

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
JUNE 6, 2024**

MINUTES

The South Central Human Resource Agency Governing Board Meeting was called to order by Vice Chairman Mike Keny in the absence of Chairman Jim Mangubat on June 6, 2024, at 11:04 am, at the central office in Fayetteville, TN. Mayor Keny extended a welcome to the new mayor of Coffee County, Mayor Dennis Hunt; Mrs. Janet Vanzant, returning member; and Mrs. Rebecca Bradford, new Executive Assistant at SCHRA. Mr. T.R. Williams followed with the invocation, and Mayor Jonah Keltner led the Pledge of Allegiance.

Secretary Sloan Stewart called the roll and declared a quorum with the following in attendance:

County Mayor Dennis Hunt	Coffee County
Mr. Charles Sain	Coffee Co. Low-Income Rep.
County Executive Graham Stowe	Giles County
Mrs. Janet Vanzant	Giles Co. Low-Income Rep.
County Executive David Morgan	Lawrence County
Mr. T.R. Williams	Lawrence Co. Low-Income Rep.
County Mayor Jonah Keltner	Lewis County
County Mayor Bill Newman	Lincoln County
Mayor Donna Hartman	City of Fayetteville
Dr. Bill Heath	Lincoln Co. Low-Income Rep.
Mr. Anthony Taylor	Lincoln Co. Low-Income Rep.
County Mayor Mike Keny	Marshall County
Mr. Gary Stovall	Maury Co. Low-Income Rep.
Metro/County Mayor Sloan Stewart	Moore County
Senator Joey Hensley	28 th District Senator
Representative Iris Rudder	39 th District Representative
Mrs. Peggy Lewis	Head Start/EHS Representative

Others in attendance were Blake Neely, with Senator Marsha Blackburn's Office; Brittany Montgomery, with Senator Bill Hagerty's Office; Amy Dennis with Congressman Scott Desjarlais' Office; Rick Williams with Congressman Andy Ogles' office; and SCHRA senior staff members. Also attending on behalf of USDA's Rural Development Office were State Director Arlisa Armstrong; Vance Hamilton, Community Programs Loan Specialist; Stephen Sargent, Director of Housing Operations and Supervisor of the Nashville and Lawrenceburg offices; Karen York, Community Programs State Specialist; Nicole Minor, Community Programs Loan Technician; and Charron Culp, Public Information Officer.

At this time, Mrs. Janet Vanzant and Mayor Dennis Hunt were sworn in by Executive Director Paul Rosson.

Public Comment: None

Special Remarks: Executive Director Paul Rosson invited special guest Arlisa Armstrong, USDA State Director, to speak regarding the collaboration between USDA and SCHRA which resulted in the purchase of a new refrigerated box truck for Commodities distributions. Director Armstrong addressed the Board, citing USDA's investment of \$94,670 by means of an Emergency Rural Health Grant to be used for the purchase of the truck. These Rural Health Grants may be provided for various loan grants and loan guarantees for the support of programs that provide education, public safety, healthcare, public services, and other community infrastructure benefits. USDA's Rural Development Office remains committed to partnering with agencies such as SCHRA that broaden access to food and healthcare services in rural areas.

Program Reports:

Pamela Morris, SCSEP Director, asked that her report be approved as submitted.

Tiffany Bolin, WIOA Director, 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, Deputy Director, asked that her reports be approved as submitted. Mrs. Brown updated the board on the results of the Customer Satisfaction Survey. The annual gathering of this data and subsequent report to the board is a requirement of the Community Services Block Grant. In this year's survey 94% of clients marked that they were either satisfied or very satisfied. Deputy Director Brown also requested transfers of LIHEAP funds, the details of which were provided to the Board as a handout. Executive Director Paul Rosson requested that the funds transfer be added to the agenda for vote. He further requested the addition to the agenda of the EHS Locally Designed Option, to be discussed during the Head Start/Early Head Start program report. Mayor Keny requested a motion approving the addition to the agenda of both items, as well as approval of the LIHEAP funds transfer. It was approved on a motion by County Executive David Morgan and seconded by Mayor Jonah Keltner. Motion carried.

Jena Renfroe, CRPP Director, requested that her report be approved as submitted.

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

In the absence of Recovery Court Director Tony Patterson, Paul Rosson asked that his reports be approved as submitted. Mr. Rosson also reminded those in attendance that the 17th and 22nd Judicial District Recovery Courts qualify as eligible to be benefited by the Opioid funds that many counties have received. He thanked Mayor Stewart for meeting with him to discuss the use of some of his county's funds by SCHRA Recovery Court Programs.

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

In the absence of Chrissy Tuten, Head Start/Early Head Start Director, Sara Brown requested that her reports be approved as submitted. Mrs. Brown also requested a motion approving the Quality Improvement Plan which was created to address the October deficiency at Tullahoma Head Start as approved by the Head Start Policy Council. A motion was made to this effect by Mayor Sloan Stewart and was seconded by Mr. T. R. Williams. Motion carried.

A separate request for motion was made by Mrs. Brown in regards to the EHS Locally Designed Option Waiver as described in a handout provided to the Board. The previous Locally Designed Option Waiver has expired. This new Locally Designed Option Waiver will allow the program to continue services as they have been implemented in the past, with 112 Early Head Start slots providing home-based services for 11 weeks in the summer. A motion was made by Mr. T. R. Williams and was seconded by Mayor Sloan Stewart. Motion carried.

