

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
POLICY COUNCIL MEETING
MARCH 25, 2021**

MINUTES

County Executive T. R. Williams, Chairman, called the SCHRA Policy Council Meeting to order on March 25, 2021, at 11:00 AM held at the SCHRA central office, Fayetteville, TN, with the majority of board members attending via Microsoft Teams abiding by Executive Order #78.

The chairman asked for roll call by Executive Assistant Rebecca Palmer, and Secretary Charles Sain declared a quorum with the following members in attendance:

County Mayor Chad Graham
County Mayor Gary Cordell
Mr. Charles Sain
County Mayor David Alexander
County Executive Melissa Greene
County Mayor Mark Bentley
County Executive T. R. Williams
Mr. Bert Spearman
County Mayor Jonah Keltner
County Mayor Bill Newman
County Mayor Mike Keny
Mr. John Campbell
County Mayor Andy Ogles
Mr. Gary Stovall
Metro/County Mayor Bonnie Lewis
Mr. Chris Grizzard
Ms. Joanne Lord
County Executive Jim Mangubat
Michael Crane
Ms. Karen Lock

Bedford County
Coffee County
Coffee County
Franklin County
Giles County
Hickman County
Lawrence County
Lawrence County
Lewis County
Lincoln County
Marshall County
Marshall County
Maury County
Maury County
Moore County
Moore County
Perry County
Wayne County
Financial Rep.
Education Rep.

Others in attendance were Executive Committee members Mayor Wallace Cartwright, Mr. Robert L. Williams, Mayor Jim Bingham, and SCHRA senior staff members.

Chairman T.R. Williams requested a motion of four additions to the agenda, the LIHEAP transfer of funds, Memo for Loan Authorization with First Farmers Bank, Draft Community Assessment for HS/EHS and revised budgets for HS and EHS FY 22. All items were approved to be added to the agenda on a motion by Mr. Chris Grizzard and seconded by Mr. Bert Spearman. Motion carried.

Previous minutes of January 28, 2021, were approved on a motion by Mr. Grizzard and seconded by Mr. Spearman. Motion carried.

Program Reports:

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

Jennifer Henry, WIOA Director, asked her reports be approved as submitted.

Kathie Larsen, FGP/RSVP Director, asked her reports be approved as submitted.

Sara Brown, Deputy Director, asked her reports be approved as submitted. She requested board approval, with no objection from County Mayors, to move LIHEAP funds of \$35,000 from Bedford County Regular, \$23,000 from Coffee County Regular, and \$42,000 from Maury County Regular to be distributed to: \$10,000 Giles County Regular, \$30,000 Lewis County Regular, \$20,000 Lincoln County Regular, \$20,000 Perry County Regular, and \$20,000 Wayne County Regular. The reports and funds transferred specifically were approved on motion by County Mayor Jonah Keltner and seconded by Mr. Grizzard. Motion carried.

Deputy Director, Sara Brown, introduced Kenneth Hughes, the new Homemaker Director, and Executive Director, Paul Rosson gave history that Mr. Hughes started in the Head Start and SSBG program with the agency for over ten years. Mr. Hughes asked that his report be approved as submitted.

Teresa Swafford, CRPP Director, requested her report be approved as submitted.

Dee Dee Sneed, EFAP Director, asked her reports be approved as submitted.

Mr. Rosson introduced, Mr. Glen Eaves, the new Justice Service Program Director, and his background before the agency. Mr. Eaves hold a Master's Degree in Justice Administration and has great experience in the criminal justice system. Mr. Eaves asked that his reports be approved as submitted.

Eric Jeffers, Information Technology Director, requested his report be approved as submitted.

