

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
JULY 28, 2022
MINUTES**

The South Central Human Resource Agency, Governing Board Meeting, was called to order by Vice Chairman Jim Mangubat on July 28, 2022, at 11:05 AM, held at the SCHRA central office, Fayetteville, TN. V. Chairman Mangubat led the Pledge of Allegiance and Mr. Bert Spearman gave the invocation.

The vice 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 Mayor Gary Cordell	Coffee County
County Executive Melissa Greene	Giles County
County Mayor Mark Bentley	Hickman County
Mr. Rick Humphrey	Hickman Co. Low-Income Rep.
Mayor Blake Lay	City of Lawrenceburg
Mr. Bert Spearman	Lawrence Co. Low-Income Rep.
County Mayor Mike Keny	Marshall County
Metro/County Mayor Bonnie Lewis	Moore County
County Executive Jim Mangubat	Wayne County
Senator Joey Hensley	District 28
Representative Iris Rudder	39 th District
Mr. Xavier Hamler	Head Start/EHS Representative
Mr. Michael Crane	Financial Representative
Judge John Damron	Legal Representative

Others in attendance were special guests, SCAAAD Director Joe Evans, SCAAAD Coordinator Katrina Crisp, and SCHRA senior staff members.

Public Comment: None

Previous minutes of June 2nd and special session of June 10th were approved on a motion by Mr. Bert Spearman and seconded by Mayor Blake Lay. Motion carried.

Program Reports:

Pamela Morris, Title V Director, 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.

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

In the absence of Nutrition Director, Becky Christa, Sara Brown, asked her reports be approved as submitted. Ms. Brown reviewed the FY 20-22 Senior Nutrition Report handout stating the profit

has increased over the last three years which has allowed the agency to provide \$66K in bonuses and raises to get staff on the new wage comp. scale. Mr. Rosson also let the board know how proud he was for the work Ms. Brown and the nutrition staff have done on turning this program around from being in the red yearly to \$100,000+ profit.

Sara Brown, Deputy Director, asked her reports be approved as submitted. Ms. Brown updated the board that LIHWAP is working with Hickman, Giles and Lawrence to partner with us for payments for community members to receive water assistance.

Chae Adkinson, CRPP Director, requested her report be approved as submitted. She was happy to report that she and administration had research moving the department of 300+ customers from paper checks to an electronic system with debit cards within the next couple of months. This will alleviate the constant disruption of checks getting lost or delayed in the mail for our clients needing access to their weekly funds.

In the absence of EFAP Director, Dee Dee Sneed, Ms. Brown requested her report be approved as submitted.

In the absence of Recovery Court Lead Coordinator, Tony Patterson, who is attending the National Recovery Court Conference up in Nashville, Mr. Rosson requested his reports be approved as submitted.

In the absence of Information Technology, Andrew Edstrom, Shane Weaver, asked for his reports to be approved as submitted.

Laure Hopper, Head Start/Early Head Start Director asked her reports be approved as submitted. She reported that the program continues to have hiring needs for qualified staff. She was happy to announce that they were 20 children away from being fully enrolled for the 2022-2023 school year. As a matter of information Ms. Hopper shared with the board, the Focus Review Report that came in from this springs monitoring. She let the board know that during COVID and being short staff one reviewer stated we were non-compliant for dirt on the baseboards and some painting updates. Another area was noted that we did not have a work order system, which was inaccurate as we have a computer maintenance program called, School Dude, which follows what requests are needed as well as routine maintenance on air filters, water heaters, and other structural review. They also stated we did not have a Health & Safety Plan, which was inaccurate and an appeal was submitted with the Daily Playground Checklists, Daily Classroom Cleaning Checklists which are completed by classroom staff as well as inputting maintenance requests into the computer directly to maintenance staff.

Executive Director Report: Executive Director Paul Rosson reported contractors are working on HVAC air system issues with Coffee and Bedford Early Head Start. Lawrenceburg project is continuing to move forward with new roof installed, electrical rough-in, data cabling started, drainage system, sewer and main water rough-in, door frame installation, HVAC rough-in, and parking lot removal. We have quotes in for the drop ceiling (\$37,000) and sparkler system (\$49,750). Thank you to Mayor Lay and Mayor Williams for continuing to provide workers and debris removal. The Wayne Co. Head Start project is waiting on approval of plans from the Fire Marshal. A new budget has been submitted to the regional office for the increase costs of supplies and labor. The fire marshal plans for expansion at Tullahoma have been approved and maintenance

