

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
JUNE 2, 2022
MINUTES**

The South Central Human Resource Agency, Governing Board Meeting, was called to order by Chairman TR Williams on June 2, 2022, at 11:24 AM, held at the SCHRA central office, Fayetteville, TN. V. Chairman Williams led the Pledge of Allegiance and Mr. Bert Spearman gave the invocation.

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

Mayor Wallace Cartwright	City of Shelbyville
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
Mayor Blake Lay	City of Lawrenceburg
Mr. Bert Spearman	Lawrence Co. Low-Income Rep.
County Mayor Jonah Keltner	Lewis County
County Mayor Bill Newman	Lincoln County
Dr. Bill Heath	Lincoln Co. Low-Income Rep.
Mr. R.L. Williams	Marshall Co. Low-Income Rep.
Metro/County Mayor Bonnie Lewis	Moore County
Mayor Wess Ward	City of Linden
Senator Joey Hensley	District 28
Representative Iris Rudder	39 th District
Mr. Xavier Hamler	Head Start/EHS Representative
Mr. Charles Sain	Early Childhood Ed. Representative
Mr. Michael Crane	Financial Representative

Others in attendance were special guests, SCAAAD Director Joe Evans, SCAAAD Coordinator Katrina Crisp, 1303 Committee member, Ms. Dorothy Wells, and SCHRA senior staff members.

Addition to Agenda:

Chairman TR Williams requested a motion to approve additions to the agenda to include the Bylaws/Nominating Committee Report, which was passed on a motion by Mayor Blake Lay and seconded by Mr. Bert Spearman. Motion carried.

Public Comment: None

Previous minutes and corrections for special session minutes for \$458,000 were approved on a motion by Mr. Spearman and seconded by Mayor Lay. Motion carried.

Program Reports:

In the absence of Title V Director Pamela Morris, Paul Rosson, asked her reports be approved as submitted.

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

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

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

Sara Brown, Deputy Director, asked her reports be approved as submitted. Ms. Brown updated the board that LIHEAP received a large amount for the grant, and no transfer of funds was needed at this meeting. She informed the board that the state approved the CSBG CARES employee retention and hiring incentive, effective March 31, 2022. SCHRA will provide \$1,250 to each employee as an incentive from the Department of Human Services, distributed in June and September. The LIWAP program is moving forward, and Ms. Brown is working to bridge the gap with vendors that have not yet partnered with us.

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.

Andrew Edstrom, Information Technology, asked for his reports to be approved as submitted.

In the absence of Head Start/Early Head Start Director Laure Hopper, Paul Rosson asked her reports be approved as submitted.

Executive Director Report: Executive Director Paul Rosson reported the agency celebrated with an open house for the Lonnie Norman Coffee Early Head Start. Ms. Priscilla Norman was honored to speak on behalf of Mayor Norman, who had passed away shortly after the groundbreaking of the facility. Mr. Rosson shared that the years of working through all they had for this special day were worth it. The Lawrenceburg Head Start facility roof is in process. We are at the top of this project budget and are asking for one-time funding from the Office of Head Start. Special thank you to County Executive T.R. Williams and Mayor Blake Lay for providing services from manual labor, tree and other debris removal. The HVAC bid came back with Artic Air at \$458,000. Mr. Rosson thanked the skilled construction maintenance staff that have put in countless hours on this project as bids did not come in for plumbing and other services. The Wayne County Head Start facility is waiting on approval from the state fire marshal office. A new budget will be submitted requesting one-time funding to make up for inflation costs. We continue to monitor staffing issues in an effort to reduce the turnover within Head Start/Early Head Start. The agency is proud to announce we received approval for \$500,000 from the State of Tennessee to build the new warehouse here at the central office. A special thank you to Senator Joey Hensley and Representative Iris Rudder for advocating for this project. We will need a 20-year note would be taken out for approximately \$500,000 to 1 million dollars.

The Executive Director and all Program Reports were approved as written on motion from Mr. Spearman and seconded by County Mayor Melissa Greene. Motion carried.

Chairman Williams entertained a motion to accept the bid for Lawrenceburg Head Start HVAC bid of \$458,000 with Artic Air. Mr. Spearman made a motion and was seconded by Mayor Lay. Motion carried.