Laure Hopper, Head Start/Early Head Start Director, asked her reports be approved as submitted as well as the attachments sent in the board packet. Ms. Hopper requested approval of the 20-21 Budget Revisions, and the revised 21-22 Budgets for HS & EHS with longevity which included increases to all HS/EHS salaries with a 1.22% COLA. The budget revisions were approved on a motion by Mr. Grizzard and seconded by Metro/County Mayor Bonnie Lewis. Motion carried. The second request for approval of Changes for HS/EHS Application 21-22, the Training and Technical Assistant Plan 21-22, the completed Self-Assessment Improvement Plan with Program, School Readiness Goals, Plan for COVID Spring Enrollment for 20-21, and SCHRA Community Assessment Draft Conclusions for HS/EHS. The requests for Application changes, T&TA Plan, Self-Assessment, with COVID Spring Enrollment changes, and Community Assessment were approved on a motion by County Executive Jim Mangubat and seconded by Mayor Lewis. Motion carried.

All program reports were approved as written on motion by Mr. Grizzard and seconded by Mr. Gary Stovall. Motion carried.

Executive Director Report: Mr. Rosson requested his report be approved as submitted as well as the memo requesting authorization to sign \$750,000 loan documents with First Farmers and Merchants Bank, for the purchase of the new Head Start location at 241 East Taylor Street in Lawrenceburg, TN 38464. The Executive Director shared an opinion letter from our attorney outlining a potential conflict of interest that needed to be disclosed to the board in reference to the Mayor of Mt. Pleasant working for First Farmers and Merchants Bank. The attorney's opinion stated that it was not a direct conflict of interest due to not being a voting member of the Policy Council or Executive Committee. The letter further recommended that the Mayor of Mt. Pleasant abstain from voting at the annual governing board meeting. The request was approved on a motion by Mayor Lewis and seconded by Mr. Grizzard. Motion carried. Additionally, Mr. Rosson recognized Ms. Laure Hopper for receiving an award from the National Head Start Association for efforts with her COVID response. Mr. Rosson gave updates on the Bedford Early, Coffee Early, and Lawrenceburg Head Start projects. He also gave information on the Marshall County Neighborhood Service Center. Mr. Rosson discussed the matter would be voted on in the Budget Committee report. Mr. Rosson also stated that the agency is monitoring the \$1.9 Trillion Stimulus Bill that was recently passed by congress. There will be additional finds for most all programs here are SCHRA.

Executive Directors Report was approved on motion by Mr. Spearman and seconded by County Mayor Cordell. Motion carried.

HRA Re-Organization Committee: Chairman Williams advised the board of the creation of a new committee for SCHRA. Mr. Rosson gave further explanation regarding the need to form this committee. The new committee formed was approved on motion by County Mayor Mike Keny and seconded by Mr. Spearman. Motion carried.

By-Laws Committee Report: Chairman Cordell reported the January 28th By-Law Committee minutes were approved on motion by County Mayor Mark Bentley and seconded by Mr. Grizzard. There was no new business. Co. Executive Jim Mangubat adjourned the meeting and seconded by Co. Executive Greene. Mr. Spearman made a motion for this report to be approved as submitted, and it was seconded by Mayor Cordell. Motion carried.

Personnel Committee Report: Chairman Mike Keny reported the committee met this morning and approved the following items: Human Resource Director's report, including Personnel Hire & Termination Report for period, Executive Director's Timesheet report, Turnover Rate Calculations, SCHRA COVID Sick Leave usage report, Federal Minimum Wage estimated impact of increases, SCHRA COVID Sick Leave January 1, 2021-September 30, 2021 Policy (revised 3/25/21), and Employee Actions for January-February 2021. Chairman Keny made a motion that this report be approved as submitted, and it was seconded by Mr. Charles Sain. Motion carried.

Property Committee Report: Chairman David Alexander reported the committee met prior to this meeting and approved the items listed for disposal in your packet. The committee approved the relocation and buildout of the Marshall County Neighborhood Service Center. Chairman

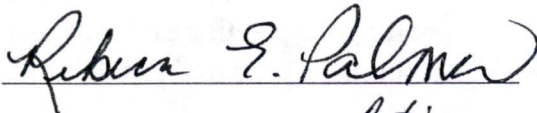
Alexander made a motion for this report be approved as submitted, and it was seconded by Mr. Spearman. Motion carried.