All Program Reports were approved as written on motion from Mr. T. R. Williams, and it was seconded on motion by Mr. Gary Stovall. Motion carried.

Executive Director Report: Congress passed the budget for the current fiscal year to include a COLA increase for Head Start and Early Head Start staff at a rate of 2.35%. Agency budgets were reviewed and a COLA increase for other program staff were discussed. An update was provided to the Budget and Personnel Committees to this effect.

SCHRA received notice of award in May for approximately \$778,000 to be applied towards the completion of the Wayne County Head Start project. At the time of report, the projected completion date for this project is January 2025.

Finance Director Amy Ezell and her staff were thanked for a job well done in regards to accomplishing a rollover of funds to the benefit of Head Start. A loan was originally obtained in the amount of \$750,000 for the purchase of the Lawrenceburg Head Start facility. Approximately \$502,000 was left over from the prior year Head Start budget, and after much hard work and a coordinated effort between Mrs. Ezell and staff working with the federal government, these funds were allowed to be reallocated to the loan amount. At the time of report, approximately \$155,000 was the remaining balance owed. A plan of action is being created to pay the remainder with existing HS funds or future rollover funds. Overall this resulted in a \$1.3 million victory for the agency.

The Agency received its final certificate of occupancy for the Commodities warehouse, and the final payment was made to the contractor for this project.

Mr. Rosson expressed gratitude for the Agency's partnership with USDA in support of the Commodities and Nutrition programs.

SCHRA's Employee Day on May 3, 2024, was a successful event. Keynote Speaker Justin Tutt, a former Head Start student, shared with those in attendance his personal success story and

provided inspiration to encourage all staff, especially those working in Head Start and Early Head Start programs, highlighting the importance of the work they do.

An update was provided regarding the civil suit concerning the exit of the Harris Head Start location lease. Mr. Rosson expressed an open availability for individual discussion regarding this matter.

The Executive Director Report was approved as written on motion from County Executive David Morgan and seconded by Ms. Peggy Lewis. Motion carried.

Property Committee Report: Chairman Mayor Jonah Keltner reported that the Property Committee met prior to this meeting and approved the items for disposal packet. Mr. Gary Stovall made the motion to approve the Property Committee Report and was seconded by Senator Joey Hensley. Motion carried.

Personnel Committee Report: Chairman Mayor 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 and performance review, a report on staff turnover rates, Personnel Hire and Termination Reports and other Personnel Action Forms for March-April 2024. Additionally, a Staff Demographics report was provided in compliance with Title VI, and an update to the Agency's Lactation Policy was outlined. The committee was also provided details on a new ruling by the Department of Labor in regards to changes to the FLSA Overtime Rule that would increase the minimum salary threshold classifying a staff member as exempt from the FLSA's overtime pay requirements. Two additions to the Committee packet were a Memorandum of Request for a 1-step pay increase for the WIOA Career Advisors and Memorandum of Request for an incentive for the CRPP Program Coordinator Assistant. Mayor Keny informed the Board that both of these requests, as well as the agency-wide COLA increase and the Head Start COLA increase, were approved in committee. Mayor Keny made the motion to approve the Personnel Committee Report and was seconded by Mr. T. R. Williams. Motion carried.

Budget Committee Report: Acting Chairman Mayor Sloan Stewart presented the Budget Committee Report and stated that 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 4/30/2024; Budget Revision for Felony Court Lincoln County, Budget Revision for Recovery Court Lawrence County, and Budget Revision for Recovery Court Lincoln County, all for the period ending 6/30/2024; Budget Emergency Rental Assistance Eviction Prevention Program for the year ending 7/31/2025; Budget Amendments #2 and #3 for LIHEAP Supplemental for year ending 9/30/2024; Budget TN Certified Recovery Court Program for year ending 6/30/2025; Budget Revision for Building Allocation for the year ending 6/30/2024; and Budget Revision for Nutrition and Budget Revision for Food Service (handouts), both for the program year ending 6/30/2024. The COLA memorandum and the The Director of Finance Report for March and April 2024 was also previously approved by committee. The

Budget Committee Report was approved on motion by Mayor Sloan Stewart and seconded by Mayor Jonah Keltner. Motion carried.

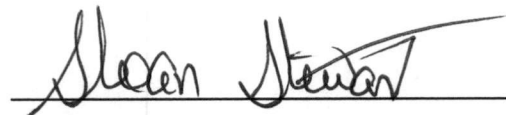
Other:

Executive Director Paul Rosson informed those in attendance that the next Board meeting, originally scheduled for July 25, was rescheduled for August 1 due to the SCTDD board meeting which would cause a conflict for many on the Governing Board. Regular notice would be provided to all members.

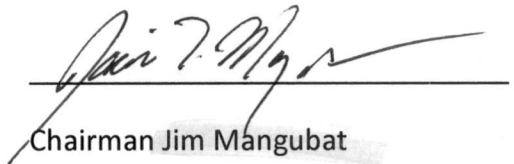
All in attendance were invited to participate in a ribbon cutting ceremony for the new Commodities box truck and tour of the Commodities distribution center immediately following the meeting.

With all other business completed, a motion to adjourn was made by Co. Mayor David Morgan and seconded by Senator Joey Hensley. Motion carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sloan Stewart", written over a horizontal line.

Secretary Sloan Stewart

A handwritten signature in black ink, appearing to read "Jim Mangubat", written over a horizontal line.

Chairman Jim Mangubat