

SOUTH CENTRAL HUMAN RESOURCE AGENCY

Governing Board Meeting

Date: June 4, 2026

Time: 11:00 a.m.

Location: Central Office

CALL TO ORDER

In the absence of Board Chairman Jim Mangubat, the meeting was called to order by Vice Chairman Mike Keny at 11:24 a.m.

INVOCATION & PLEDGE OF ALLEGIANCE

Mr. T. R. Williams led the invocation.

The Pledge of Allegiance was recited, led by Mr. R. L. Williams.

ROLL CALL / QUORUM

Executive Assistant Rebecca Bradford conducted roll call. A quorum was present, with the following members in attendance:

Mayor Chad Graham
Mayor Dennis Hunt
Mr. Charles Sain
Co. Exec. Graham Stowe
Ms. Janet Vanzant
Mr. Rick Humphrey
Co. Exec. David Morgan
Mayor Blake Lay
Mr. T. R. Williams
Mayor Jonah Keltner
Mayor Bill Newman
Dr. Bill Heath
Mr. Anthony Taylor
Mayor Mike Keny
Mr. R. L. Williams
Mayor Sheila Butt
Mr. Gary Stovall
Senator Joey Hensley
Representative Iris Rudder
Ms. Peggy Lewis

Bedford County
Coffee County
Coffee Co. Low-Income Representative
Giles County
Giles Co. Low-Income Representative
Hickman Co. Low-Income Representative
Lawrence County
Lawrence County
Lawrence Co. Low-Income Representative
Lewis County
Lincoln County
Lincoln Co. Low-Income Representative
Lincoln Co. Low-Income Representative
Marshall County
Marshall Co. Low-Income Representative
Maury County
Maury Co. Low-Income Representative
Legislative Representative
Legislative Representative
HS/EHS Representative

Mr. Jeff Brannon

Legal Representative

Others in attendance included Isaac Newman, representing Senator Bill Hagerty's office; Brenda Hannah, University of Tennessee Extension Agent, attending as a guest on behalf of Mayor Sloan Stewart; Liam Burton, Montgomery Bell student and intern with Mayor Bill Newman's office; and SCHRA staff members Rebecca Bradford, Sara Brown, Becky Christa, Katrina Crisp, Hillary Estes, Morgan Flowers, Beth Jones, Julie Kent, Pamela Morris, Jena Renfroe, Jennifer Shaffer, and Tara Smith.

ADDITIONS TO AGENDA

Executive Director Sara Brown requested a motion to add the following items to the agenda:

- COLA Increase for Agency Staff
- One-time Incentive for Nutrition Program Staff
- Dead Livestock Removal Program

A motion to approve the addition of these items to the agenda was made by Mayor Blake Lay and seconded by Co. Exec. David Morgan. The motion carried.

PUBLIC COMMENT

No public comment was presented

APPROVAL OF MINUTES

A motion to approve the minutes of the March 26, 2026, meeting was made by Mayor Blake Lay and seconded by Co. Exec. David Morgan. 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:
 - The Department of Labor has approved continuation of the \$12.00 per hour participant wage rate for the upcoming SCSEP program year beginning July 1, 2026.
 - SCSEP funding has been confirmed through 2028.
 - The Foster Grandparent Program is in need of in-kind donations. Board members interested in supporting the program are in courage to contact Ms. Morris for additional information.
- **Workforce Innovation and Opportunity Act (WIOA)**, presented by Program Director Katrina Crisp with the following updates:
- **Nutrition Services**, presented by Program Director Becky Christa, with the following update:

- The agency has been approved to participate in the Summer Food service Program. Weekly meal distributions for children will be held at the Lincoln County Fairgrounds beginning Friday, June 5, and volunteers are welcome to participate.
- **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:
 - The agency began receiving LIHEAP Regular Assistance funding disbursements in May and has started issuing payments for approved applications that were awaiting funding availability. Updated payment activity will be reflected in the next reporting period.
- **Community Representative Payee Program (CRPP)**, presented by Program Director Jena Renfroe.
- **Community Corrections and Recovery Court Programs**, presented by Executive Director Sara Brown in the absence of Program Director Tony Patterson.
- **Information Technology**, presented by Executive Director Sara Brown in the absence of Program Director Rob Glass.
- **Head Start / Early Head Start**, presented by Assistant Director Jennifer Shaffer in the absence of Program Director Chrissy Tuten, with the following updates:
 - The FY 2026-2027 HS/EHS Continuation Grant application was submitted by the April 1 deadline and is currently awaiting funding approval.
 - The program year concludes June 30, and the program has maintained full enrollment throughout the year.
 - As part of ongoing quality improvement efforts, Assistant Director Jennifer Shaffer and Program Director Chrissy Tuten successfully met their goal of visiting every classroom twice during the school year. Camera observations of classroom interactions have also continued.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Sara Brown provided the following updates:

- The HS/EHS school year has been highly successful, with strong staff satisfaction and continued efforts to support program quality.
- The FGP grant application has been submitted and is awaiting final approval.
- The agency continues to work with the South Central Tennessee Development District to facilitate a smooth transition of the WIOA program and ensure participants and staff are supported throughout the process.

Following the Executive Director's report, Mr. R. L. Williams requested additional information regarding the transition of the WIOA program back to the South Central

Tennessee Development District. Ms. Brown provided additional background and answered questions from the Board.

APPROVAL OF REPORTS

A motion to approve the Program Reports and the Executive Director's Report as presented was made by Co. Exec. David Morgan and seconded by Mayor Blake Lay. The motion carried.

