

**SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
OCTOBER 2, 2025**

MINUTES

The South Central Human Resource Agency Governing Board Meeting was called to order by Chairman Jim Mangubat on October 2, 2025, at 11:30 am, at the central office in Fayetteville, TN. Mr. T. R. Williams 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 Dennis Hunt	Coffee County
Mr. Charles Sain	Coffee Co. Low-Income Representative
Co. Executive Graham Stowe	Giles County
Co. Executive David Morgan	Lawrence County
City Mayor Blake Lay	Lawrence County
Mr. T. R. Williams	Lawrence Co. Low-Income Representative
Co. Mayor Jonah Keltner	Lewis County
Co. Mayor Bill Newman	Lincoln County
City Mayor Donna Hartman	Lincoln County
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
Sen. Joey Hensley	Legislative Representative
Rep. Iris Rudder	Legislative Representative
Ms. Peggy Lewis	HS/EHS Representative
Mr. Xavier Hamler	Early Childhood Education Representative

Others in Attendance: SCHRA staff, including: Sara Brown, Pamela Morris, Julie Kent, Shane Weaver, Jena Renfroe, Jeana Mills, Tony Patterson, Scarlet Patterson, Katrina Crisp, Thithialea White, Kameesha Divens, and Rebecca Bradford.

Governing Board Training: The Agency Annual Board Training was provided to the governing board by Executive Director Sara Brown, Human Resources Director Scarlet Patterson, Community Services Director Jeana Mills, 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.

PUBLIC COMMENTS: none.

Special Recognition: Executive Director Sara Brown formally inducted Mr. R. L. Williams into the **SCHRA Hall of Fame**, honoring his milestone achievement of over 20 years of dedicated service to the Board. In recognition of his faithful service and unwavering commitment to accountability and guidance, Ms. Brown also announced the creation of a new staff award: the **R. L. Williams Compass Award**. This award will be presented to staff members who exemplify Mr. Williams' legacy of leadership and integrity in service to the agency and the clients it serves.

APPROVAL OF PREVIOUS MINUTES

The minutes from the July 31 meeting were approved following a motion by County Executive David Morgan. This was seconded by Mr. T. R. Williams. The motion carried.

PROGRAM REPORTS:

- Pamela Morris, **SCSEP and FGP** Director, requested approval of her report as submitted. She updated the board on recent developments in federal funding that are expected to allow furloughed SCSEP job seekers to return to work. While a specific return date has not yet been set, this is a positive indication that the program will resume operations soon.
- Katrina Crisp, **WIOA** Program Director, requested approval of her report as submitted.
- Becky Christa, **Nutrition and SSBG/Homemaker** Director, requested approval of her reports as submitted. She informed the Board that the South Central Tennessee Development District provided additional funds for senior food boxes. Staff assembled and distributed over 6,000 boxes to area seniors in the past month.
- Jeana Mills, **Community Services** Director, requested approval of her reports as submitted for the **WAP, CSBG, and LIHEAP** programs. Regarding LIHEAP, Ms. Mills reported that due to a statewide software transition, clients will begin submitting applications for the new program year on **November 1**, rather than the usual **October 1**. The new system shifts from an agency-based portal to a client-based portal, allowing

clients to enter their own information and upload documentation online. Neighborhood Service Center staff will remain available to assist clients with limited internet access or technology challenges. Additionally, benefit amounts have been adjusted to a range of **\$175–\$700**, and will now be assigned based on household vulnerability rather than on a first-come, first-served basis. Ms. Mills also reported that before the close of the previous program year, the agency received **\$1.6 million** in additional funding, which allowed SCHRA to clear its waitlist of approximately **2,200 households**, plus an additional **500 households**.

- Jena Renfroe, **CRPP** Director, requested approval of her report as submitted.
- Executive Director Brown requested approval of the **ERA-EPP** and **EFAP** reports as submitted. The ERA-EPP (rental assistance) program concluded in July and is not currently scheduled to return. The September 30 EFAP Commodities distribution was the final distribution for SCHRA, as the State of Tennessee transitions future distributions to food banks. Agency staff will continue to provide information and referrals to clients seeking food resources. All remaining commodity foods were distributed before the required deadline. Ms. Brown expressed her intent to pursue new partnerships to support clients experiencing food insecurity and is actively exploring opportunities to fill this gap.
- Tony Patterson, **Justice Services** Program Director, requested approval of his reports as submitted.
- In the absence of Rob Glass, **IT** Director, Network Administrator Shane Weaver requested approval of his report as submitted. Mr. Weaver informed the board that the agency is transitioning to an **IP-based phone system** to improve connectivity between job sites and office locations.
- In the absence of **Head Start/Early Head Start** Director Chrissy Tuten, Executive Director Sara Brown requested Board approval of her submitted report.

