SOUTH CENTRAL HUMAN RESOURCE AGENCY
GOVERNING BOARD MEETING
January 22, 2026

MINUTES

The South Central Human Resource Agency Governing Board Meeting was called to order by Chairman Jim Mangubat on January 22, 2026, at 11:01 am at the central office in Fayetteville, TN. Mayor Bill Newman provided the invocation, followed by the Pledge of Allegiance.

DECLARATION OF A QUORUM: Secretary Sloan Stewart called the roll and declared a quorum with the following members in attendance:

Mayor Jim Bates	Hickman County
Mr. Rick Humphrey	Hickman Co. Low-Income Representative
Co. Executive David Morgan	Giles 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
Mayor Sloan Stewart	Moore County
Co. Executive Jim Mangubat	Wayne County
Mr. Jeff Brannon	Legal Representative

Others in Attendance: SCHRA staff, including: Sara Brown, Beth Jones, Julie Kent, Morgan Flowers, Pamela Morris, Katrina Crisp, Christine Tuten, and Rebecca Bradford.

SWEARING IN OF GOVERNING BOARD OFFICER: Following approval by the committee and the Board at the December 4 meetings, Mayor Sloan Stewart was sworn in by Executive Director Sara Brown.

PUBLIC COMMENTS: none.

APPROVAL OF PREVIOUS MINUTES: The minutes of the December 4 meeting and the December 18 special called meeting were approved upon motion by County Executive David Morgan, seconded by Anthony Taylor. The motion carried.

PROGRAM REPORTS:

- Pamela Morris, **SCSEP** and **FGP** Director, requested approval of her report as submitted. She reported that SCSEP workers returned from furlough in November and are now back to work. The agency received additional funding designated for recruiting and enrollment and is actively using those funds to increase SCSEP enrollment.
- Katrina Crisp, **WIOA** Program Director, requested approval of her submitted report. She reported that the program offers a National Dislocated Worker Program, which provides work experience and pays the wages for enrolled participants.
- In the absence of Becky Christa, **Nutrition** and **SSBG/Homemaker** Director, Executive Director Sara Brown requested approval of her submitted reports. She reported that the agency is exploring participation in the Summer Food Program and that Ms. Christa attended an informational session. She further noted that many agencies across the state participate successfully and that the program could help offset fluctuations in program funding.
- Executive Director Brown informed the Board that Community Services Director Jeana Mills resigned effective January 1. Executive Director Brown is serving as interim director for the **WAP**, **CSBG**, and **LIHEAP** programs until a new director is appointed. Approval of her reports was requested.
- On behalf of Jena Renfroe, **CRPP** Director, Executive Director Brown requested approval of her report as submitted.
- Executive Director Brown presented the reports for Tony Patterson, **Justice Services** Program Director, and requested approval of his reports as submitted.
- Executive Director Brown requested approval of the submitted report for Rob Glass, **IT** Director.
- Chrissy Tuten, **Head Start/Early Head Start** Director, requested approval of her submitted report. She reported that staff are implementing the recently awarded five-year grant, which is subject to annual renewal, with the next renewal due April 1. She further reported that staff performance, child supervision and safety are proceeding without major incidents.

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

- Regarding the legal matters related to the **Harris Head Start** closure, Executive Director Brown requested that an Executive Session be held before adjournment of today's meeting to provide updates and discuss next steps.
- Senior staff participated in **Strategic Planning** sessions to update the agency's Strategic Plan and establish priorities for the upcoming year.
- A website connecting clients with community resources in addition to SCHRA services is being developed. The domain name **SCAssist.org** has been registered to the agency for this purpose.
- The 1303 application process for the **Perry County** property is ongoing. Executive Director Brown continues to communicate with the Office of Head Start and submit requested documentation. Due to delays related to the federal government shutdown in October and November 2025, the process is taking longer than anticipated. The purchase contract is set to expire in February.
- The agency is reviewing policies and procedures across multiple areas and discussing updates as needed. Senior staff are engaged in ensuring compliance, conducting staff training, and maintaining program and agency-wide standards.

APPROVAL OF PROGRAM REPORTS: A motion to approve all program reports and the Executive Director's Report as submitted was made by Co. Exec. David Morgan, seconded by Mr. R. L. 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 completed to date. The committee is discussing options to address the contract with the property seller if the process extends beyond the contract expiration date. Approval of the report was requested.

Nominating Committee Report: Committee Chairman Sloan Stewart reported that the Nominating Committee met prior to the Board meeting to approve its previous minutes and had no further business. Approval of the report was requested.

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, staff turnover rates, Personnel Hire and Termination Reports and other Personnel Actions for November-December 2025. Approval of the report was requested.

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. Approval of the report was requested.

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 December 31, 2025:

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

Approval of the report was requested.

APPROVAL OF COMMITTEE REPORTS: A motion to approve all committee reports was made by Mayor Bill Newman and was seconded by Mayor Mike Keny. The motion carried.

OTHER BUSINESS: None

EXECUTIVE SESSION: A motion to go into Executive Session to discuss legal matters related to the Harris Head Start suit was made by Mayor Mike Keny and seconded by Mayor Sloan Stewart. The motion carried.

A motion to exit Executive Session was made by Mayor Mike Keny, seconded by Mayor Donna Hartman. The motion carried.

NEXT MEETING: Executive Director Sara Brown announced that the next regular Board meeting will be held on Thursday, April 2, 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 Co. Exec. David Morgan and seconded by Mr. Gary Stovall. The motion carried.

Respectfully submitted,

Minutes 1-22-26

Secretary Sloan Stewart

Chairman Jim Mangubat