

**SOUTH CENTRAL HUMAN RESOURCE AGENCY  
GOVERNING BOARD MEETING  
APRIL 4, 2024**

**MINUTES**

The South Central Human Resource Agency Governing Board Meeting, was called to order by Chairman Jim Mangubat on April 4, 2024, at 11:04 am, held at the central office in Fayetteville, TN. The governing board members and others stood and took a moment of silence in memory of Coffee County Judd Matheny whom recently passed away unexpectedly. Mr. T.R. Williams followed with the invocation and County Executive Jim Mangubat led the Pledge of Allegiance.

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

County Executive Graham Stowe  
County Mayor Jim Bates  
Mr. Rick Humphrey  
County Executive David Morgan  
Mayor Blake Lay  
Mr. T.R. Williams  
County Mayor Bill Newman  
Mayor Donna Hartman  
Dr. Bill Heath  
Mr. Anthony Taylor  
County Mayor Mike Keny  
Mr. R.L. Williams  
Mr. Gary Stovall  
County Executive Jim Mangubat  
Mrs. Peggy Lewis  
Mr. Xavier Hamler  
Mr. Michael Crane

Giles County  
Hickman County  
Hickman Co. Low-Income Rep.  
Lawrence County  
City of Lawrenceburg  
Lawrence Co. Low-Income Rep.  
Lincoln County  
City of Fayetteville  
Lincoln Co. Low-Income Rep.  
Lincoln Co. Low-Income Rep.  
Marshall County  
Marshall Co. Low-Income Rep.  
Maury Co. Low-Income Rep.  
Wayne County  
Head Start/EHS Representative  
Early Childhood Ed. Representative  
Financial Representative

Others in attendance were Blake Neely, with Senator Blackburn's Office, Amy Dennis with Congressman Scott Desjarais, Katrina Crisp with South Central Tennessee Development District and the SCHRA senior staff members.

**Public Comment:** None

**Additions to Agenda:**

Chairman Jim Mangubat requested a motion to add to the agenda an update of the Community Needs Assessment Summary was passed on a motion by Mr. T.R. Williams and seconded by Lawrenceburg Mayor Blake Lay. Motion carried.

**Previous Minutes:**

Previous minutes of the January 25, 2024, Governing Board Meeting were approved on a motion by Mayor Lay, and seconded by County Executive David Morgan. Motion Carried.

**Program Reports:**

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

In the absence of Tiffany Bolin, WIOA Director, Paul Rosson asked that her report be approved as submitted.

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

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

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

Sara Brown, Deputy Director, asked that her reports be approved as submitted. Deputy Brown updated the board on the progress of the Community Needs Assessment that is currently being completed by Tribecca Systems (see handout). The Needs Assessment is required by both CSBG and Head Start standards. She reported that prior to beginning work on the Needs Assessment, Tribecca Systems was assisting with the completion of an agency-wide data collection project to identify program outcomes, integration of services, and collection of pertinent data to adequately address client's current and future needs. This internal data is integral to the completion of the Needs Assessment, but is currently not being effectively collected. Work was beginning on correcting some of the deficits of the current collection mechanism, however, we were notified in November that THDA (who is the lead agency that requires the use of our current database THO) is currently seeking RFPs for a new system, and the current system would likely be obsolete in the very near future. As a result, any work put into correcting the current system would be not be a good use of agency time and funds. While there are efforts underway to collect the data differently in the interim, at this time the internal agency data is not adequate to include in the Needs Assessment. In order keep DHS in the loop regarding progress on the Needs Assessment, Ms. Brown and Tribecca Systems met with DHS staff to discuss the status and the data concerns. Ms. Brown asked the state for a waiver for completing our CNA as we work to complete the data collection project and get a more accurate picture of needs as it relates to internal Agency programming. According to DHS staff, they were unable to provide a waiver due to the Federal CSBG standards, however they did understand the need for correct and complete information in order to have a useful Community Needs Assessment. They encouraged the Agency to continue to keep the Board aware of the progress and the status of the CNA. Ms. Brown stated that the goal is to have a completed document within the next six months, if not earlier. She also stated that the community information that had already been gathered (and is included in the handout) was providing external data that would have a significant impact on the next 3-year CNA. The

current data update indicates an increase in population across the 13-county service area, as evidenced by an increase in live birth rates. While the poverty rate has remained consistent over the last three years at 14%, there is a decrease in the number of households across the service area that are receiving public assistance, even though 20% of the service area reports that they experience food insecurity and around 6% are experiencing unemployment. 10 of the 13 counties within the SCHRA service area fall well below the state median household income of \$64,035.00. Additionally, there has been a significant increase in the number of fatal drug overdoses and 3 of the 13 counties have a higher instance of drug-related mortality rates than that of the state. Ms. Brown stated that this data would indicate that while most households in the service area are working, they are still likely eligible to receive services provided by SCHRA based on their income and household circumstances. Furthermore, the data would indicate that the need for harm reduction and substance abuse services is evident due to the drug-related mortality rate. She reiterated that she would continue to update the board as information is available.

In the absence of Jena Renfroe, CRPP Director, Paul Rosson requested her report be approved as submitted. He informed the board that Finance Director, Amy Ezell has taken this program on and has been overseeing in excellence during this transition to the new debit card system.

Tony Patterson, Recovery Court Director, asked that his reports be approved as submitted. Mr. Rosson informed the board that the Recovery Conference was held here at the central office, with 100+ in attendance. Mr. Patterson received high praise of the conference from attendees. One attendee called to let us know that it was one of the best she had ever attended, everything was so good, from the speakers, the delicious lunch, and the venue. It has become so popular in the two short years he has put this together that it has outgrown our space here at the agency! Mr. Rosson thanked Mr. Patterson for a job well done.

