

**SOUTH CENTRAL HUMAN RESOURCE AGENCY  
GOVERNING BOARD MEETING  
SEPTEMBER 22, 2022  
MINUTES**

The South Central Human Resource Agency, Governing Board Meeting, was called to order by Chairman Jim Mangubat on September 22, 2022, at 11:00 AM, held at the SCHRA central office, Fayetteville, TN. Chairman Mangubat led the Pledge of Allegiance and Mr. Bert Spearman gave the invocation.

The Agency Annual Board Training was provided prior to the board meeting by the Executive Director Paul Rosson and Senior Staff members with the following topics covered: Overview/duties/responsibilities of the Governing Board, Appropriations Overview, SCHRA By-Laws, SCHRA Conflict of Interest Policy and Certification, CSBG Organizational Standards, Head Start/EHS Board Responsibility and Eligibility Requirements along with the pre-training sent and reviewed, with signed training forms returned to Executive Assistant Rebecca Palmer, see attachments.

<https://youtube.com/playlist?list=PL1L25Gb6x3adkm4fgvhu-Stu36Pe3Afgv>

County Executive/Mayor board members were sworn in by Executive Director Paul Rosson: Giles County Executive Graham Stowe, Hickman County Mayor Jim Bates, Lawrence County Executive David Morgan, Metro/County Mayor Sloan Stewart, Maury County Mayor Sheila Butt, Franklin County Mayor Chris Guess, and Coffee County Mayor Judd Matheny.

Nominating Committee Report: Chairman Sloan Stewart said the committee met prior to this meeting. The committee recommends the following Low-Income Representatives, effective September 22, 2022 to June 30, 2023. Hickman County: Mr. Rick Humphrey, Lawrence County: Mr. Bert Spearman and Mr. T.R. Williams, Lincoln County: Dr. Bill Heath and Mr. Anthony Taylor, Marshall County: Mr. R.L. Williams, Maury County: Ms. Norma Martinez and Mr. Gary Stovall, Head Start/EHS Representative Mr. Xavier Hamler, Early Childhood Education Representative Mr. Charles Sain, Financial Representative Mr. Michael Crane, and Legal Representative Judge John Damron. With no further recommendations from the floor, the slate of representatives was approved on motion by County Mayor Bill Newman and it was seconded by Mayor Wess Ward. Motion carried.

At this time, nine board members were sworn in by Executive Director Paul Rosson.

Secretary Wallace Cartwright called the roll and the Chairman declared a quorum with the following members in attendance:

County Mayor Chad Graham  
Mayor Wallace Cartwright  
County Executive Graham Stowe  
County Mayor Jim Bates  
Mr. Rick Humphrey  
County Executive David Morgan

Bedford County  
City of Shelbyville  
Giles County  
Hickman County  
Hickman Co. Low-Income Rep.  
Lawrence County

Mr. Bert Spearman  
Mr. T.R. Williams  
County Mayor Jonah Keltner  
County Mayor Bill Newman  
Dr. Bill Heath  
Mr. Anthony Taylor  
County Mayor Mike Keny  
Mr. R.L. Williams  
County Mayor Sheila Butt  
Mr. Gary Stovall  
Metro/County Mayor Sloan Stewart  
Mayor Wess Ward  
County Executive Jim Mangubat  
Representative Iris Rudder  
Mr. Xavier Hamler  
Mr. Charles Sain

Lawrence Co. Low-Income Rep.  
Lawrence Co. Low-Income Rep.  
Lewis County  
Lincoln County  
Lincoln Co. Low-Income Rep.  
Lincoln Co. Low-Income Rep.  
Marshall County  
Marshall Co. Low-Income Rep.  
Maury County  
Maury Co. Low-Income Rep.  
Moore County  
City of Linden  
Wayne County  
39<sup>th</sup> District  
Head Start/EHS Representative  
Education Representative

Others in attendance were Head Start/Early Head Start Assistant Director Ju'Nequail Smith, Family Service Coordinator Thithialea White, and SCHRA senior staff members.

**Public Comment:** None

Previous minutes of July 28, 2022 were approved on a motion by Metro/County Mayor Sloan Stewart and seconded by County Mayor Chad Graham. Motion carried.

**Program Reports:**

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

Interim WIOA Director Tiffany Bolin, asked her reports be approved as submitted. Executive Director Paul Rosson reviewed the Workforce Initiative has three comprehensive service centers within our building in Lawrence, Maury, and Coffee Counties with American Job Centers in all thirteen counties.

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

Becky Christa, Nutrition Director, asked her reports be approved as submitted. Mr. Rosson reviewed that we are the agency that prepares and delivers the "Meals on Wheels" for South Central Tennessee Development District and have nineteen meal sites across our thirteen counties.

Sara Brown, Deputy Director, asked her reports be approved as submitted.

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

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



Tony Patterson, Recovery Court Lead Coordinator, requested his reports be approved as submitted. He reviewed the recovery court has two felony and one misdemeanor program assisting clients in the 17<sup>th</sup> District, 22<sup>nd</sup> District, and Lincoln County.

