

**SOUTH CENTRAL HUMAN RESOURCE AGENCY  
GOVERNING BOARD MEETING  
JUNE 5, 2025**

**MINUTES**

The South Central Human Resource Agency Governing Board Meeting was called to order by Chairman Jim Mangubat on June 5, 2025, 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, declaring a quorum with the following members in attendance:

Co. Mayor Chad Graham	Bedford County
Mrs. Janet Vanzant	Giles Co. Low-Income Representative
Co. Mayor Jim Bates	Hickman County
City Mayor Blake Lay	Lawrence County
Co. Mayor Jonah Keltner	Lewis County
Co. Mayor Bill Newman	Lincoln County
City Mayor Donna Hartman	Lincoln County
Dr. Bill Heath	Lincoln Co. Low-Income Representative
Mr. Anthony Taylor	Lincoln Co. Low-Income Representative
Co. Mayor Mike Keny	Marshall County
Mr. R. L. Williams	Marshall Co. Low-Income Representative
Mr. Gary Stovall	Maury Co. Low-Income Representative
Metro/County Mayor Sloan Stewart	Moore County
Co. Executive Jim Mangubat	Wayne County
Rep. Iris Rudder	Legislative Representative
Ms. Peggy Lewis	HS/EHS Representative
Mr. Xavier Hamler	Early Childhood Ed. Representative

**Others in Attendance:** SCHRA staff, including: Sara Brown, Pamela Morris, Julie Kent, Shane Weaver, Jena Renfro, Jeana Mills, Tony Patterson, Chrissy Tuten, Scarlet Patterson, Katrina Crisp, and Rebecca Bradford.

**PUBLIC COMMENTS:** None

**PREVIOUS MINUTES:** The minutes from the April 3, 2025, Governing Board Meeting and May 12, 2025, Special Called Governing Board Meeting were approved following a motion by Mayor Blake Lay. This was seconded by Mr. R. L. Williams. The motion carried.

**PROGRAM REPORTS:**

Pamela Morris, **SCSEP** Director, requested approval of her report as submitted.

Katrina Crisp, **WIOA** Program Director, requested approval of her report as submitted.

Jeana Mills, **FGP** Director, requested approval of her report as submitted.

In the absence of **Nutrition** Director Becky Christa, Sara Brown requested approval of the Nutrition Program reports as submitted.

Executive Director Sara Brown informed the board that Jeana Mills has transitioned into the role of Community Services Director. In this role, she will be serving as the Director of WAP, CSBG, and LIHEAP programs. The SSBG and Homemaker Programs will now fall under the direction of Becky Christa.

Jeana Mills, Community Services Director requested approval of her reports for **WAP**, **CSBG**, and **LIHEAP** be approved as submitted. She noted that the agency had received an additional \$1.5 million in LIHEAP funding, which is expected to serve approximately 95% of households currently on the waitlist.

In the absence of Becky Christa, Ms. Brown requested approval of her reports for the **SSBG** and **Homemaker** Programs.

Jena Renfro, **CRPP** Director, requested approval of her report as submitted.

In the absence of Brandon Jean, **EFAP** Director, Executive Director Brown requested approval of his report as submitted.

Tony Patterson, **Recovery Court** Program Director, requested approval of his reports and announced that the agency has been awarded the **Community Corrections** grant.

In the absence of Rob Glass, **IT** Director, Executive Director Brown requested approval of his report as submitted.

Chrissy Tuten, **Head Start/Early Head Start** Director, requested approval of her report. She shared that the program completed its annual self-assessment, which was available to the board as a handout. The four main goals that were identified in the document were:

- To make the first two weeks of new hire orientation process less overwhelming so that there is ample time to retain information presented
- To improve leadership capacity: focusing on the quality of child development while fully supporting staff with open communication and effective collaboration to improve Head Start environment, child advocacy, and staff empowerment
- To strengthen communication channels with LEAs and external therapy providers to streamline the referral and service initiation process
- To increase completion of 90-day health requirements for all children with emphasis on blood lead screening.

Following the presentation of the Self-Assessment, Chairman Mangubat called for a motion to approve the document. The motion was made by Mayor Sloan Stewart and seconded by Mayor Blake Lay. The motion carried.

Chairman Mangubat then requested a motion to approve all program reports as submitted. The motion was made by Mayor Blake Lay and seconded by Dr. Bill Heath. The motion carried.

**Executive Director's Report:** Executive Director Sara Brown provided the following updates:

- The **Lawrenceburg WIOA/AJC** office has relocated to the **Lawrence Neighborhood Service Center**. The agency is seeking a new location for Recovery Court and Corrections staff.
- The **Bodenham Head Start** has been renamed in honor of Board Member **Janet Vanzant**.
- Recent monitoring of the **LIHEAP** and **CSBG** programs resulted in **zero findings**.
- The **Lincoln HS/EHS** parking lot bid process is complete, and the project is a priority for completion before funding expires.
- Ms. Brown has been actively engaging with communities and local leaders to secure appropriations and advocate for continued program support.
- The agency has officially received the **Community Corrections grant**, with a program start date of **July 1**. Preparations are underway.
- While the official **Notice of Award (NOA)** for the Head Start grant has not yet been received, indications are positive. The DRS process has been different this year, creating some uncertainty. Administrative staff are working to maintain open communication and support.
- Ms. Brown expressed her commitment to fostering an active and collaborative relationship with the board.

