

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
APRIL 3, 2025**

MINUTES

The South Central Human Resource Agency Governing Board Meeting was called to order by Chairman Jim Mangubat on April 3, 2025, at 11:03 am, at the central office in Fayetteville, TN. Mr. T. R. Williams provided the invocation, which was followed by the Pledge of Allegiance.

Secretary Sloan Stewart called the roll, declaring a quorum with the following members in attendance:

County Mayor Dennis Hunt	Coffee County
Mr. Charles Sain	Coffee Co. Low-Income Representative
Co. Executive Graham Stowe	Giles County
Mrs. Janet Vanzant	Giles Co. Low-Income Representative
Co. Executive David Morgan	Lawrence County
Mr. T. R. Williams	Lawrence Co. Low-Income Representative
City Mayor Donna Hartman	Lincoln County
Dr. Bill Heath	Lincoln Co. Low-Income Representative
Mr. Anthony Taylor	Lincoln Co. Low-Income Representative
Co. Mayor Mike Keny	Marshall County
Mr. R. L. Williams	Marshall Co. Low-Income Representative
Mr. Gary Stovall	Maury Co. Low-Income Representative
Metro/County Mayor Sloan Stewart	Moore County
City Mayor Wess Ward	Perry County
Co. Executive Jim Mangubat	Wayne County
Ms. Peggy Lewis	HS/EHS Representative
Mr. Xavier Hamler	Early Childhood Ed. Representative
Mr. Michael Crane	Financial Representative
Mr. Zach Jones	Legal Representative

Others in Attendance: SCHRA staff, including: Paul Rosson, Becky Christa, Pamela Morris, Julie Kent, Shane Weaver, Jena Renfroe, Jeana Mills, Tony Patterson, Chrissy Tuten, Scarlet Patterson, Amy Ezell, Katrina Crisp, Sara Brown, and Rebecca Bradford.

Public Comments: None

Previous Minutes: The updated minutes from the February 6, 2025, Governing Board Meeting were approved following a motion by Mr. R. L. Williams. This was seconded by Co. Executive David Morgan. Motion carried.

Acceptance of Executive Director Paul Rosson's Resignation: Chairman Jim Mangubat opened the floor for a motion to approve Executive Director Paul Rosson's resignation, which was presented in a letter to the board. The motion was made by Co. Executive David Morgan and was seconded by Mayor Mike Keny. The motion carried.

Executive Director Selection Committee Formation: Chairman Mangubat informed the board of the Executive Director Selection Committee memorandum of April 3, 2025, which was provided to the board as a handout. The members appointed to the Executive Director Selection Committee in this memo were:

- Co. Executive Jim Mangubat: Wayne Co. Executive, SCHRA Governing Board Chairman
- Mayor Mike Keny: Marshall Co. Mayor, SCHRA Governing Board Vice Chairman, Personnel Committee Chairman
- Ms. Peggy Lewis: SCHRA Head Start/Early Head Start Policy Council Chairman, SCHRA Governing Board Low-Income Representative
- Mayor Sloan Stewart: Metro/Moore Co. Mayor, SCHRA Governing Board Secretary
- Mayor Donna Hartman: Fayetteville Mayor, SCHRA Governing Board Member
- Mr. Anthony Taylor: SCHRA Governing Board Member and Minority Representative
- Mayor Blake Lay: Lawrenceburg Mayor, SCHRA Governing Board Member
- Mr. T. R. Williams: SCHRA Consumer Representative
- Representative Iris Rudder: SCHRA Board Member and State Representative

The Recruitment and Selection process is outlined in the memorandum. The SCHRA HR Director will be tasked with administration of Selection Committee work and timeline. The job posting will start on April 3, 2025, and run through April 24, 2025. A date will then be determined for the review of applicants and the setting of applicant interviews. Chairman Mangubat opened the floor for a motion to approve the memorandum. The motion was made by Mr. Gary Stovall and seconded by Mr. R. L. Williams. The motion carried.

Appointment of Interim Executive Director Sara Brown: Chairman Mangubat informed the board that, per the SCHRA By-Laws and Succession Plan, the Deputy Director shall serve as the Interim Executive Director to ensure continuity of operations in the absence of the Executive Director. This appointment will also come with a temporary rate increase of the current Executive Director's salary rate as presented in his memorandum to the board. If approved, this appointment would take effect on April 14, 2025. He opened the floor for a motion to approve the appointment of Deputy Director Sara Brown as the Interim Deputy Director. This motion was made by Dr. Bill Heath and was seconded by Mayor Sloan Stewart. The motion carried.

Program Reports:

Pamela Morris, SCSEP Director, requested approval of her report as submitted.