Andrew Edstrom, Information Technology, asked for his reports to be approved as submitted. He reviewed the new Information Technology Manual. It was approved on motion by Mr. Bert Spearman and seconded by County Executive David Morgan. Motion carried.

In the absence of Laure Hopper, Head Start/Early Head Start Director, HS/EHS Assistant Director Ju'Nequail Smith asked that Ms. Hopper's reports be approved as submitted. She requested approval for 2021-2022 Head Start Program Information Report 04CH010668-000, 2021-22 Early Head Start Program Information Report 04CH010668-200, and the Quality Improvement Plan for Ongoing Monitoring/Facilities/Preventative Maintenance. These were approved on motion by Mr. T.R. Williams and seconded by Mr. Xavier Hamler. Motion carried.

**Executive Director Report:** Executive Director Paul Rosson requested his report be approved as submitted. He also reported updates on capital projects in Lawrence County, where no bids have been received for paving the parking lot for the Head Start/Early Head Start. He gave the board detailed information of the progress and challenges with supply chain issues. Hopes are to have the facility ready for inspection by February 28, 2023. He also gave updates on the Wayne County Head Start, and Warehouse/Dock here in Lincoln County central office. He requested a save-the-date for the Agency Annual Governing Board Meeting which will be a luncheon hosted at the Henry Horton State Park Lodge in Chapel Hill, Marshall County, on Thursday, December 1<sup>st</sup>, at 11:00 a.m. with committees to meet prior. Mr. Rosson shared that next year, the TN Human Resources Agency will be celebrating the fifty year anniversary serving Tennessean's.

The Executive Director and all Program Reports were approved as written on motion from Mr. Spearman and seconded by Co Executive Morgan. Motion carried.

**Personnel Committee Report:** Chairman Mike Keny 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 Report, and FY2022 Turnover Report and Employee Actions for July and August. The HS/EHS Qualification verification, time-line, and tracking process was reviewed along with the Emergency Succession Plan for positions with leadership or unique qualifications and were approved. Chairman Keny motioned that the Personnel Policies & Procedures Report be approved and seconded by County Mayor Bill Newman. Motion carried.

**Property Committee Report:** Chairman Jonah Keltner reported that the Property committee met prior to this meeting and approved the items for disposal in the packet. Including the matter of information that a vehicle purchased with Head Start funds went over \$5,000. Anytime an asset is sold and goes over \$5,000, that money is then returned to Head Start or a request to include as program income is made. The Property Committee Report was approved on a motion by Co. Mayor Newman and seconded by Mr. Spearman. Motion carried.

**Budget Committee Report:** Chairman Mangubat reported the Budget committee met prior to this meeting and asked Finance Director Amy Ezell to report. Ms. Ezell stated the committee reviewed

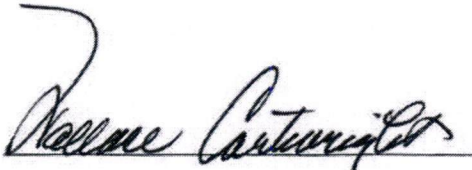
and approved the Combined Balance Sheet, Combined Statement of Revenues and Expenditures, and Financial Report by Program, all for the period ending 8/31/22; CSBG COVID Budget Revision for period ending 9/30/23, LIHEAPWx Budget Revision for period ending 9/30/22, VACCINE 5 Contract and Budget for period ending 9/30/22. One-Time Funding Requests for Lawrenceburg Head Start Construction, Waynesboro Head Start Construction, Head Start Playgrounds and Carryover Funds Request for Head Start was approved. The Director of Financial Report for July and August 2022 was approved. The Budget Committee Report was approved on a motion by Mr. Spearman and seconded by Co. Mayor Jonah Keltner. Motion carried.

**By-Laws/Nominating Committee Report:** Chairman Mayor Stewart reported the By-Laws/Nominating committee met prior to this meeting and asked Mr. Rosson to explain recommendations for amending the SCHRA By-Laws. Mr. Rosson shared possible changes in legislation for CSBG requirements to be tripartite, which recommends our governing board structure to move from twenty-four voting members to twenty-seven members with nine of those members representing low-income community members including representation of faith-based community. With no further recommendations from the floor, representatives and By-Laws were approved on a motion by Co. Executive Morgan and seconded by Mr. Spearman. Motion carried.

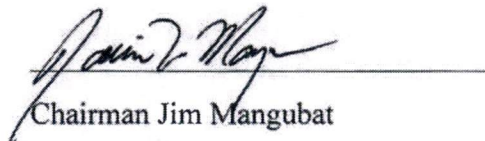
**Other:**

With no further business, the meeting was adjourned on a motion by Co. Mayor Newman and seconded by Mr. Spearman with no further business. Motion carried.

Respectfully submitted,



Secretary Wallace Cartwright



Chairman Jim Mangubat