roof on this new facility. The Wayne County Head Start facility has had indoor demolition completed. We are waiting on fire marshal plans to proceed with construction. Because of the work being completed in Lawrenceburg, a lot of the Wayne County work will need to be completed by contractors. We continue to monitor staffing issues in an effort to reduce the turnover within Head Start/Early Head Start. A formula to compensate staff with years of service compared to a new employee will be looked at within budget perimeters. The Executive Directors Report was approved on a motion by Mayor Cordell and seconded by Mayor Wallace Cartwright. Motion carried.

The Executive Director also requested all Program Reports be approved as written. Mr. Spearman made the motion and seconded by County Mayor Melissa Greene. Motion carried.

Personnel Committee Report: Chairman Mike Keny reported the 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 FY2022 Turnover Report) and Employee Actions for January and February. The committee also approved the additional increase for Head Start/Early Head Start Experience Pay Policy/Process, In-Home Care Attendant – Homemaker Program-One-Time Gasoline incentive, Emergency Succession Plans for Executive Director, Deputy Director, Finance Director, and Human Resources Director. The Executive Director Performance Review/Compensation/Step Increase recommendations, along with step increase recommendation for Deputy Director, Finance Director, and the Human Resources Director. Chairman Keny motioned that the Personnel Policies & Procedures Report be approved and seconded by Mr. Spearman. Motion carried.

Budget Committee Report: Chairman Williams reported the committee met prior to this meeting and asked Assistant Finance Director Julie Kent to report. Ms. Kent said 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 2/28/22; EFAP partial budget for year ending 9/30/22, Child Support Re-entry Grant year ending 6/30/33. FGP amendments #3 &4 FY

6/30/22. SSBG budget revision #2, LIHEAP Supplemental Benefit Funds budget revision #3 and LIHEAP Cares budget revision #4 for FY 6/30/22, LIHEAP 2021 Funds budget revision #7 and #8 FY 9/30/22, LIHEAP ARP-15 budget FY 9/30/22. Felony Recovery Court Lincoln budget revision #1 FY 6/30/22, Head Start budget FY 6/30/23, Early Head Start budget for FY 6/30/23, EHS Expansion budget for year ending 6/30/23, SCHRA Consolidated Budget for year ending 6/30/21 and year ending 6/30/22, SCHRA Annual Federal Form 990 Exempt Organization Federal Return for year ending 6/30/2020. Step Increase for Paul Rosson, Sara Brown, Amy Ezell and Scarlet Patterson along with a One-Time gasoline incentive payment for Homemaker staff. The Director of Financial Operations Report for January and February 2022 was approved. The Budget Committee Report was approved on a motion by Chairman T.R. Williams and seconded by Mayor Cartwright. Motion carried.

Property Committee Report: Chairman David Alexander reported that Property committee met prior to this meeting and approved the items for disposal in the packet. Chairman Alexander motioned that the Property Report be approved and seconded by Mayor Keltner. Motion carried.


Other:

The Board reviewed the Agency's mission statement and the Board concurred that the programming of the agency were in line with the approved mission statement. The mission statement was approved on motion by Mr. Spearman and seconded by Mayor Greene. Motion carried.


Deputy Director Sara Brown referenced the handout of the updated Strategic Plan. She stated the document included review of current goals and progress meeting the goals. The plan was approved on motion by Mr. R.L. Williams and seconded by Mayor Lewis. Motion carried.

The meeting was adjourned on a motion by County Executive Jim Mangubat and seconded Mayor Lewis with no further business. Motion carried.

Respectfully submitted,



Secretary Wallace Cartwright



Chairman TR Williams