

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
SEPTEMBER 26, 2024**

MINUTES

The South Central Human Resource Agency Governing Board Meeting was called to order by Chairman Jim Mangubat on September 26, 2024, at 10:30 am, at the central office in Fayetteville, TN. County Executive David Morgan 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:

Mr. Charles Sain	Coffee Co. Low-Income Rep.
County Executive Graham Stowe	Giles County
Mrs. Janet Vanzant	Giles Co. Low-Income Rep.
County Mayor Jim Bates	Hickman County
County Executive David Morgan	Lawrence County
County Mayor Jonah Keltner	Lewis County
County Mayor Bill Newman	Lincoln County
City Mayor Donna Hartman	Lincoln County
Mr. Anthony Taylor	Lincoln Co. Low-Income Rep.
County Mayor Mike Keny	Marshall County
Mr. R. L. Williams	Marshall Co. Low-Income Rep.
Mr. Gary Stovall	Maury Co. Low-Income Rep.
Metro/County Mayor Sloan Stewart	Moore County
City Mayor Wess Ward	Perry County
County Executive Jim Mangubat	Wayne County
Mrs. Peggy Lewis	Head Start/EHS Representative

Public Comment: None

Governing Board Training: The Agency Annual Board Training was provided to the governing board by the Executive Director Paul Rosson, Deputy Executive Director Sara Brown, Human Resources Director Scarlet Patterson, Head Start/Early Head Start Program Director Chrissy Tuten, and Executive Assistant Rebecca Bradford. The following information was covered: Overview/duties/responsibilities of the Governing Board, Appropriations Overview, SCHRA By-Laws, SCHRA Conflict of Interest Policy and Certification, Code of Ethics, Title VI and Anti-Discrimination, CSBG Organizational Standards/ROMA Cycle, Head Start/EHS Board Responsibilities and Eligibility Requirements along with pre-training videos sent and reviewed.

Previous Minutes:

Previous Minutes of the August 1, 2024, Governing Board Meeting were approved on a motion by Mayor Sloan Stewart. This was seconded by Mayor Jonah Keltner. 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.

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 informed the board that the Weatherization program is looking to triple the number of clients served in the next program year. To achieve this goal, there may be a need in the future for another staff member to assist with this program. Regarding the LIHEAP program, Deputy Director Brown updated the board on the status of LIHEAP funds, stating that the agency is currently within approximately \$25,000 of their contract amount for the program year. As a result, the agency will be requesting additional funds from the state to finish the program year. This puts the program close to their goal of expending the entire contract amount earlier this year than in previous years.

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

In the absence of Dee Dee Sneed, EFAP Director, Executive Director Paul Rosson asked that her report be approved as submitted.

Tony Patterson, Recovery Court Program Director, asked that his reports be approved as submitted.

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, asked that her report be approved as submitted. She informed the board that the ribbon cutting and open house for the newly remodeled Lincoln EHS/HS has been rescheduled for October 11, and extended an invitation for all to attend. She updated the board that the agency has received retention grants for Head Start staff, which will allow a \$2,000 bonus to all full-time employees and a \$1,000 bonus to part-time employees. The DRS Competitive Status announcement is anticipated on October 21, and the agency will begin its application process at that time. Head Start program staff have been working on preliminary items to prepare in advance for this application.

Executive Director Report:

Agency Head Start and Early Head Start facilities are open and classes are back in session for the school year. Thanks to Program Director Chrissy Tuten and her staff, things are running smoothly for the program at this time.

Executive Director Rosson informed the board that the Tennessee Association of Human Resource Agencies, of which he is currently President, recently held their annual conference in Chattanooga. Over 200 people attended the event. Several staff from the Head Start Regional Office in Atlanta were in attendance as speakers, and as a result our executive staff, as well as several of our Head Start staff, were able to interact with them one-on-one.

The Agency has completed the bid process for the HVAC system for the Wayne County Head Start location, with Arctic Air named as the recipient of that bid. The goal for completion of this project is the start of school in January following the winter break.

The renovation at the Lincoln EHS/HS location is nearing completion. The ribbon cutting and grand opening for this facility will be on October 11. This facility will be named in honor of Lincoln County Mayor Bill Newman. Mr. Rosson reminded the board that this newly renovated facility will combine the classes previously held at the Amana facility with the classes that have been held at the Lincoln facility, allowing for an easier transition for students moving up from Early Head Start to Head Start classes. As the agency goes through DRS, the goal is to add more Early Head Start classes in Lincoln County. SCHRA is working with TDOT to get a permit to get their driveway from the main road to the parking lot. Representative Clay Doggett has been instrumental in getting this process moving.