Executive Director Paul Rosson introduced the Board to the newly appointed Workforce Innovation and Opportunity Act Program Director, Katrina Crisp. Ms. Crisp asked that her report be approved as submitted.

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

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

Sara Brown, newly appointed Interim Executive Director, asked that her reports be approved as submitted. She informed the board that the agency has currently exhausted all its LIHEAP funds, excepting a small amount being conserved for emergency client assistance. The agency is currently on a wait list for additional funds from the state. She pointed out that the previous funding year's total was almost \$7 million and had been reduced this funding year to closer to \$3 million. She has been in conversation with staff at the state level in the hopes of receiving an additional amount of approximately \$1.7 million. This funding would allow the agency to assist many on the current wait list for LIHEAP.

Jena Renfro, CRPP Director, requested that her report be approved as submitted. She also presented her updated CRPP Program Policy. This Policy was revised in order to reflect updates to the program's current practices, as well as better align with current Veteran's Affairs and Social Security Administration policies, providing a clear and consistent guide for program staff. The document outlines the organizational structure of the agency as a whole and staff roles and responsibilities within the program. It outlines the responsibilities of program staff from client intake through end of service, as well as client responsibilities to program staff. It details the program's fee structure and record-keeping and retention policy, fund disbursement and deposit procedures, mailing procedures, and budgeting and conservation of client funds. Ms. Renfro asked that this updated policy be approved by the Board. Chairman Mangubat requested a motion to approve the updated policy. The motion was made by Mayor Donna Hartman and was seconded by Mr. T. R. Williams. The motion carried.

In the absence of Brandon Jean, EFAP Director, Executive Director Rosson requested that his report be approved as submitted.

Tony Patterson, Recovery Court Program Director, requested approval of his reports as submitted. He also reviewed the Community Corrections Services Grant Plan. This document outlines the services covered by the Community Corrections Grant. The Community Corrections Program aims to reduce recidivism, promote rehabilitation, and enhance public safety by providing sentencing alternatives for non-violent felony offenders. Mr. Patterson requested the Board approve and adopt the proposed plan. Chairman Jim Mangubat requested a motion to approve and adopt the Community Corrections Services Grant Plan. The motion was made by Mr. Gary Stovall and was seconded by Mayor Sloan Stewart. The motion carried.

In the absence of Ron Scarbel from Information Technology, Executive Director Rosson requested approval of his submitted report.

Chrissy Tuten, Head Start/Early Head Start Director, requested approval of her report as submitted. She highlighted the fact that the program is working on their self-assessment, which is performed annually and analyzes program progress towards goals that have been set and offers the opportunity to set new goals for the upcoming year. As required by the Head Start Act, she invited the board to participate in the assessment process. Any interested members were instructed to contact Ms. Tuten. She also informed the board that she had been notified that the agency will be undergoing a Focus Area 1, or FA-1, Monitoring. This monitoring will be

held virtually, rather than on-site, and involve online meetings and file submissions during the week of April 21. As a part of this process, monitors may be reaching out to various board members. Then Ms. Tuten informed the board that a recent incident had been reported involving an unsupervised child. She reported the incident to OHS once notified of its occurrence, and follow-up from OHS labeled the incident an area of non-compliance. SCHRA will have 120 days to correct the incident, so the Board will be receiving a Corrective Action Plan in the future related to this incident.

Ms. Tuten advised the Board that the Corrective Action Plan, which had been voted on electronically and approved, required a vote by the Board to ratify it during this meeting. Prior to the meeting, she had received notice that the incident cited in this Corrective Action Plan had been considered corrected by the Office of Head Start. A motion to ratify this Corrective Action Plan was made by Ms. Peggy Lewis and was seconded by Ms. Janet Vanzant. The motion carried.

Executive Director's Report:

- Mr. Rosson expressed that serving as Executive Director of South Central Human Resource Agency and witnessing its growth during his tenure has been the honor of his life. Over the course of his term, the agency has grown from a \$22 million agency to a \$39 million agency, and he credited this growth largely to the outstanding staff members who have contributed to the agency's success. He expressed pride in the work that had been done, and he thanked the Board for their constant support and belief in the work of the agency over the years. He expressed a desire that his move to the South Central Tennessee Development District would promote greater collaboration between these two sister agencies and better efficiency to provide services.
- The Wayne Head Start remodel is nearing completion. This updated facility will be named the Jim Mangubat Head Start/ Early Head Start in appreciation of the hard work and service provided by the Board Chairman. The parking lot construction is the next project to complete, but the facility is anticipated to be complete by the end of May.
- For other updates, Mr. Rosson pointed the board toward his report and invited any members with questions to reach out to him for clarification.
- Mr. Rosson closed his report by expressing a wish that SCHRA would experience continued success and growth and continue to strengthen its collaboration with SCTDD to achieve their mutual goals.
- Mr. Rosson's speech was met with a standing ovation by all present.