Executive Director's Report

Executive Director Sara Brown provided the following updates:

- SCHRA hosted the **Wayne County Head Start/Early Head Start** Open House and Ribbon Cutting Ceremony in August. The new building was named in honor of Board Chairman Jim Mangubat.
- The Perry County **1303 Application** is now available for board members to review.
- Ms. Brown participated in **Leadership Training** alongside Head Start and Early Head Start Center staff.

- In preparation for the agency's anticipated 2026 **Sunset Audit** review, Ms. Brown attended the Health and Welfare Subcommittee meeting.
- On August 27, Ms. Brown and Scarlet Patterson were notified that an internal audit of the **State Employment Insurance Program** determined the agency does not meet eligibility requirements for the State Group Insurance Plan, effective January 1, 2026. Under TCA 8-27-702, the agency is authorized to participate in the Local Government Insurance Plan. To ease the transition, the State Insurance Committee voted to fund the cost difference for Plan Year 2026. However, life insurance and short-term disability coverage are not included in the new plan. With Open Enrollment occurring in early October, the agency had a limited timeframe to identify comparable coverage options to ensure continuity of benefits. HR and Fiscal teams have been working diligently to address this.
- As a result of the insurance changes, several staff members of retirement age opted to retire before the end of the month. Among them is **Scarlet Patterson**, who will retire at the end of October. Scarlet has been a valued member of the team and will be greatly missed.

APPROVAL OF REPORTS: Chairman Jim Mangubat requested a motion to approve all program reports and the Executive Director's Report as submitted. A motion was made by County Executive David Morgan and seconded by Mr. T. R. Williams. The motion carried unanimously.

COMMITTEE REPORTS:

1303 Committee Report: Committee Chairman Bill Newman reported that the 1303 Committee convened prior to the Board meeting to discuss the proposed new location for **Perry County Head Start**. All required steps have been followed to date, and the next step—submission of the **1303 Application**—was approved by committee vote. Chairman Mangubat requested a motion to approve the 1303 Committee Report. A motion was made by Mayor Blake Lay and seconded by County Executive David Morgan. The motion carried.

Board Chairman Jim Mangubat requested a motion to approve the 1303 Committee Report. The motion was made by Mayor Blake Lay and seconded by Co. Executive David Morgan. The motion carried.

Property Committee Report: Committee Chairman Jonah Keltner reported that the Property Committee met prior to the Board meeting and received the same updates as the 1303

Committee regarding the Perry County property and the 1303 Application. The committee reviewed and approved a list of items designated for disposal and the Notice of Federal Interest for the Wayne County property. Additionally, the committee voted to approve the submission of the 1303 Application.

A motion to approve the Property Committee Report was made by County Executive David Morgan and seconded by Mr. T. R. Williams. The motion carried.

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 July-August 2025. The committee also reviewed the **insurance changes** previously outlined in the Executive Director's Report.

A motion to approve the Personnel Committee report was made by Mr. R. L. Williams and seconded by Co. Executive David Morgan. The motion carried.

Budget Committee Report: At the request of Committee Chairman Jim Mangubat, Executive Director Sara Brown presented the Budget Committee Report. The committee met prior to the Board meeting and approved the following financial documents for the period ending August 31, 2025:

- Combined Balance Sheet
- Combined Statement of Revenues and Expenditures
- Financial Report by Program
- Director of Finance Report

Additionally, the committee approved the following budget revisions:

- Budget Revision for **Child Support** program ending 6/30/2026
- Budget Revision for **LIHEAP** for year ending 9/30/2025

A motion was made to approve the Budget Committee Report by Co. Executive David Morgan and seconded by Mayor Blake Lay. The motion carried.

OTHER BUSINESS:

Notice of Federal Interest- Waynesboro: With the completion of the Head Start/Early Head Start project in Waynesboro, a Notice of Federal Interest must be filed. Board approval is required before submission to the courthouse. A motion to approve the filing was made by Mayor Blake Lay and seconded by Mr. T. R. Williams. The motion carried.

1303 Application & Environmental Study: An environmental study was conducted and presented as a matter of information to the Board. As previously discussed in the 1303 and Property Committee reports, the 1303 Application is ready for submission pending Board approval. Chairman Mangubat requested a motion to approve this submission. A motion was made by Co. Executive David Morgan and seconded by Mr. T. R. Williams. The motion carried.

Next Meeting Announcement: Executive Director Sara Brown announced that the next Board meeting will be the Annual Governing Board meeting, scheduled for **December 4**. Formal notice will be provided to all members.

ADJOURNMENT: With no further business, a motion to adjourn was made by Mayor Blake Lay and seconded by Mr. T. R. Williams. The motion carried.

Respectfully submitted,



Secretary Sloan Stewart



Chairman Jim Mangubat