Personnel Committee Report: Acting Chairperson Bonnie Lewis 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 March and April. The committee also approved the FY 2022 Work Performance Incentive for Maintenance, CRPP, Homemaker (Performance and Gasoline), Corrections, and Nutrition. Approved recommendation for FY 2023 COLA of 2.28% for all agency staff, within budgetary limitations. The committee also approved recommendations for FY 2023 Employee Step Increases or Status Changes for CRPP Director, Homemaker Coordinator, and Nutrition Billing Specialist & Purchasing Assistant to mid-point, Program Assistant HR/Fiscal, Office Assistant/Receptionist, CRPP Program Assistant step increase to mid-point, and CRPP Office Clerk & Nutrition/Catering Cook moved from part to full time. The committee also approved the SCHRA Retention Policy and Reduction in Force due to budget restrictions and turnover reports in order to raise the salaries of direct service staff. Acting Chairperson Lewis motioned that the Personnel Policies & Procedures Report be approved and seconded by Mayor Wallace Cartwright. Motion carried.

Budget Committee Report: Chairman Williams reported the committee met prior to this meeting and asked Finance Director Amy Ezell to report. Ms. Ezell 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 4/30/22; CSBG Budget revision #2 for year ending 9/30/22, Weatherization Budget Amendment #4 for year ending 6/30/22, LIHWAP 22-15 Contract and budget for year ending 9/30/23, Felony Recovery Court Lincoln Budget Amendment #1 for year ending 6/30/22, Recovery Court Lincoln & Lawrence/Maury Budget Amendment #1 for year ending 6/30/22, Community Corrections Budget Revision #1 for year ending 6/30/22, Head Start/Early Head Start COLA and Quality Improvement Funds for year ending 6/30/23 SCHRA Consolidated Budget for year ending 6/30/23, SCHRA Annual Federal Form 990 Exempt Organization Federal Return for year ending 6/30/2021. Memorandum for COLA increases of 2.28% for all agency staff, within budgetary limitations, step raises, and work performance incentives. The Director of Financial Operations Report for March and April 2022 was approved. The Budget Committee Report was approved on a motion by Chairman T.R. Williams and seconded by Mr. Spearman. Motion carried.

Property Committee Report: Acting Chairman Mark Bentley reported that Property committee met prior to this meeting and approved the items for disposal in the packet. The Property Committee Report was approved on a motion by Mayor Lay and seconded by Mr. Spearman. Motion carried.

1303 Committee Report: Chairman Bill Newman reported that 1303 committee met prior to this meeting and approved the special session minutes. The 1303 Committee Report was approved on a motion by Mayor Lay and seconded by Mr. Spearman. Motion carried.

minutes 6-2-22

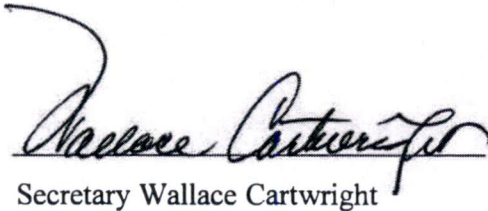
By-Laws/Nominating Committee Report: Acting Chairperson Melissa Greene reported that By-Laws/Nominating committee met prior to this meeting and received information on upcoming legislative changes which would affect our board membership size and be reflected in the by-laws. This information will be brought before the board in July once it is passed through legislation. The By-Laws/Nominating Committee Report was approved on a motion by Mr. Spearman and seconded by Senator Joey Hensley. Motion carried.

Other:

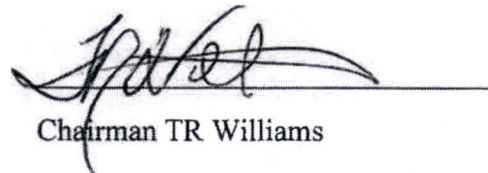
The Board reviewed the SCHRA Retention Policy and was approved on motion by Mayor Lay and seconded by Mr. Spearman. Motion carried.

The meeting was adjourned on a motion by Metro Mayor Bonnie Lewis and seconded by County Executive Melissa Greene with no further business. Motion carried.

Respectfully submitted,



Secretary Wallace Cartwright



Chairman TR Williams