

# SOUTH CENTRAL HUMAN RESOURCE AGENCY

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## Governing Board Meeting

Date: March 26, 2026

Time: 11:00 a.m.

Location: Central Office in Fayetteville, TN

## CALL TO ORDER

The meeting was called to order by Acting Chairman Mike Keny at 11:01 a.m.

## INVOCATION & PLEDGE OF ALLEGIANCE

Mr. T. R. Williams led the invocation.

The Pledge of Allegiance was recited, led by Mr. Rick Humphrey.

## ROLL CALL / QUORUM

In the absence of Secretary Sloan Stewart, Rebecca Bradford conducted roll call. A quorum was present, with the following members in attendance:

Mayor Dennis Hunt	Coffee County
Mr. Charles Sain	Coffee Co. Low-Income Representative
Co. Exec. Graham Stowe	Giles County
Mr. Rick Humphrey	Hickman Co. Low-Income Representative
Mr. T. R. Williams	Lawrence Co. Low-Income Representative
Mayor Jonah Keltner	Lewis County
Mayor Bill Newman	Lincoln County
Mayor Donna Hartman	Lincoln County
Mr. Anthony Taylor	Lincoln Co. Low-Income Representative
Mayor Mike Keny	Marshall County
Mr. R. L. Williams	Marshall Co. Low-Income Representative
Mr. Gary Stovall	Maury Co. Low-Income Representative
Mayor Wess Ward	Perry County
Mr. Xavier Hamler	Early Childhood Education Representative
Mr. Jeff Brannon	Legal Representative

Others in attendance: SCHRA Staff, including Sara Brown, Beth Jones, Julie Kent, Morgan Flowers, Pamela Morris, Katrina Crisp, Becky Christa, Tara Smith, Jena Renfroe, Tony Patterson, Hillary Estes, Chrissy Tuten, and others.

## PUBLIC COMMENT

No public comment was presented.

## APPROVAL OF MINUTES

A motion to approve the minutes of the January 22, 2026, meeting was made by Mr. T. R. Williams and seconded by Mayor Bill Newman. The motion carried.

## ADDITION TO AGENDA

Acting Chairman Mike Keny requested a motion to add to the agenda the following items:

- FY 2025 Client Satisfaction Survey
- Strategic Plan Update – FY 25
- Executive Director’s Annual Performance Review

A motion to approve the addition of these items to the agenda was made by Mayor Donna Hartman and seconded by Mayor Jonah Keltner. The motion carried.

## PROGRAM REPORTS

Reports were presented for agency programs as follows:

- **Senior Community Service Employment Program (SCSEP) and Foster Grandparent Program (FGP)**, presented by Program Director Pamela Morris, with the following updates:
  - Staff continue enrollment efforts and are preparing the FGP application, due April 3.
  - The agency submitted an application for the Retired Senior Volunteer Program (RSVP). The agency previously participated in RSVP and seeks to reintroduce the program to expand services for seniors.
- **Workforce Innovation and Opportunity Act (WIOA)**, presented by Program Director Katrina Crisp with the following updates:
  - A correction was noted in the report: the labels for November and December reflect totals for January and February, respectively. All other data is accurate.
  - The agency has obligated all funding allocation except approximately \$122,000 for the National Dislocated Worker Program; these remaining funds are expected to be expended soon.
  - Funding remains available for youth work experience through the Tennessee Youth Employment Program (TYEP). Acting Chairman Keny inquired about participants at the end of the program year (June 30, 2026). Ms. Crisp reported that she is in communication with state administrators and anticipates that participants may be allowed to return the following year to complete remaining allowable hours.
- **Nutrition Services**, presented by Program Director Becky Christa, with the following update:
  - The agency is preparing an application for the Summer Food Service Program in Lincoln County for children ages 18 and under.

- **Protective Services Homemaker Program** (SSBG) and **Homemaker Services**, presented by Program Director Becky Christa.
- **Weatherization Assistance Program** (WAP), **Community Services Block Grant** (CSBG), and **Low-Income Home Energy Assistance Program** (LIHEAP), presented by Program Director Tara Smith, with the following update:
  - Executive Director Sara Brown introduced Tara Smith and Hillary Estes as the newly appointed Community Services Director and Assistant Community Services Director, respectively.
- **Community Representative Payee Program** (CRPP), presented by Program Director Jena Renfroe.
- **Community Corrections** and **Recovery Court Programs**, presented by Program Director Tony Patterson, with the following update:
  - The agency's first fiscal audit since reinstating the Community Corrections program resulted in zero findings.
- **Information Technology**, presented by Executive Director Sara Brown in the absence of Program Director Rob Glass.
- **Head Start / Early Head Start**, presented by Program Director Chrissy Tuten.

