

**SOUTH CENTRAL HUMAN RESOURCE AGENCY  
GOVERNING BOARD MEETING  
DECEMBER 4, 2025**

**MINUTES**

The South Central Human Resource Agency Governing Board Meeting was called to order by Chairman Jim Mangubat on December 4, 2025, at 11:06 am, at the central office in Fayetteville, TN. Mr. T. R. Williams provided the invocation, which was followed by the Pledge of Allegiance.

In the absence of Secretary Sloan Stewart, Executive Director Sara Brown called the roll, declaring a quorum with the following members in attendance:

Mr. Charles Sain	Coffee Co. Low-Income Representative
Ms. Janet Vanzant	Giles Co. Low-Income Representative
Mr. Rick Humphrey	Hickman Co. Low-Income Representative
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
Dr. Bill Heath	Lincoln Co. Low-Income Representative
Mr. Anthony Taylor	Lincoln Co. Low-Income Representative
Co. Mayor Mike Keny	Marshall County
Mr. Gary Stovall	Maury Co. Low-Income Representative
Co. Executive Jim Mangubat	Wayne County
Sen. Joey Hensley	Legislative Representative
Rep. Iris Rudder	Legislative Representative
Ms. Peggy Lewis	HS/EHS Representative
Mr. Michael Crane	Financial Representative

**Others in Attendance:** SCHRA staff, including: Sara Brown, Pamela Morris, Julie Kent, Jena Renfro, Tony Patterson, Scarlet Patterson, Katrina Crisp, Christine Tuten, and Rebecca Bradford. Additional guests and Ex Officio Members: Brittany Montgomery from Sen. Hagerty's office, Jefferson L. Brannon, and Mayor Mike Magnusson.

**Addition to the Agenda:** Finance Director Beth Jones informed the Board that the Consolidated Budget was ready for review and would require a motion to add this item to the Agenda for approval at this meeting. Chairman Mangubat opened the floor for a motion to make this

addition. The motion was made by Mr. Gary Stovall and was seconded by Mayor Jonah Keltner. The motion carried.

**Nominating/By-Laws Committee Report:** In the absence of Committee Chairman Sloan Stewart, Co. Executive Jim Mangubat reported that the Nominating/By-Laws Committee met prior to this meeting to discuss nominations for the Governing Board officers for the upcoming year. These nominations were as follows: County Executive Jim Mangubat for Board Chairman, Mayor Mike Keny for Board Vice Chairman, and Mayor Sloan Stewart for Board Secretary. Additionally, Acting Chairman Mangubat informed the Board that the Committee had nominated Mr. Jefferson Brannon as the new Legal Representative to the Board. As these nominations were already approved by the committee, Acting Chairman Mangubat opened the floor for a motion to ratify these appointments by the Governing Board. Mr. T. R. Williams made the motion, which was seconded by Mayor Bill Newman. Motion carried.

Chairman Jim Mangubat, Vice Chairman Mike Keny, and Legal Representative Jeff Brannon were then sworn in by Executive Director Sara Brown. The group received a round of applause and congratulations from the Board.

**PUBLIC COMMENTS:** none.

**SPECIAL COMMENTS:** Justice Services Director Tony Patterson introduced Judge Andy Myrick, a founding member of the Lincoln County Misdemeanor Court program and long-time partner of SCHRA's Recovery Court. Judge Myrick shared the program's history and its focus on treatment over incarceration to reduce repeat offenses. He noted that 75% of graduates remain offense-free for two years post-completion and highlighted the program's emphasis on life skills, education, and employment.

Judge Myrick spoke about the positive impact on families, particularly parent-child reunifications, and expressed gratitude for Opioid Grant Funds that support initiatives such as juvenile treatment and rapid drug screening technology. He thanked the Board for its support and invited members to attend the Recovery Court Graduation on December 18 at the Central Office.

#### **APPROVAL OF PREVIOUS MINUTES**

The minutes from the October 2 meeting were approved following a motion by Mr. T. R. Williams. This was seconded by Mayor Donna Hartman. The motion carried.

#### **PROGRAM REPORTS:**

- Pamela Morris, **SCSEP** and **FGP** Director, requested approval of her report as submitted. She informed the board that, having been furloughed, the SCSEP program had nothing to report for the months of August and September. However, as of November the program is back up and running and has been actively recruiting job seekers. Her staff are also recruiting volunteers for the Foster Grandparent Program.

