

**SOUTH CENTRAL HUMAN RESOURCE AGENCY  
GOVERNING BOARD ANNUAL TRAINING/MEETING  
SEPTEMBER 28, 2023**

**MINUTES**

The South Central Human Resource Agency Governing Board Annual Training/Meeting, was called to order by Chairman Jim Mangubat on September 28, 2023, at 10:30 am, held at the central office in Fayetteville, TN. County Mayor Bill Newman gave the invocation and led the Pledge of Allegiance.

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

County Mayor Chad Graham	Bedford County
Mr. Charles Sain	Coffee Co. Low-Income Rep.
County Executive Graham Stowe	Giles County
County Mayor Jim Bates	Hickman County
County Executive David Morgan	Lawrence County
County Mayor Jonah Keltner	Lewis County
County Mayor Bill Newman	Lincoln County
Mayor Donna Hartman	City of Fayetteville
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
County Executive Jim Mangubat	Wayne County
Mr. Xavier Hamler	HS/EHS Representative
Judge John Damron	Legal Representative

Others in attendance were Representative Pat Marsh, Blake Ely from Senator Marsha Blackburn's staff, the SCHRA senior staff members, and other honored guests.

**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, HS/EHS Assistant Program Director Jennifer Shaffer, and Executive Assistant Rebecca Palmer. 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.

**Nomination/By-Laws Committee Report:** Chairman Sloan Stewart reported the committee met prior to this meeting. The committee recommends the following nominations: Mr. Charles Sain moved from Education Representative to Low Income Representative, Mr. Xavier Hamler moved from HS/EHS Representative to Education Representative, and incoming HS/EHS Policy Council Chairperson, Peggy Lewis will be the HS/EHS Representative effective Dec. 2023. Mr. Rosson asked if the board had any other nominations for consideration. Hearing none, County Executive David Morgan made the motion to approve the stated recommendations and seconded by Mr. R.L. Williams. Motion Carried.

At this time, Mr. Charles Sain was sworn in by Executive Director Paul Rosson as a Low-Income Representative to the Governing Board.

**Previous Minutes:**

Previous minutes of July 27, 2023 Governing Board Meeting and Special Called Meeting of August 25, 2023 were approved on a motion by Co. Executive Morgan and seconded by Metro/County Mayor Sloan Stewart. Motion Carried.

**Program Reports:**

Sara Brown, Deputy Director, reviewed the LIHEAP handout or transfer of funds request. This was approved on motion Co. Executive Morgan and seconded by Mr. R.L. Williams.

Ms. Brown shared that we are working with a data management company that is taking a look at our procedures and how we can streamline our programs and collection of data. This is part of our ROMA cycle and community needs assessment.

The Chairman called for a motion affirming the HS/EHS electronic vote from August 28, 2023 requesting an extension for our RAN deficiency. It was approved on a motion by County Mayor Jonah Keltner and seconded by Co. Executive Morgan. Motion Carried.

Chrissy Tuten, Head Start/Early Head Start Director gave notification of competitive status for the grant after the two findings in the past five years. It was approved on a motion by Co. Executive Morgan and seconded by Mayor Donna Hartman. Motion Carried.

Amy Ezell, Finance Director reported on the Head Start/Early Head Start Budget Revision 04CH010668-05, The total amount requested is \$461,222. This is comprised of \$300,852 from Head Start and \$160,370 from Early Head Start. The Carry Over Request 04CH010668, total amount requested is \$501,953. This is comprised of \$300,852 from Head Start and \$201,101 from Early Head Start. The revision and carry over request were approved on a motion by Co. Executive Morgan and seconded by Co. Mayor Bill Newman. Motion Carried.

Executive Director Paul Rosson asked that all Program Reports be approved as submitted and discussed a matter of information that the second round of Opioid funding will be coming in



December and January. Recovery Court Treatments quality for this funding and their will be opportunities for our service areas. The Program Reports were approved on motion by County Mayor Bill Newman and seconded by Metro/Mayor Stewart. Motion Carried.

**Executive Director Report:** Executive Director Paul Rosson asked that his reports be approved as submitted. Mr. Rosson thanked everyone for attending our training and the Emergency Food Assistance Warehouse ribbon cutting open house following the meeting. He thanked Representative Pat Marsh, Representative Iris Rudder, and Senator Joey Hensley, for securing \$500,000 in funds for completing this project. During the tour, board members and honored guests will see the old commodities section and new packing machine that will speed up the distribution process and efficiency. Mr. Rosson requested a save-the-date for the Agency Annual Governing Board Meeting celebrating 50 years of serving Tennessean's, the evening of Thursday, December 7<sup>th</sup>, at Keestone Properties in Loretto, TN.

The Executive Director Report was approved on motion from Co. Executive Morgan and seconded by Mr. Anthony Taylor. Motion Carried.

**Budget Committee Report:** County Executive Jim Mangubat presented the Budget Committee Report and 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 8/31/2023: SCSEP/Title V Budget year ending 6/30/24, LIHEAP 22 Infrastructure grant ending 9/30/23, Head Start One-time funding request ending 6/30/24, CSBG grant ending 9/30/25, Homemakers contract ending 6/30/24, HCBS and Home Delivered Meals year ending 6/30/24, Nutrition Congregate contract ending 6/30/24, HS/EHS Budget Revision ending 6/30/23 and HS/EHS Carry Forward Request ending 6/30/24. The Director of Finance Report for July and August 2023 was approved. The Budget Committee Report was approved on motion by Metro/Co. Mayor Stewart and seconded by County Executive Morgan. Motion Carried.

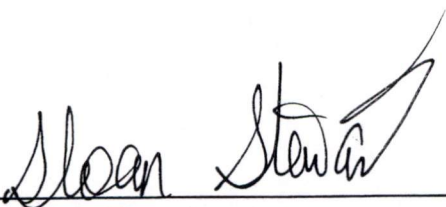
**Property Committee Report:** County Mayor Jonah Keltner reported that the Property Committee met prior to this meeting and approved the items for disposal packet. Chairman Keltner made the motion to approve the Property Committee Report and was seconded by Mr. Gary Stovall. Motion Carried.

**Personnel Committee Report:** County Mayor 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 Reports, and Personnel Action Forms July – August 2023. Human Resource Director Scarlet Patterson explained the HS/EHS Employee Disciplinary Action Procedure that was updated. Chairman Keny made the motion to approve the Personnel Committee Report and was seconded by Co. Mayor Newman. Motion Carried.

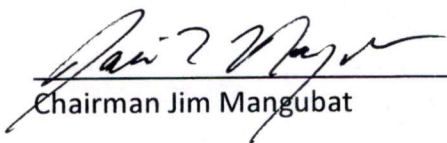
**Other:**

Mr. Rosson stated that HS/EHS Policy Council Chairperson Peggy Lewis will be added to the 1303 Committee, and was approved on motion by Metro/Co. Mayor Stewart and was seconded by Co. Executive Morgan. Motion Carried.

With all other business completed a motion to adjourn was made by County Executive David Morgan and seconded by Mr. Charles Sain. Motion carried.

  
Secretary Sloan Stewart

Respectfully submitted,

  
Chairman Jim Mangubat



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August 28, 2023

Re: Request an extension for our RAN deficiency from 30 days to 120 days which would be in line with our non-compliance corrective action plan, making the due date for both Corrective Action Plans December 19, 2023.

An electronic poll was conducted of the members from the SCHRA Governing Board approving the letter of request for an extension.

On behalf of the SCHRA Governing Board, I approve the submittal of this request to the Office of Head Start Regional Office.

  
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SCHRA Governing Board Chairman