Budget Committee Report: Chairman Williams said the committee met prior to this meeting and asked Finance Director Amy Ezell to give the report. Mrs. Ezell 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 2/28/21; Lincoln Recovery Court budget for year ending 6/30/22, Lawrence/Maury Recovery Court budget for year ending 6/30/22, Lincoln Felony Recovery Court budget for year ending 6/30/22, Head Start/Early Head Start Budget Revisions and Justifications FY 2020-21, Revised Budgets for Head Start and Early Head Start for year ending 6/30/22, Authorization for Executive Director Paul T. Rosson or Deputy Director Sara C. Brown to sign for \$750,000 loan documents with First Farmers and Merchants Bank and the Marshall County Neighborhood Service Center Move and Buildout. The Director of Financial Operations Report for January and February 2021 was approved. The Budget Committee Report was approved on motion by Mr. Grizzard and seconded by Mayor Lewis. Motion carried.

Chairman Williams asked for approval of the bond renewal for Executive Assistant Rebecca Palmer. The bond was approved on motion by Mayor Lewis and seconded by Mr. Spearman. Motion carried.

With no further business, the meeting was adjourned on motion by County Executive Mangubat and seconded by Mr. Grizzard. Motion carried.

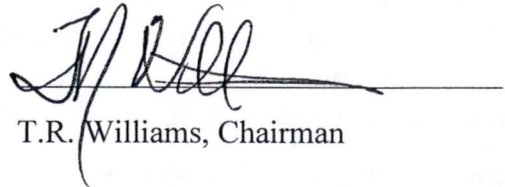
Respectfully submitted,



~~Charles Sain~~, Secretary

Acting

BOARD RESTRUCTURING



T.R. Williams, Chairman

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
EXECUTIVE COMMITTEE MEETING
MARCH 25, 2021**

MINUTES

The South Central Human Resource Agency Executive Committee was called to order by Chairman T.R. Williams on March 25, 2021, immediately following the Policy Council Meeting, 11:00 AM, at the SCHRA central office, via Microsoft Teams abiding by Executive Order #78.

Rebecca Palmer, Executive Assistant, called the roll, and Secretary Wallace declared a quorum with the following members in attendance:

County Mayor Chad Graham	Bedford County
Shelbyville Mayor Wallace Cartwright	Bedford County
County Mayor Gary Cordell	Coffee County
County Mayor David Alexander	Franklin County
County Executive Melissa Greene	Giles County
County Mayor Mark Bentley	Hickman County
County Executive T. R. Williams	Lawrence County
County Mayor Jonah Keltner	Lewis County
County Mayor Bill Newman	Lincoln County
County Mayor Mike Keny	Marshall County
Mr. Robert L. Williams	Marshall County
Lewisburg Mayor Jim Bingham	Marshall County
County Mayor Andy Ogles	Maury County
City of Columbia Chaz Molder	Maury County
Metro/County Mayor Bonnie Lewis	Moore County
County Executive Jim Mangubat	Wayne County

Others in attendance were Policy Council members and SCHRA senior staff members.

Previous minutes of January 28, 2021, were approved on a motion by City of Shelbyville Mayor Wallace Cartwright and seconded by Metro/County Mayor Bonnie Lewis. Motion carried.

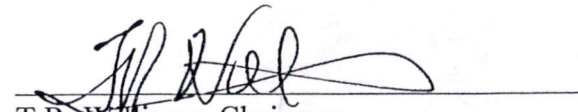
Ratification of Policy Council actions on March 25, 2021, were approved on motion by County Mayor Bill Newman and seconded by County Mayor Melissa Greene. Motion carried.

With no further business, the meeting was adjourned on motion by County Executive Jim Mangubat and seconded by City of Lewisburg Mayor Jim Bingham. Motion carried.

minutes 3-25-21


Wallace Cartwright, Secretary

Respectfully submitted,


T.R. Williams, Chairman

Committees

<https://web.microsoftstream.com/video/3ec0e54f-eee1-4c8d-ab80-b799f800372b>

PC/EC Meeting

<https://web.microsoftstream.com/video/e8ece3dc-94cc-4f38-b603-06a4281aa99c>