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

Chrissy Tuten, Head Start/Early Head Start Director, said she has a lot of items for approval including her program reports as submitted. Ms. Tuten let the board know that she just received information that a new RAN (Risk Assessment Notification) for a deficiency based on an Oct. 2023 incident was issued. A Quality Improvement Plan will need to be approved by the Head Start/Early Head Start Policy Council and Governing Board by April 29<sup>th</sup>.

Ms. Tuten continued with the review of the packet electronically approved 3/26/24. This includes the documents for our 2024-25 program year's Continuation Grant: 2024 Community Assessment update, 2024-25 Program and School Readiness Goals, Updated Self-Assessment 2024-25, Training and Technical Assistance Plan 2024-25 and Summary of 2024-25 Continuation Grant Information which includes updates for: Service & Recruitment, Human Resources Management and Program Management & Quality Improvement. She said included in the packet was a revised Selection Criteria checklist, based on risk factors, to be used in selection of children to participate in the program –removing COVID points, essential worker, and

bankruptcy and added documented chronic illnesses, foster care, opioid or substance abuse, history with DCS and points will be awarded if the Family is receiving services via SCHRA. This will ensure we are encouraging wrap-around services for energy assistance, workforce and employment needs, and other programs families are eligible for. Ms. Tuten also requested approval for the Continuation Grant for program year 2024-25 with the following budget: Operating Budget: Head Start- \$8,478,464, Early Head Start- \$4,369,740, Training & Technical Assistance Budget: Head Start- \$88,896, Early Head Start- \$69,175. The motion to ratify approval of the above listed and her reports as submitted was made by Mr. T.R. Williams and seconded by Mr. Gary Stovall. Motion carried.

All Program Reports were approved as written on motion from Mr. R.L. Williams and it was seconded on motion by Mr. Anthony Taylor. Motion carried.

**Executive Director Report:** Executive Director Paul Rosson asked that his report be approved as submitted. He and Deputy Director Sara Brown traveled to Nashville to work closely with state legislators to advocate for matching funds for the USDA Grant. We were honored to have Deputy Director Chrissy Freeland from the Governor's Office here to review our operations and discussed putting our request in the Governor's supplemental budget. Rep. Marsh, Rep. Rudder, and Senator Hensley have agreed to file a Budget Request in the House and Senate if needed. We have added an additional \$1,000 to local city and county appropriation requests to help fund the matching dollars needed for remodeling the Hohenwald and Fayetteville kitchen and 9 to 11 vans needed to deliver the Meals on Wheels to clients. Mr. Rosson requested the help from the board to look for introductions that may partner to build matching funds with industry and faith-based community. He was excited to announce the arrival of the new Commodities Truck this week!

Wayne County is waiting to hear if the funding is approved for the Head Start project. The goal is to have this facility ready for the 2024-25 school year. We are waiting on information released on this year's Cost of Living increase from the Office of Head Start.

The Agency is hosting an Open House, April 9<sup>th</sup> with Tennessee Association Community Action and Human Resource Agency's to collaborate on current and future opportunities for our communities and services offered.

Mr. Rosson was happy to announce we will be having our first All Employee Day since 2019. It will be held on May 3<sup>rd</sup>, at the Lewisburg Recreation Center from 11 a.m. to 2 p.m. He invited the entire governing board to attend.

The Executive Director Report was approved as written on motion from Lawrence County Executive David Morgan and seconded by Mayor Lay. Motion Carried.

**Property Committee Report:** Acting Chairman County Mayor Jim Bates reported that the Property Committee met prior to this meeting and approved the items for disposal packet. Mr. T.R. Williams made the motion to approve the Property Committee Report and was seconded by Co. Executive Morgan. Motion Carried.

**Personnel Committee Report:** County Mayor 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 Reports, and Personnel Action Forms January – February 2024. And two memorandums of recommendation for a step increase for Maintenance Technician and Utility Services Coordinator. Mayor Lay made the motion to approve the Personnel Committee Report and was seconded by Co. Executive Morgan. Motion Carried.

**Budget Committee Report:** County Executive Jim Mangubat presented the Budget Committee Report and 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 2/29/2024: Budget Amendment #4 for LIHEAP contract 2023-15, Contract for LIHEAP 24-15, Budget Revision for SSBG for year ending 9/30/24, Budget Revision for Lincoln Felony Court for year ending 6/30/24, Budget Revision for Recovery Court Lincoln County for year ending 6/30/24, Budget Revision for Recovery Court Lawrence and Maury Counties for year ending 6/30/24, Partial Budget for EFAP for year ending 9/30/24. And two memorandums of recommendation for a step increase for a Maintenance Technician and Utility Services Coordinator. The Director of Finance Report for January and February 2024 was approved. The Budget Committee Report was approved on motion by Mr. T.R. Williams and seconded by Mayor Lay. Motion Carried.

**Other:**

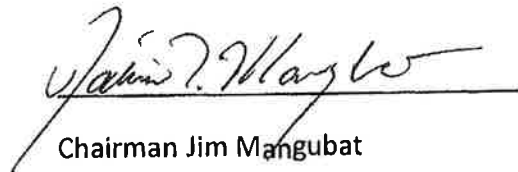
Foster Grandparent Director Jeana Mills thanked County Executive Graham Stowe for participating in the AmeriCorps Week Celebration with the Boys and Girls Club of Pulaski basketball event. Also, celebrated that week with the help of HS/EHS Director Chrissy Tuten, and County Mayor Mike Keny for reading to the kids at the Marshall County Head Start. They both invite all board members to choose a day to volunteer in a local center near them.

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

Respectfully submitted,



Secretary Sloan Stewart



Chairman Jim Mangubat