The Executive Director's Report was approved on motion from Mayor Blake Lay and seconded by Mayor Donna Hartman. The motion carried.

#### **COMMITTEE REPORTS:**

**1303 Committee Report:** Committee Chairman Bill Newman reported that the 1303 Committee met prior to this meeting to discuss the potential new location for Perry County Head Start. No new updates were available as the agency is still awaiting an appraisal. Chairman Newman requested the approval of this report.

**Property Committee Report:** Committee Chairman Jonah Keltner reported that the Property Committee met prior to this meeting. There were no items slated for disposal during this reporting period, and the committee is still waiting on the appraisal for the Perry County location as well. Chairman Jonah Keltner requested the approval of this report.

**Personnel Committee Report:** Committee Chairman 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, a report on staff turnover rates, Personnel Hire and Termination Reports and other Personnel Action Forms for March-April 2025. The committee also approved the updated SCHRA Board Standard of Conduct/Code of Ethics Policy, the SCHRA Consultant Contractor and Volunteer Standards of Conduct/Code of Ethics Policy,

and the SCHRA Title VI/VII Staff, Board, and HS/EHS Policy Council report FY 2025. Additionally, the Committee voted to approve the appointment of Elizabeth (Beth) Jones as Finance Director, pending the approval of the Office of Head Start, as well as a one-time incentive payment for Nutrition Program staff. Chairman Mike Keny requested the approval of this report.

*Approval of Finance Director – Beth Jones:* As part of the Personnel Committee’s report to the Governing Board, SCHRA HR Director Scarlet Patterson discussed the hiring process for the Finance Director position. Ms. Patterson stated that the agency received applications from several qualified staff. A selection committee made up of Sara Brown, Executive Director; Christine Tuten, Head Start/Early Head Start Director; and Ms. Patterson reviewed applications and selected the top four candidates for interview. The interviews were held on June 2, 2025, at the Central Office in Fayetteville, TN

Ms. Patterson Stated the top four candidates were Ms. Beth Jones, Ms. Amy Harwell, Ms. Kathryn Eldridge, and Ashley Clevenger. All candidates were highly qualified. Ms. Jones was the unanimous selection due to having a Master of Business Administration and Bachelor’s Degree in Accounting with over 10 years of applicable experience.

Ms. Patterson also stated that the Head Start Performance Standards state “Ensure a fiscal officer hired after Nov. 7, 2016, is a certified public accountant or has, at a minimum, a baccalaureate degree in accounting, business, fiscal management, or a related field.”

A Motion to approve the Personnel Committee’s report including the appointment of Ms. Beth Jones to the Finance Director position was made by Mayor Blake Lay and seconded by Mr. R. L. Williams. The motion carried.

**Budget Committee Report:** Upon the request of Committee Chairman Jim Mangubat, Finance Assistant Director Julie Kent presented the Budget Committee Report. 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 4/30/2025. The committee also approved the following budget adjustments or revisions:

- CRPP budget adjustment for year ending 6/30/2025-internal
- Budget revision for Recovery Court Lawrence/Maury for year ending 6/30/2025
- Budget revision for Recovery Court Lincoln Misdemeanor for year ending 6/30/2025
- Budget revision for Recovery Court Lincoln Felony for year ending 6/30/2025
- Budget revision for ERA for year ending 6/30/2025
- Budget revision #2 for ERA for year ending 6/30/2025
- Budget revision for LIHEAP 25-15 for year ending 9/30/2025
- Budget revision #2 for LIHEAP 25-15 for year ending 9/30/2025
- Budget revision for CSBG for year ending 9/30/2025

The Budget Committee also voted to approve the one-time Nutrition Program staff incentive payment. Chairman Mangubat requested the approval of this report.

A motion was made to approve all committee reports by Mayor Sloan Stewart and was seconded by Mayor Jonah Keltner. The motion carried.

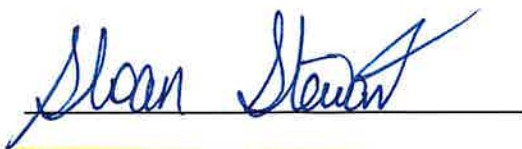
**OTHER BUSINESS:**

**Incentive Payment for Nutrition/Food Service Staff:** A handout to the board outlined details of a proposed one-time incentive payment for Nutrition and Food Service Program Staff. Due to the previous uncertainty regarding funding for salary increases, staff did not receive hourly wage adjustments in July 2024. Following a recent review of the program's current budget, it appears there will be surplus funds available at the end of the fiscal year. Pending final confirmation of surplus availability, SCHRA administrative staff request a one-time staff incentive totaling \$30,604.00, to be distributed among 35 full- and part-time Nutrition and Food Service staff based on each position's scheduled annual hours and current employment status. Chairman Jim Mangubat requested a motion to approve the one-time incentive payment. A motion was made to this effect by Mayor Donna Hartman, and the motion was seconded by Mayor Blake Lay. The motion carried.

Executive Director Sara Brown informed those in attendance that the next Board meeting is scheduled for July 31. Regular notice will be provided to all members.

With all other business completed, a motion to adjourn was made by Mayor Blake Lay and seconded by Mr. Anthony Taylor. The motion carried.

Respectfully submitted,

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

Secretary Sloan Stewart

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

Chairman Jim Mangubat

