

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
JUNE 1, 2023**

MINUTES

The South Central Human Resource Agency Governing Board Meeting, was called to order by Mayor Sloan Stewart on June 1, 2023, at 11:00 am, held at the central office in Fayetteville, TN. Mr. T.R. Williams gave the invocation and led the Pledge of Allegiance.

Mr. Paul Rosson called the roll and declared a quorum with the following in attendance:

County Mayor Chad Graham	Bedford County
County Mayor Jim Bates	Hickman County
Mr. Rick Humphrey	Hickman Co. Low-Income Rep.
County Executive David Morgan	Lawrence County
Mr. T.R. Williams	Lawrence County Low-Income Rep.
County Mayor Jonah Keltner	Lewis County
County Mayor Bill Newman	Lincoln County
Mayor Donna Hartman	City of Fayetteville
Mr. Anthony Taylor	Lincoln Co. Low-Income Rep
Mr. Gary Stovall	Maury Co. Low-Income Rep
Metro/County Mayor Sloan Stewart	Moore County
Representative Iris Rudder	39 th District Representative
Mr. Xavier Hamler	HS/EHS Representative
Judge John Damron	Legal Representative

Others in attendance were Blake Neeley, Field Representative for Senator Marsha Blackburn and SCHRA senior staff members.

Public Comment: None

Previous minutes of May 4, 2023, Special Session were approved on a motion by County Mayor John Keltner and seconded by Mr. TR. Williams. Motion Carried.

Mr. Rosson requested that the lease for Columbia HS be added as a Special Presentation to the Agenda and Deputy Executive Director Sara Brown requested a add to the agenda for permission to move LIHEAP funds from county to county presented on the LIHEAP worksheet. Approved on motion by T.R. Williams and seconded by County Mayor Chad Graham. Motion Carried.

Program Reports:

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

In absence of Tiffany Bolin, WIOA Director, Sara Brown asked that her report be approved as submitted.

Jeana Mills, FGP Director, asked her reports be approved as submitted and stated that the FGP had a write up in the Good News Program Magazine.

In absence of Dee Dee Sneed, EFAP Director, Sara Brown asked that her reports be approved as submitted.

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

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

In absence of Tony Patterson, Recovery Court Lead Coordinator, Paul Rosson asked that his reports be approved as submitted.

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

Sara Brown, Deputy Director, stated Head Start had finished the year well with a picnic for employee day and that the Agency did receive approval from OHS for the slot reduction in Head Start. Ms. Brown stated she would need approval for the moving LIHEAP funds. She also asked that her reports be approved as submitted.

Executive Director Report: Executive Director, Paul Rosson, asked that his reports be approved as submitted. Mr. Rosson stated that flooring is being installed in the Lawrenceburg project and that the outside work has started and that the Wayne County project is moving along well. Tullahoma Head Start is waiting for their final inspection to move in. Mr. Rosson thanked the Board for their special session for the new Head Start Director and stated that we are awaiting approval for her. The Commodities Warehouse is moving along with the foundation being poured and hopes for completion for September or October. Mr. Rosson also stated the Agency received a grant contract from THDA for \$911,670.75 for rental assistance and that it will be directed by Sara Brown.

Mr. Rosson requested that an Executive Session be held before adjournment of today's meeting to discuss a legal matter related to a Tennessee Comptroller Report and news release.

The Executive Director and all Program reports were approved as written on motion from County Executive David Morgan and seconded by Mr. T.R. Williams.

Property Committee Report: County Mayor Jonah Keltner reported that the Property Committee met prior to this meeting and approved the items for disposal packet. County Mayor Jonah Keltner made the motion to approve the Property Committee Meeting and was seconded by County Executive David Morgan. Motion Carried.

Budget Committee Report: Metro-Mayor Sloan Stewart 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 4/30/2023: LIHWAP and LIHEAP budget amendments and revisions and final budget revision for year ending 09/30/23 and the Memorandums of Recommendation for the step increases for the Commodity & Services Coordinator, Maintenance Technicians, Executive Assistant, Deputy Director, the Cost of Living Adjustment of 2 percent, Homemaker Incentives, and the TCRS Contribution Rate. The Director of Finance Report for March and April 2023 was approved. The Budget Committee was approved on motion by County Mayor Chad Graham and seconded by Mayor Donna Hartman. Motion Carried.