The Program Reports and the Executive Director Report were approved as written on motion from Co. Executive David Morgan and seconded by Mr. T. R. Williams. The motion carried.

1303 Committee Report: In the absence of Committee Chairman Bill Newman, Acting Chairperson Janet Vanzant informed the board that the 1303 Committee met prior to this meeting to discuss updates regarding the potential new location for the Perry County Head Start. The committee had approved a motion to proceed with an offer to purchase the building in question for \$311,500, contingent on approval from the Office of Head Start and funding

from the same. A motion to approve this committee's report was made by Mayor Sloan Stewart and seconded by Ms. Peggy Lewis. The motion carried.

Property Committee Report: In the absence of Committee Chairman Jonah Keltner, Acting Chairman David Morgan reported that the Property Committee met prior to this meeting and approved the items for disposal in the committee packet. The committee had also voted to approve the offer for purchase of the Perry County property, as described in the 1303 Committee Report above. Mayor Donna Hartman made a motion to approve the Property Committee Report, which was seconded by Mr. T. R. Williams. The motion carried.

Personnel Committee Report: Committee Chairman Mike Keny reported that the Personnel Committee met prior to this meeting and approved the Human Resource Director's report, which included the Executive Director's timesheet, a report on staff turnover rates, Personnel Hire and Termination Reports and other Personnel Action Forms for January-February 2025. The committee also approved the Executive Director's Performance Review, the Progressive Discipline Policy, the Criminal Conduct or History Policy, and the Investigative Report in response to an anonymous complaint regarding the Head Start/Early Head Start Program Director. Committee Chairman Mike Keny made the motion to approve the Personnel Committee Report, which was seconded by Mr. T. R. Williams. The motion carried.

Budget Committee Report: Upon the request of Committee Chairman Jim Mangubat, Finance Director Amy Ezell presented the Budget Committee Report. The committee met prior to this meeting and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures, and Financial Report by Program, all for the period ending 2/28/2025. The committee also approved the LIHEAP 25-15 Budget Amendment for year ending 9/30/2025 and the Annual Federal Form 990 for tax year 2023-2024. Additionally, the committee reviewed and approved the aforementioned offer for purchase of the potential Perry County Head Start facility and the Director of Finance Report. The Budget Committee Report was approved on a motion Mr. T. R. Williams and seconded by Ms. Janet Vanzant. The motion carried.

Ms. Ezell requested a motion to approve the Annual Federal Form 990 for tax year 2023-2024. As a non-profit organization, SCHRA is tax-exempt and submits an informational return. All information is taken from the agency's Annual Report. The motion to approve was made by Mayor Sloan Stewart and was seconded by Co. Executive David Morgan. The motion carried.

Other Business:

2024 Community Needs Assessment: Interim Executive Director Sara Brown presented the 2024 Community Needs Assessment to the Board. This is a requirement of CSBG and our agency's Organizational Standards. This document was prepared by an outside organization, Tribeca Systems, who used agency demographic data as well as solicited information by working with stakeholders, clients, and program participants and directors. They identified the

needs of the community remain as affordable housing, access to public assistance benefits that are administered mainly through websites rather than in-person service, affordable and reliable transportation, employment support, affordable quality childcare, and education support for children with disabilities. Statistics of note include the following:

- While Perry County has the highest unemployment rate, Maury County has the highest instance of unemployed individuals who are employable.
- 7% or more of rented housing units are 30% of the renter's net income. This translates to effectively 70% of their net income to pay remaining bills and costs of living.
- Ten out of the thirteen counties in the SCHRA service area have clients with utility bills that are higher than the state's average cost of \$1,847 annually.

Another concern identified in the report was regarding the opioid crisis, which continues to be increasingly prevalent in our service area. The Agency will continue to recognize the recommendations of the assessment and utilize them to provide options to engage children and families, and make services available to our communities as much as possible to address these needs. She opened the floor to questions and, hearing none, Chairman Jim Mangubat requested a motion to approve the 2024 Community Needs Assessment. A motion was made to this effect by Mr. T. R. Williams, and the motion was seconded by Mayor Donna Hartman. The motion carried.

Executive Director Paul Rosson informed those in attendance that the next Board meeting is scheduled for June 5. Regular notice will be provided to all members.

With all other business completed, a motion to adjourn was made by Mr. T. R. Williams and seconded by Mayor Donna Hartman. Motion carried.

Respectfully submitted,


Acting Secretary Rebecca Bradford


Chairman Jim Mangubat