HEAD START/EARLY HEAD START SELECTION CRITERIA

- Assistant Director Jennifer Shaffer presented the proposed FY 2026-2027 Head Start/Early Head Start Selection Criteria.
- A motion to approve the FY 2026-2027 Head Start/Early Head Start Selection Criteria as presented was made by Senator Joey Hensley and was seconded by Mayor Blake Lay. The motion carried.

COMMITTEE REPORTS

1303 COMMITTEE REPORT

Committee Chairman Bill Newman presented the report.

The committee reported the following:

- The Perry County 1303 application has advanced to the federal review level, and final approval from the Office of Head Start is still pending.
- A no-cost extension was secured on the Perry County property purchase agreement, extending the deadline from May 13 to July 13.
- Staff continue to search for a suitable Lewis County Head Start location after a previously identified property was sold before it could be inspected.

The committee recommended approval of the report.

PERSONNEL COMMITTEE REPORT

Committee Chairman Mike Keny presented the report.

The committee reported approvals of the following items for the period of March-April 2026:

- Human Resources Director's Report
- Personnel Actions
- Participant Actions
- Executive Director's timecard reports
- SCHRA Title VI/VII Staff, Board and HS/EHS Policy Council Report FY 2026
- COLA Increase for Agency Staff
- One-time Incentive for Nutrition Staff

The committee recommended approval of the report.

Board Minutes 6-4-26

PROPERTY COMMITTEE REPORT

Committee Chairman Jonah Keltner presented the report.

The committee reported approvals of the following items for the period of March-April 2026:

- Property Disposal List

The committee recommended approval of the report.

BUDGET COMMITTEE REPORT

In the absence of Committee Chairman Jim Mangubat, Acting Committee Chairman Mike Keny presented the report.

The committee reported approvals of the following items:

- Combined Balance Sheet for the period ended 04/30/2026
- Combined Statement of Revenues and Expenditures for the period ended 04/30/2026
- Financial Report by Program for the period ended 04/30/2026
- Weatherization Budget Revision FY25
- Director of Finance Report – March and April 2026
- COLA Increase for Agency Staff
- One-Time Incentive for Nutrition Staff
- Dead Livestock Removal Program

The committee recommended approval of the report.

APPROVAL OF REPORTS

A motion to approve the Committee Reports as presented was made by Co. Exec. David Morgan and seconded by Mayor Jonah Keltner. The motion carried.

OTHER BUSINESS

UPDATE – SCHRA RISK ASSESSMENT

Executive Director Sara Brown requested that the SCHRA Risk Assessment update be deferred until the next regular meeting. There being no objection, the item was deferred.

COLA INCREASE FOR AGENCY STAFF

Ms. Brown reported that the Office of Head Start approved a 0.635% cost-of-living adjustment (COLA) for HS/EHS staff. Because the agency strives to provide consistent wage increases across programs, she recommended a 1% COLA increase for all agency staff, contingent upon available program funding.

Upon motion by Mayor Bill Newman and second by Co. Exec. David Morgan, the Board approved a 1% cost-of-living adjustment (COLA) for agency staff, contingent upon available program funding. The motion carried.

ONE-TIME INCENTIVE FOR NUTRITION PROGRAM STAFF

Ms. Brown explained that, due to budget constraints, the Nutrition Program is not able to support wage increases at the same level as some other agency programs. However, additional donations, prudent fiscal management, and anticipated increases in TennCare reimbursement rates are expected to provide sufficient funding for a one-time staff incentive. She requested approval of a one-time incentive up to \$30,000 to be distributed among Nutrition Program staff, contingent upon available program funding.

Upon motion by Mr. R. L. Williams and second by Co. Executive Graham Stowe, the board approved a one-time incentive up to \$30,000 to be distributed among Nutrition Program staff, contingent upon available funding. The motion carried.

DEAD LIVESTOCK REMOVAL PROGRAM

HR Director Morgan Flowers presented information regarding the Dead Livestock Removal Program and the potential for SCHRA to assume administration of the program following the South Central Tennessee Development District's decision not to continue administering the program. Discussion followed regarding the reasons for the transition, anticipated program costs, participating county contributions, proposed funding mechanisms, and the anticipated implementation timeline. Staff explained that, due to fiscal processes, procurement requirements, and other implementation logistics, the program would not be operational immediately upon the July 1 transition date. Questions from board members were addressed by staff.

Upon motion by Mayor Blake Lay and second by Mr. T. R. Williams, the Board approved SCHRA's administration of the Dead Livestock Removal Program, contingent upon approval of participating county budget contributions, receipt of the anticipated Tennessee Department of Agriculture contribution, implementation of the proposed producer fee, and execution of the necessary vendor and program agreements. The motion carried.

SUMMARY OF ACTIONS

- Approved addition of items to agenda
- Approved previous meeting minutes
- Approved Program Reports and Executive Director's Report
- Approved Head Start/Early Head Start Selection Criteria for FY 2026-2027
- Deferred SCHRA Risk Assessment Update to July 23, 2026, meeting
- Approved COLA Increase for Agency Staff
- Approved One-time Incentive for Nutrition Program Staff
- Approved administration of Dead Livestock Removal Program

Board Minutes 6-4-26

ADJOURNMENT

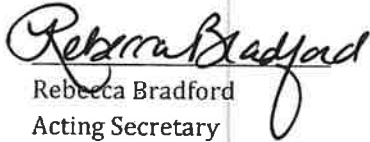
A motion to adjourn was made by Co. Executive David Morgan and seconded by Senator Joey Hensley. The motion carried.

The meeting was adjourned at 11:56 a.m.

APPROVED BY:

A handwritten signature in black ink, appearing to read "Mike Keny", written over a horizontal line.

Mike Keny
Vice Chairman / Presiding Officer

A handwritten signature in black ink, appearing to read "Rebecca Bradford", written over a horizontal line.

Rebecca Bradford
Acting Secretary