

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD TRAINING/MEETING
SEPTEMBER 30, 2021
MINUTES**

The South Central Human Resource Agency Governing Board Training and Board Meeting was called to order by Chairman T. R. Williams on September 30, 2021, at 10:40 AM, held at the SCHRA central office, Fayetteville, TN. Chairman Williams led the Pledge of Allegiance, and Mr. Bert Spearman gave the invocation.

The chairman asked for roll call by Executive Assistant Rebecca Palmer, and a quorum was declared with the following members in attendance:

County Mayor Chad Graham
Mr. Xavier Hamler
County Mayor David Alexander
County Executive Melissa Greene
County Mayor Mark Bentley
Mr. Rick Humphrey
County Executive T. R. Williams
Mr. Bert Spearman
County Mayor Jonah Keltner
Dr. Bill Heath
County Mayor Mike Keny
Mr. R.L. Williams
County Mayor Andy Ogles
Metro/County Mayor Bonnie Lewis
County Executive Jim Mangubat
Senator Joey Hensley
Representative Iris Rudder
Ms. Karen Lock
Mr. Michael Crane

Bedford County
HS/EHS-Bedford Low-Income Rep.
Franklin County
Giles County
Hickman County
Hickman Co. Low-Income Rep.
Lawrence County
Lawrence Co. Low-Income Rep.
Lewis County
Lincoln Low-Income Rep.
Marshall County
Marshall Co. Low-Income Rep.
Maury County
Moore County
Wayne County
District 28
39th District
Education Representative
Financial Representative

Others in attendance were special guests, 62nd District Representative Pat Marsh, SCAAAD Director Joe Evans, SCAAAD Coordinator Katrina Crisp, 1303 Committee member, Ms. Dorothy Wells, and SCHRA senior staff members.

Board Training started with the Unstoppable video Deputy Director Sara Brown and Administrative Assistant Rebecca Bradford created, highlighting the agency programs to meet the mission/vision of SCHRA and the accomplishments during the past year. Executive Director Paul Rosson provided an overview of the reorganization of the governing board, their duties, and responsibilities after the legislation recommendations to By-Laws. Mr. Rosson addressed the expected slight increases in appropriations based on the new Census population data from 2020. These will be requested next March based on HRA Law 103-26-101. Executive Assistant Rebecca Palmer reviewed the Conflict of Interest, Certification, and Standards of Conduct forms included in the training packet that needed to be completed. The board training video was sent via email to review SCHRA Policies, Civil Rights, Head Start/Early Head Start Board Responsibilities and

Eligibility Requirements, CSBG Organizational Standards, ROMA, and program overviews. The signed training form will be submitted to Ms. Palmer electronically.

Chairman T.R. Williams requested a motion to approve additions to the agenda TN TANF Opportunity Act application and approval for agency staff Projected Longevity Incentive. The additions to the agenda were passed on a motion by Mr. Bert Spearman and seconded by Co. Mayor Mark Bentley. Motion carried.

Public Comment: None

Previous minutes and Special minutes were approved on a motion by Mr. R.L. Williams and seconded by Dr. Bill Heath. Motion carried.

Program Reports: Pamela Morris, Title V Director, gave tribute to Mr. Pat Bennett, former IT Director, who loved football and sincerely worked hard for our Agency over the years. She asked her reports be approved as submitted.

Jennifer Henry, WIOA Director, asked her reports be approved as submitted.

Kathie Larsen, FGP Director, asked her reports be approved as submitted.

Sara Brown, Deputy Director, asked her reports be approved as submitted. She requested board approval to adjust funds within counties to spend out the LIHEAP/CRISIS funds as needed for the end of the year. The reports and funds transferred as needed were approved on a motion by Mr. Spearman and seconded by Representative Iris Rudder. Motion carried.

Deputy Director Brown presented a proposal to apply for the Tennessee DHS Temporary Assistance to Needy Families (TANF) Opportunity Act on behalf of SCHRA. This proposal would meet our mission needs to partner with local resources and address county-specific poverty needs to move the whole family through the pathways to self-sufficiency. This program would be built around each county's specific poverty barriers. TANF's goals are to work with families with children on education, employment, and wraparound supports through direct services and partnerships. SCHRA has a comprehensive delivery system for many services. If approved, it would allow the agency to build new collaborations and strengthen and deepen current community partnerships by offering support for faith-based programs, child care, trade schools and other education systems, and other mentor/support programs. Project Graduation would reward progress for success and would adjust to the family's level of needs, not necessarily make them ineligible for assistance but afford basic expenses like transportation and quality child care. We are and will continue to champion for all of the families we serve. The motion to apply for the TANF reserve funds was approved by Metro/County Mayor Bonnie Lewis and seconded by Mr. Spearman. Motion carried.

Teresa Swafford, CRPP Director, requested her report be approved as submitted.

Deputy Director Brown asked that Dee Dee Sneed, EFAP Director, reports be approved as submitted.

Vicki Davenport, Justice Services Director, asked for her reports to be approved as submitted.

Executive Director Paul Rosson asked that Eric Jeffers, Information Technology Director, currently working with contracted IT company to address agency risks, report be approved as submitted.

