

**SOUTH CENTRAL HUMAN RESOURCE AGENCY  
GOVERNING BOARD MEETING  
AUGUST 1, 2024**

**MINUTES**

The South Central Human Resource Agency Governing Board Meeting was called to order by Chairman Jim Mangubat on August 1, 2024, at 11:01 am, at the central office in Fayetteville, TN. Mayor Bill Newman provided the invocation, which was followed by the Pledge of Allegiance.

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

County Mayor Chad Graham  
Mr. Charles Sain  
County Executive Graham Stowe  
Mrs. Janet Vanzant  
County Mayor Jim Bates  
Mr. Rick Humphrey  
County Mayor Jonah Keltner  
County Mayor Bill Newman  
Dr. Bill Heath  
Mr. Anthony Taylor  
County Mayor Mike Keny  
Mr. R. L. Williams  
Mr. Gary Stovall  
Metro/County Mayor Sloan Stewart  
County Executive Jim Mangubat  
Senator Joey Hensley  
Representative Iris Rudder  
Mrs. Peggy Lewis  
Mr. Michael Crane

Bedford County  
Coffee Co. Low-Income Rep.  
Giles County  
Giles Co. Low-Income Rep.  
Hickman County  
Hickman County  
Lewis County  
Lincoln County  
Lincoln Co. Low-Income Rep.  
Lincoln Co. Low-Income Rep.  
Marshall County  
Marshall Co. Low-Income Rep.  
Maury Co. Low-Income Rep.  
Moore County  
Wayne County  
28<sup>th</sup> District Senator  
39<sup>th</sup> District Representative  
Head Start/EHS Representative  
Financial Representative

**Public Comment:** None

**Previous Minutes:**

Previous Minutes of both the April 4, 2024, and June 6, 2024, Governing Board Meetings were approved on a motion by Mr. R. L. Williams. This was seconded by Mr. Gary Stovall. Motion carried.

**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.

In the absence of Jeana Mills, FGP Director, Executive Director Paul Rosson 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 submitted a request for transfer of LIHEAP funds as detailed in a handout provided to the board. Mayor Bill Newman made a motion to approve this request, and it was seconded on motion by Mayor Mike Keny. 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. Further, Mr. Rosson provided an update on the status of the addition of in-house drug testing to the Central Office. This service will be used for the Recovery Court program, but will also be available to local industries and outside businesses who need this service. The projected start date is October 1. In addition to helping cut costs for the Recovery Court program by eliminating the expenses incurred by outsourcing drug testing, this will also be a revenue opportunity for the agency.

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, made a correction to the date on her submitted report but otherwise asked that her report be approved as submitted. She informed the board that a ribbon cutting and open house for the newly remodeled Lincoln EHS/HS would be held on September 20 and extended an invitation for all to attend.

**Executive Director Report:** Head Start and Early Head Start children are preparing to return to classes, and staff are attending training sessions designed to update and prepare them for the upcoming school year. Staff have been reviewing policies and making improvements in the administration of the program. One example of these improvements is the addition of staff in the position of Mentor Coaches. Staff in this position exhibit expertise in the teaching field and have significant experience as teachers themselves, placing them in a prime position to guide HS/EHS teachers. A new position of Mental Health & Disabilities Coordinator was created last year due to an increase in behavioral problems related to mental health issues experienced by children since the pandemic. These staff have been receiving specialized training in preparation for the upcoming school year.

The agency remains in contact with the Atlanta Regional Office on a number of opportunities, including the 5-year DRS re-compete process. The Agency will also potentially be seeking one-time funds to be used towards a new facility in Perry County. Mr. Rosson anticipates further discussion with the 1303 Committee, the Property Committee, HS/EHS Representative Peggy Lewis, and the Head Start Policy Council as this situation develops.

The Agency has received the funding to continue updates to the Wayne County Head Start location. The goal for completion of this project is the start of school in January following the winter break.

Progress has continued at the Lincoln EHS location. Once this project has been completed, the Amana Head Start location will close and those classes will be relocated to this building, creating a combined EHS/HS facility. The agency is working with TDOT on a driveway permit to connect the parking lot. The fire marshal has performed an inspection. The date for the open house and ribbon cutting for this facility is September 20.

An update was provided regarding the civil suit filed against SCHRA by the landlord of the former Harris HS location. This suit is related to the exit of the lease, which the agency did in accordance with guidance of its legal counsel. This suit has been moved from sessions court to circuit court. No trial date had been set as of the time of this meeting.

Upon request of Executive Director Rosson, Deputy Director Sara Brown provided an update to the board in regards to the data collection and management project the agency has undertaken. This project was started to prioritize the gathering and evaluation of data so that the agency may better understand the effectiveness and amount of the work being done. The goal is that, once a more efficient and thorough method of tracking this data is put into place, the agency will have a clearer overall picture of what the agency is doing well, what changes need to be considered, and how to better shape the delivery of services. This analysis will also allow the agency to support its value to the state of Tennessee and its residents by means of more concrete confirmation of the work being done. Data evaluation will also help the agency track effectiveness of helping those receiving services move towards self-sufficiency, which is a main goal of the agency. Mrs. Brown shared the success story of one client, a single mother working with her local Neighborhood Service Center and AJC staff. As a result of the assistance and guidance provided by SCHRA staff, she was able to move from her mother's home to a home of her own, get into a dental assistant program and complete it, and, in the client's own words, change her life. This client has offered to share her story publicly to help reach out to others in similar situations.