Personnel Committee Report: County Executive David Morgan 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, TCRS Employer Contribution Rate Certification July 1, 2024, Staff Demographic Report, Personnel Policies & Procedures updates for Longevity Incentive and Pay Policy were all approved. Request for COLA 2 percent for Agency Comp Plan and request for COLA 5.6 percent for HS/EHS Comp Plan was approved as well as step increases for the Maintenance Craftsman, Commodity & Services Coordinator, Executive Assistant Step Increase and the Deputy Director Step Increase were all approved. The Homemaker Incentive was approved as well as the Executive Director Performance & Compensation Review. The Personnel Committee Report was approved on motion by County Mayor Chad Graham and was seconded by Mr. T.R. Williams. Motion carried.

Other:

Deputy Director Sara Brown referenced the handout for the Strategic Plan Update for SCHRA that contained all of our goals for the Agency. She stated the Strategic Plan was approved in December and that many of the goals had already been met. She stated that senior staff would meet again in the fall to update the Strategic Plan. A motion to approve the Strategic Plan updates was given by Mr. Anthony Taylor and seconded by County Executive David Morgan. Motion Carried.

Mr. Rosson gave an update on the Waynesboro SCHRA Radon Report and stated that the test had come back within the permissible perimeters for radon.

Columbia Head Start Lease:

A special presentation was made by Executive Director Paul Rosson concerning the lease for the Columbia Head Start. Mr. Rosson stated that the current lease of \$4000.00 per month, which expires in December, would be going to \$5,000.00 per-month effective January 1, 2024. Mr. Rosson stated that this is a 20,000.00 square foot facility and that the City of Columbia does all the maintenance on the building and would replace the roof this year. The Head Start is in 10,000 Sq. Ft. of this building. Mr. Rosson asked the Board to approve renewal of the lease at the \$5,000.00 per month, which would be a seven-year lease. The lease would increase in year 6-7. Mr. Rosson also stated the lease has an exit for convenience clause built in with a 90-day

notice and payment of 1 months' rent. Mr. Gary Stovall made a motion to approve the lease with a second given by County Mayor Jonah Keltner. Motion Carried.

LIHEAP Moving of Funds:

Sara Brown presented a worksheet to move LIHEAP funds from County to County. Motion by Mr. TR Williams and Second by Mr. Anthony Taylor. Motion carried by voice vote.

Executive Session:

A motion to go into recess for an Executive Session with SCHRA board attorney, to discuss a legal matter of information concerning a recent Comptroller's Report was approved on motion by County Executive David Morgan and seconded by Mr. T.R. Williams. Motion Carried.

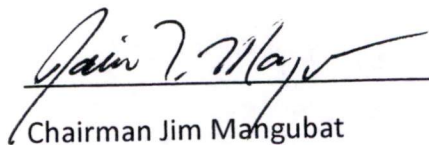
The motion to come out of recess was approved by County Executive David Morgan with a second by Mr. T.R. Williams. Motion Carried.

With no further business, the meeting was adjourned at 11:40 a.m., on a motion by Mr. T.R. Williams and seconded by County Executive David Morgan. Motion carried.

Respectfully submitted,



Secretary Sloan Stewart



Chairman Jim Mangubat



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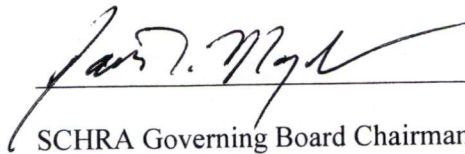
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931-438-0074 [F]
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July 27, 2023

Re: Lawrenceburg Head Start/Early Head Start Program

In the event that the Lawrenceburg HS/EHS new center is not ready for operation when the 23-24 school year resumes, the South Central Human Resource Agency Governing Board, hereby authorizes the HS/EHS Program to be home-based until the facility is fully operational.

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



SCHRA Governing Board Chairman