- Katrina Crisp, **WIOA** Program Director, requested approval of her submitted report. She noted that Rural Healthcare Program funds are available to assist participants seeking healthcare-related employment. She also highlighted the Tennessee Youth Employment Program, now expanded to a year-round initiative, which has served 84 youth to date with an additional 80 expected by year-end. Ms. Crisp shared that new funding is available for vocational rehabilitation students—those with a disability or an IEP—and encouraged members to refer eligible individuals.
- Becky Christa, **Nutrition** and **SSBG/Homemaker** Director, requested approval of her submitted reports. She noted that SSBG staff are currently furloughed due to a delay in state funding, affecting five employees and 56 clients. For Nutrition services, Becky reported that two central kitchens serve all 13 counties, preparing approximately 850 hot meals daily, with frozen meals delivered to rural clients. In September, 30,000 food boxes were distributed to home-delivered and congregate participants in addition to regular meals.
- In Jeana Mills' absence, Executive Director Sara Brown provided updates on **WAP**, **CSBG**, and **LIHEAP** and requested approval of the submitted reports. She noted that due to the federal shutdown, 2026 grant funds for LIHEAP and CSBG were delayed, though remaining 2025 funds should sustain operations through early January. LIHEAP funding is anticipated in January, and Sara expects that the announcement regarding CSBG funding will follow. She reported challenges with the transition from THO to SmartSimple, which delayed the program start to November and introduced an online self-application process requiring client email access. The agency is addressing difficulties for elderly and limited-access clients. Benefit distribution now uses a priority-based system rather than first-come, first-served. Sara encouraged members to share any concerns or refer clients needing assistance.
- Jena Renfro, **CRPP** Director, requested approval of her report as submitted.
- Tony Patterson, **Justice Services** Program Director, requested approval of his reports as submitted.
- In Rob Glass' absence, Executive Director Sara Brown requested approval of the submitted **IT** report. She noted that the agency is continuing its transition to an IP-based phone system to improve connectivity across locations. Finance Director Beth Jones added that IT staff are ensuring all systems are updated and compliant with Windows 11. The agency is also seeking an IT intern to assist with workload and gain valuable experience.

- Chrissy Tuten, **Head Start/Early Head Start** Director, requested approval of her submitted report and informed the Board that the new grant became effective July 1. All centers are currently operating.

### **Executive Director's Report**

Sara Brown provided the following updates:

- Introduced **Morgan Flowers** as the new Human Resources Director. Ms. Flowers trained with Scarlet Patterson prior to her departure and expressed appreciation for the guidance provided.
- Senior Staff attended a **Strategic Planning** retreat in November to review program needs, agency goals, and anticipated funding changes.
- The WAP Program year concluded successfully, and the agency will receive a significant grant for the **Multi-family Weatherization** Program, expected to begin in early 2026.
- Obtained an extension on the **Perry County** property contract related to the 1303 application due to the lengthy approval process.
- Attended the **Wayne County Commission** meeting to present SCHRA's local impact and hopes for similar engagements across the region.
- Participated in **New Director Training** hosted by JA Bucy, connecting with Tennessee Comptroller Jason Mumpower and other state partners. Ms. Brown is developing a contact list to share with state partners to help identify appropriate agency contacts for constituent needs.

**APPROVAL OF PROGRAM 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 Mr. T. R. Williams and seconded by Mayor Jonah Keltner. The motion carried unanimously.

**Agency Christmas Gift:** Executive Director Brown informed the Board that it has been a traditional practice for the board to give SCHRA staff a day of administrative leave as a gift each year. She asked that this practice be continued this year, upon vote of the board. A motion was made to approve this by Mr. Gary Stovall and was seconded by Dr. Bill Heath. The motion carried.

### **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 as previously reported in the Executive Director's Report, the agency was able to obtain an extension date for

the contract for purchase of the property. Chairman Newman asked that his report be approved.

**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. The committee reviewed and approved a list of items designated for disposal. He asked that his report be approved as submitted.

**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 Actions for September-October 2025. The committee also unanimously approved the Agency Christmas Gift as outlined by Executive Director Brown. Chairman Keny requested the approval of his report.

**Budget Committee Report:** At the request of Committee Chairman Jim Mangubat, Finance Director Beth Jones presented the Budget Committee Report. The committee met prior to the Board meeting and approved the following financial documents for the period ending October 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 **SSBG/Homemaker** ending 9/30/2025
- Budget Revision for **SSBG/Homemaker** ending 9/30/2025

Finally, the committee reviewed and approved the Consolidated Proposed Budget for year ending 6/30/2026. She asked that her report be approved as submitted.

**APPROVAL OF COMMITTEE REPORTS:** Chairman Mangubat opened the floor for a motion approving the 1303, Property, Personnel, and Budget Committee Reports. The motion was made by Mr. T. R. Williams and was seconded by Mayor Bill Newman. The motion carried.

**OTHER BUSINESS:**

**Annual Report:** Executive Director Sara Brown presented the Annual Report, noting its focus on illustrating specific examples of assistance to better convey the agency's impact. A motion to approve was made by Ms. Janet Vanzant, seconded by Mr. Anthony Taylor, and carried unanimously.

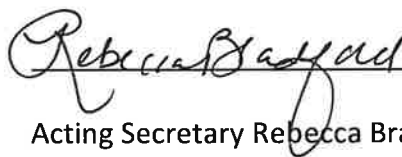
**Consolidated Budget:** Finance Director Beth Jones provided an overview of the proposed budget. With no questions raised, Chairman Mangubat requested a motion to approve. Mayor Donna Hartman moved, Ms. Janet Vanzant seconded, and the motion carried.

**Annual Audit Review:** Beth Jones reported that the audit could not be completed by the meeting date due to a delayed federal compliance supplement. Auditors and fiscal staff are working to finalize the document before year-end, requiring a special called meeting for review and approval. While details are pending, the meeting is expected on December 18, and notice will be provided to the Board as soon as possible.

**Next Meeting Announcement:** Executive Director Sara Brown announced that the next regular Board meeting will be held on Thursday, January 22, at 11:00 a.m. Formal notice will be provided to all members.

**ADJOURNMENT:** With no further business, a motion to adjourn was made by Mr. Gary Stovall and seconded by Senator Joey Hensley. The motion carried.

Respectfully submitted,

  
Acting Secretary Rebecca Bradford

  
Chairman Jim Mangubat