Encouraged by Executive Director Rosson, Finance Director Amy Ezell provided an update on the purchase and implementation of a new accounting software for the agency, MIP. This software allows for storage of data in the cloud, which would make it accessible to staff working remotely and ensure that the most current software and security updates are being used. There is an additional security advantage to having the data stored offsite. Advances in the types of reports and overall workflow that MIP allows were lacking with the previous software, Orion. The Microix module within the software is now being used for purchase requisitions. Purchase requisitions had previously been submitted on paper and manually entered and reconciled by purchasing staff, a monumental task given the 13 counties the agency covers. Microix allows for all documentation to be submitted and tracked digitally, offering the additional benefit of accountability and transparency for future audits. It also integrates well with the other programs the agency uses, including Paycom. While it is still in its early stages, so far agency staff are pleased with the transition.

The final aspect of the Executive Director's report was related to the Youth Employment Program administered by the agency's WIOA staff. SCHRA was the most successful agency in the state, signing up the most participants in this program in a relatively short amount of time. Governor Bill Lee attended an event in Perry County on July 26 featuring YEP to speak with employers and participants, and several agency staff were in attendance. YEP was designed to be a 2-year program, but SCHRA was able to spend the entire allotted amount during approximately 6 months due to the hard work of staff and the popularity of the program. Following this rapid success, Mr. Rosson recommended further study to evaluate the experience and determine best practices for potential future administration of this program by the agency.

The Program Reports and Executive Director Report were approved as written on motion from Mayor Sloan Stewart and seconded by Mayor Jonah Keltner. 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 in the committee packet. Mr. R. L. Williams made the motion to approve the Property Committee Report and was seconded by Mr. Gary Stovall. 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 May-June 2024. Additionally, two memorandums were presented to the board requesting a pay increase for the WIOA Director, IT Administrator, FGP Director, CRPP Director, and Executive Assistant. Following the Department of Labor's updated overtime exemption salary threshold, these pay increases would allow staff in these positions to retain exempt status. This action was deemed necessary due to a review of the responsibilities and independent judgment required to perform these essential job duties. Mayor Keny informed the Board that these requests were approved in committee. Mayor Keny made the motion to approve the Personnel Committee Report and was seconded by Mayor Bill Newman. Motion carried.

**Budget Committee Report:** Acting Chairman Mayor Sloan Stewart presented the Budget Committee Report and stated that the committee met prior to this meeting and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures, and Financial Report by Program, all for the period ending 6/30/2024; Budget Revision for Felony Court Lincoln County and Budget Revision for Recovery Court Lincoln County, both ending 6/30/2024; Budget Amendment for LIHEAP Wx 22-08 for year ending 6/30/2024; Budget Amendment #5 for LIHEAP and Budget Amendment #2 for EFAP, both for year ending 9/30/2024; Budget Revisions #2 and #3 for SSBG for year ending 9/30/2024; and Budget for SCSEP (Title V) for year ending 6/30/2025. Requests for DOL Exempt Salary Increases for the staff positions mentioned in the Personnel Committee Report, as well as the Director of Finance Report for May and June 2024 were also previously approved by committee. The Budget Committee Report was

approved on motion by Mayor Sloan Stewart and seconded by Mrs. Janet Vanzant. Motion carried.

**Other:**

Mr. R. L. Williams inquired as to the criteria and decision-making process involved in the agency's selection of locations for renovation or construction of facilities, and, specifically, whether Marshall County's facilities were being considered for such improvements. Executive Director Rosson responded that the Marshall County's current facilities are currently well-placed in their current location within the area of the housing authority. Elaborating further, the first step in any relocation project is finding a location that is viable and working with local government to procure it at a price that allows for the financial sustainability of the agency. In the past, the agency has been fortunate to have had property donated to them for these purposes by local government. Another important aspect is judging the most urgent need compared to other agency facilities. Mr. Rosson stressed that every location is important to the agency and that progress is being made towards the eventual goal of having top-notch facilities across the entire service area.

Executive Director Paul Rosson informed those in attendance that the next Board meeting is scheduled for September 26. Regular notice would be provided to all members.

With all other business completed, a motion to adjourn was made by Mr. Anthony Taylor and seconded by Mayor Jonah Keltner. Motion carried.

Respectfully submitted,

A handwritten signature in blue ink, reading "Sloan Stewart", is written over a horizontal line.

Secretary Sloan Stewart

A handwritten signature in blue ink, reading "Jim Mangubat", is written over a horizontal line.

Chairman Jim Mangubat