Ju'Nequail Smith, Head Start/Early Head Start Assistant Director, asked Ms. Laure Hopper's reports be approved as submitted. Ms. Karen Lock asked for an update on the current enrollment of both HS and EHS and how staff meets the needs of children & families while centers are having staffing issues or closed due to COVID. Ms. Smith stated current enrollment is 540/601 for Head Start and 160/168 for Early Head Start. She reported staff are providing virtual visits for HS/EHS Home-based students and families.

All reports were approved on a motion by Mr. Spearman and seconded by Dr. Heath. Motion carried.

Executive Director Report: Executive Director Paul Rosson reported that Covid continues to be a battle that affects our agency and services offered due to staff illness and quarantining. The agency is working with two lawyers regarding the federal directive of having over 100 employees and immunization mandate. The agency continues to offer COVID Sick Leave to staff needing this. We look forward to completing the Coffee Early Head Start building and hope to have children begin school in January. This building will be named in memory of Mayor Lonnie Norman, and the board will be invited to the ribbon-cutting in December. The Lawrence County Head Start project is moving forward with the demolition of inside non-load bearing walls. A special thank you to Lawrenceburg Mayor Blake Lay and Lawrence County Executive T.R. Williams for providing several roll-off containers to remove waste & debris and the workforce from the county inmates. The Agency saved thousands of dollars with this community partnership. In the spring, we will have a rebid on the roof due to the cost of lesser quality materials available at this time. The 1303 Committee will report moving forward with the Phase 2 environmental testing for Wayne County and will need governing board approval. Copies of the updated radon testing from the basement and an estimate for soil testing from EnSafe were distributed. SCHRA went through an agency-wide Risk Assessment and an Information Technology Assessment, which were included in the governing board packet. Personnel and Budget approved staff Longevity Incentive based on program budgets. Executive Directors Report was approved on a motion by Mr. Spearman and seconded by Senator Joey Hensley. Motion carried.

Upon approval from Regional Head Start Office in Atlanta, approval to move forward with Phase 2 environmental testing with EnSafe, the Agency Risk/IT Assessments, and staff Projected Longevity Incentives were approved on motion by Mr. Spearman and seconded by Co. Mayor Bentley. Motion carried.

1303 Committee Report: Acting Chairman Dr. Bill Heath reported the committee met this morning to review the radon testing from the basement of the prospective Wayne County Head Start property and the estimate for Phase 2 soil testing. Ms. Karen Lock requested additional radon testing in the spring of 2022 based on the company's suggestion. Acting Chairman Heath made a motion for the 1303 Report, upon approval from the Regional Office of Head Start, to move forward with Phase 2 environmental testing with EnSafe Inc. of the estimated cost of \$19,950 and additional spring radon testing be approved, and it was seconded by Mr. Spearman. Motion carried.

minutes 9-30-21

Personnel Committee Report: Chairman Mike Keny reported the committee met prior to this meeting and approved the Human Resource Director's report (including Executive Director's timesheet report, Personnel Hire & Termination Report, and FY2021 Turnover Report) and Employee Actions for July/August. The committee also approved SCHRA COVID Sick Leave extension-revision, Step Increase for Bedford & Lewis/Hickman Career Advisors, Confidentiality Non-Disclosure Agreement, Student Teaching Leave of Absence for K-3 Bachelor's Degree Policy, and Projected Longevity Incentive. Chairman Keny made a motion that the Personnel Policies & Procedures Report be approved, and it was seconded by Mr. Spearman. Motion carried.

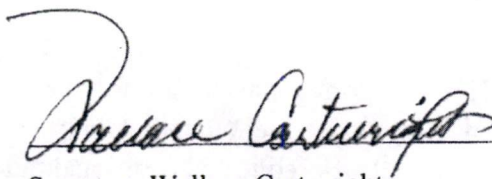
Property Committee Report: Chairman David Alexander reported the committee met prior to this meeting and reviewed there were no disposals, withdrawing of bid for Lawrenceburg HS/EHS roof due to the lesser quality materials at a higher cost, updates on Lawrence County Head Start/EHS, new Coffee Early Head Start facility, the radon testing of the basement of prospective new Wayne County Head Start facility and approval to submit estimate from EnSafe for Phase 2 Environmental soil testing recommended by 1303 Committee. Chairman Alexander made a motion that the Property Report be approved, and it was seconded by Co. Mayor Jonah Keltner. Motion carried.

Budget Committee Report: Chairman Williams reported the committee met prior to this meeting and asked Finance Director Amy Ezell to report. Mrs. Ezell said 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 8/31/21; budget revision LIHEAP 21-15 for the year ending 9/30/21, Amendment #1 to LIHEAP Cares-15 for the year ending 9/30/21, Amendment #1 to LIHEP-WX 20-11 for the year ending 6/30/23, Step Increases for Bedford & Lewis/Hickman Career Advisors, Agency-Wide/IT Risk Assessment, SCHRA Projected Longevity Incentive, and the Director of Financial Operations Report for July and August 2021 all approved. The Budget Committee Report was approved on a motion by Mr. Spearman and seconded by Mr. R.L. Williams. Motion carried.


Other: Executive Director Rosson, Chairman Williams, and Deputy Director Brown presented the Legislative Awards to Senator Joey Hensley and Representative Pat Marsh for their actions for SCHRA.

With no further business, the meeting was adjourned on a motion by Co. Executive Jim Mangubat and seconded by Co. Mayor Andy Ogles. Motion carried.

Respectfully submitted,



Secretary Wallace Cartwright



Chairman T.R. Williams