## EXECUTIVE DIRECTOR'S REPORT

Executive Director Sara Brown presented her report. In addition, the following updates were highlighted:

- Management staff are emphasizing internal talent development and succession planning, prioritizing promotion from within the agency based on employee performance and potential.
- The Executive Director reported on proposed legislation that would allow Human Resource Agency boards to conduct meetings electronically. If enacted, this change could provide increased flexibility for board members across the agency's service area.

## APPROVAL OF REPORTS

A motion to approve the **Program Reports** and the **Executive Director's Report** as presented was made by County Executive Graham Stowe and seconded by Mayor Donna Hartman. The motion carried.

## COMMITTEE REPORTS

### 1303 COMMITTEE REPORT

Committee Chairman Bill Newman presented the report.

The committee reported the following:

- Executive Director Sara Brown remains in communication with OHS regarding the Perry County 1303 Application.

- A potential property in Lewis County has been identified for a Head Start/Early Head Start site. Committee and board members were invited to visit the site, with additional details to be provided as they become available.

The committee recommended approval of the report. The motion was seconded by Mr. T. R. Williams and carried.

#### **PERSONNEL COMMITTEE REPORT**

Committee Chairman Mike Keny presented the report.

The committee reported approvals of the following items for the period of January-February 2026:

- Human Resources Director's Report
- Personnel Actions
- Participant Actions
- Executive Director's timecard reports.

Additionally, the committee approved the Executive Director's Annual Performance Review.

The committee recommended approval of the report. The motion was seconded by Mr. Anthony Taylor and carried.

#### **PROPERTY COMMITTEE REPORT**

Committee Chairman Jonah Keltner presented the report.

The committee reported approvals of the following items:

- Property disposal list
- Lease Agreement with Wayne County for Wayne NSC

The committee recommended approval of the report. The motion was seconded by Mr. R. L. Williams and carried.

#### **BUDGET COMMITTEE REPORT**

Upon the request of Acting Committee Chairman Mike Keny, Finance Director Beth Jones presented the report.

The committee reported approvals of the following items for the period ending February 28, 2026:

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

Additionally, the committee approved the following items:

- Annual Federal Form 990 – Tax year 2024-2025
- FY 27 Head Start Budget
- Fiscal Community Corrections TDOC Monitoring Report
- Lease Agreement with Wayne County for Wayne NSC

The committee recommended approval of the report. The motion was seconded by Mr. T. R. Williams and carried.

## OTHER BUSINESS

- **2026 Community Assessment Update – Head Start**, presented by HS/EHS Director Chrissy Tuten. The report was presented for informational purposes, with no action required.
- **FY 2026-2027 HS/EHS Continuation Grant Narrative & Budget**, presented by HS/EHS Director Chrissy Tuten.
  - The data was reviewed, and the floor was opened for questions and discussion. Mayor Mike Keny and Mayor Bill Newman expressed appreciation for the thoroughness of the information presented.
  - A motion to approve the Continuation Grant for submission to the Office of Head Start was made by Mayor Bill Newman and seconded by Mayor Graham Stowe. The motion carried.
- **Annual Federal Form 990 – Tax Year 2024-2025**, presented by Finance Director Beth Jones.
  - A motion to approve the Federal Form 990 was made by Mr. T. R. Williams and seconded by Mr. Anthony Taylor. The motion carried.
- **FY 2025 Client Satisfaction Survey**, presented by Executive Director Sara Brown.
  - A motion to approve the survey was made by Mayor Dennis Hunt and seconded by Mayor Bill Newman. The motion carried.
- **Strategic Plan Update**, presented by Executive Director Sara Brown.
  - The agency's current Strategic Plan covers the period from 2022-2027 and is updated annually.
  - The current update focuses on overall agency-wide goals and vision, with emphasis on improving communication and community trust.
  - A motion to approve the Strategic Plan Update was made by Mayor Jonah Keltner and seconded by Mr. Anthony Taylor. The motion carried.
- **Executive Director's Annual Performance Review**, presented by HR Director Morgan Flowers.
  - A motion to approve the performance review was made by Mayor Donna Hartman and seconded by Mr. Gary Stovall. The motion carried.

## SUMMARY OF ACTIONS

- Approved previous meeting minutes
- Approved Program Reports and Executive Director's Report
- Approved FY 2026-2027 HS/EHS Continuation Grant Narrative & Budget


- Approved Annual Federal Form 990 – Tax Year 2024-2025
- Approved FY 2025 Client Satisfaction Survey
- Approved Strategic Plan Update
- Approved Executive Director's Annual Performance Review

**ADJOURNMENT**

A motion to adjourn was made by Mr. T. R. Williams and seconded by Mr. Anthony Taylor.  
The motion carried.

The meeting was adjourned at 11:38 a.m.

APPROVED BY:

  
Acting Secretary Rebecca Bradford

  
Acting Chairman Mike Keny