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. A settlement offer has been presented to the plaintiff in the suit. No trial date had been set as of the time of this meeting.

Carr Riggs & Ingram is conducting the agency's annual audit. If the final audit is not completed by the annual meeting December 5, a special meeting will be called to approve the audit some time later in December.

The Nutrition Program received a deficit in the program during the previous fiscal year. Part of this was due to approximately \$70,000 in capital infrastructure, which was used for the purchase of pot washers and other one-time purchases of kitchen equipment using appropriation funds. These purchases also count towards the grant match with USDA. The other aspect of this was due to the closure of the Harris Head Start facility. The meals for that facility were provided by the Nutrition Program, so the closure of that facility meant a reduction in reimbursement for meals served there. Additionally, costs have risen for food and transportation, which has reduced the profitability of the program as it stands. The agency is looking into efficient ways to cut back, as well as additional methods of fundraising, to help put the program right. With the highest number of meal sites in the state, condensing the number of sites is something that makes the most sense at this time.

The Program Reports and Executive Director Report were approved as written on motion from Mr. Gary Stovall and seconded by County Executive David Morgan. Motion carried.

Nominating/By-laws Committee Report: Executive Director Rosson informed the board that no meeting was held due to a lack of business. The agency is currently trying to find a new Legal Representative, as Judge John Damron seeks to retire from his position with the board.

1303 Committee Report: Committee Chairman Bill Newman informed the board that the 1303 Committee met prior to this meeting regarding the Perry County Head Start building. The agency has located a property in Perry County that is for sale which it is considering purchasing. This property could potentially be used for the Perry County Head Start, as well as the Perry County Neighborhood Service Center. Mayor Newman, Executive Director Rosson, Property Chairman Jonah Keltner, and Mayor John Carroll recently toured the building to consider this prospect. Following this tour, the agency posted a request for proposal for qualifications in search of an engineering firm to evaluate the building and design an efficient floorplan for this project. The agency has decided to use TLM Associates for this project and is in contact with them for a building inspection prior to submitting an offer to purchase this property. The board was informed that a request to proceed with the process of obtaining a building inspection with the intent to purchase the building was approved in committee. Mayor Bill Newman made a motion to approve the 1303 Committee Report, and the motion was seconded by Mayor Donna Hartman. 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. The Committee also approved a update to the Northside Head Start Lease which would increase the rent for this facility while still keeping it below market value. Mayor Jonah Keltner made the motion to approve the Property Committee Report and was seconded by Mayor Jim Bates. 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 July-August 2024. Additionally, three memorandums were presented to the board requesting a pay increase for the HS/EHS Assistant Director, the HS/EHS Mental Health & Disabilities Coordinator, and the Weatherization Coordinator. Mayor Keny informed the Board that these requests were approved in committee. Mayor Mike Keny made the motion to approve the Personnel Committee Report and was seconded by Mr. Gary Stovall. Motion carried.

Budget Committee Report: Chairman County Executive Jim Mangubat 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 8/31/2024; and Budget Revision for CSBG for year ending 9/30/2024. Requests for Step Increases for HS/EHS Assistant Director, HS/EHS Mental Health & Disabilities Coordinator, and Weatherization Coordinator were also approved in committee, as well as the Fiscal Year End Consolidated Budget and Director of Finance Report

for July and August 2024. The Budget Committee Report was approved on motion by Mayor Sloan Stewart and seconded by County Executive David Morgan. Motion carried.

Other:

PEP Driver Training Grant: Scarlet Patterson informed the board that the agency is seeking to participate in a Driver Training Matching Grant Program. This grant would be used towards processes that would encourage better accountability and increase driver safety for staff. A motion to approve this request was made by Mayor Jonah Keltner and was seconded by County Executive David Morgan. Motion carried.

Executive Director Rosson updated the board that a wage comparison study that has been underway is nearing completion. There will be a work session scheduled to review the results of this study with a representative from Wipfli on October 22 at 10:30 am. An email was sent out earlier in the week to board members on both the Budget and Personnel Committees, as well as Ms. Peggy Lewis serving in the capacity of HS/EHS Policy Council Chair, to attend this work session. It will be a virtual meeting but these board members are also invited to come to the central office location to participate in person.

Executive Director Paul Rosson informed those in attendance that the next Board meeting is scheduled for December 5. Regular notice would be provided to all members.

With all other business completed, a motion to adjourn was made by County Executive David Morgan and seconded by Mayor Jim Bates. Motion carried.

Respectfully submitted,


Secretary Sloan Stewart
Chairman Jim Mangubat