will be building an additional classroom for the current center. The Community Corrections program did not receive funding for the day reporting centers and we will no longer administer the program. This space is being renovated for a new Neighborhood Service Center/American Job Center for Lincoln County. We are continuing to look for additional programming for the agency. Mr. Rosson thanked Representative Iris Rudder and Senator Joey Hensley for the \$500,000 to start the new warehouse and new dock at the central office. Plans are completed and are put out for bid and we will bring the cost back to the board for a final approval and permission to borrow funds above this amount granted by the state. We are requesting the board add three Consumer Representative for low-income to the Governing Board to create a tripartite for CSBG requirement. Nominating Committee met and selected T.R. Williams to represent the faith-based community and will be the chairman for the mayor's roundtable. Mr. Gary Stovall was selected to represent the minority group. The third person will be added to the board in September. All consumer representatives will be reappointed with the county mayors.

The Executive Director and all Program Reports were approved as written on motion from Mayor Lay 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 Chairman Bentley and seconded by Mayor Gary Cordell. Motion carried.

By-Laws/Nominating Committee Report: Chairman Mayor Gary Cordell reported that By-Laws/Nominating committee met prior to this meeting and recommend the following as Governing Board Officers, effective September 1, 2022 – August 31, 2023: Chairman, County Executive Jim Mangubat; Vice Chairperson Melissa Greene; and Mayor Wallace Cartwright, Secretary (term ending in December). With no further nominations from the floor, this slate of officers were approved on motion by Mayor Lay and seconded by County Mayor Mike Keny. Motion carried. Chairman Cordell recommended the following as Low-Income Representatives, to move our governing board towards tripartite for CSBG requirements effective September 1, 2022 – August 31, 2022: Mr. T.R. Williams, as Faith Based Representative; and Mr. Gary Stovall, as a Minority Representative. With no further nominations from the floor, the representatives were approved on a motion by Mr. Spearman and seconded by Mayor Lay. Motion carried.

Budget Committee Report: In the absence of Chairman T.R. Williams, County Executive Jim Mangubat acted as Chairman. He reported the committee met prior to this meeting and asked Assistant Finance Director Julie Kent to report. Ms. Kent 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 6/30/22; Felony Recovery Court Lincoln Budget Revision year ending 6/30/22, Networking Budget Amendment #1 year ending 6/30/22, revisions to procurement manual, revisions to accounting manual, request for short-term loan in the amount of \$500,000 for the Lawrence County Head Start Construction Project, and Memorandum for step increase for Facilities Manager, Ron Teeple. The Director of Financial Report for May and June 2022 was approved. The Budget Committee Report was approved on a motion by Acting Chairman Jim Mangubat and seconded by Mayor Lay. Motion carried.

Personnel Committee Report: Chairman Mike Keny 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 May and June. The committee also approved the Work Performance Step Increase for Facilities Manager, Recommendation to continue COVID Vaccine incentive for staff receiving initial series from January 1 forward (who have not already received incentive from SCHRA) (Booster's not included), SCHRA FY 2023 COVID Plan (based on CDC guidelines), and Updated SCHRA Personnel Policies & Procedures Effective 7/28/22 with HR Law Attorney Certification. Chairman Keny motioned that the Personnel Policies & Procedures Report be approved and seconded by Mayor Lay. Motion carried.

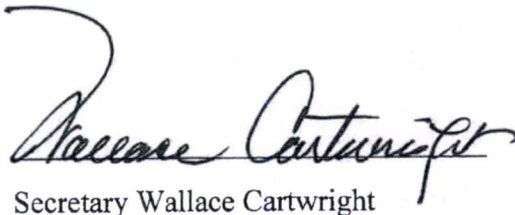
Other:

The Board reviewed the memo requesting a Short-Term Loan of \$500,000 for Lawrence County Head Start Construction Project and was approved on motion by Mr. Spearman and seconded by Mayor Lay. Motion carried.

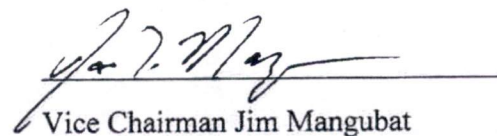
Officers: Executive Director Rosson and Deputy Director Brown recognized out-going governing board members/officers with a plaque of appreciation, to County Mayor Gary Cordell, Metro Mayor Bonnie Lewis, and Secretary Wallace Cartwright. Chairman T.R. Williams, County Mayor David Alexander, and County Mayor Andy Ogles were not in attendance.

With no further business, the meeting was adjourned on a motion by Mayor Lay and seconded by County Executive Melissa Greene with no further business. Motion carried.

Respectfully submitted,



Secretary Wallace Cartwright



Vice Chairman Jim Mangubat