

Upper Cumberland Human Resource Agency
Executive Committee Meeting

DRAFT MINUTES	OCTOBER 20, 2021	11:15 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady		
TYPE OF MEETING	UCHRA Executive Committee Meeting		
FACILITATOR	Chairman Randy Heady		
NOTEAKER	Sherry Thurman		
MEMBERS PRESENT	Dale Reagan, Allen Foster, Tim Stribling, Jimmy Johnson, Randy Heady, Steve Jones, Ben Danner, Carey Garner, Randy Porter, Jeff Mason, Sarah Marie Smith		
MEMBERS ABSENT	Brent Bush, Luke Collins, Josh Miller, Lloyd Williams, Greg Wilson, Mickey Robinson, Jimmy Haley, Denny Robinson, Jeff Young, Representative Cameron Sexton, Senator Paul Bailey		
CALL TO ORDER / ROLL CALL		CHAIRMAN RANDY HEADY	
CALL TO ORDER	Chairman Randy Heady called the meeting to order.		
ROLLCALL/ DISCUSSION	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
APPROVAL OF CONSENT AGENDA		CHAIRMAN RANDY HEADY	
DISCUSSION	<p>Chairman Randy Heady advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • Executive Committee Meeting Minutes – August 18, 2021 • Statutory Bonds <ul style="list-style-type: none"> • Mark Farley, Executive Director • Ginger Stout, Finance Director • UCHRA Policy Council Report <p>Executive Director Mark Farley advised that the new Policy Council met on October 6th. The Policy Council consist of six consumer representatives, six providers from various agencies, six members that represent government, and a minority representative. There was near perfect attendance at the meeting with great conversation.</p> <p>A motion was made to approve the consent agenda.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Jimmy Johnson</p> <p>Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>		
UCHRA FINANCIAL REPORT		CHAIRMAN RANDY HEADY	

DISCUSSION Ginger Stout presented the July 1, 2021 through August 31, 2021 financial report for Upper Cumberland Human Resource Agency.

A motion was made to approve the financial report.

Motion to Approve

ACTION Motion made by: Randy Porter
Motion seconded by: Dale Reagan

Chairman Randy Heady asked for discussion on the motion.

Motion carried unanimously.

VAN BUREN COUNTY HEAD START REPORT CHAIRMAN RANDY HEADY

DISCUSSION Executive Director Mark Farley presented the agenda items for the Van Buren Heady Start Program:

- a. Executive Summary - Strengths, Needs and Interest Parent Survey Fall 2021-2022
- b. 2021 Credit Card Reports - August, July, June No Cost Extension
- c. Head Start 51RP Budget, In-kind – July, 2021
- d. Head Start 51 Budget, In-kind - August, 2021
- e. Head Start Budget - August, 2021
- f. Head Start Budget 5122, In-Kind – July, 2021
- g. Head Start Budget 51 – July 2021
- h. Head Start Budget – June 2020 Final-No Cost Extension
- i. Head Start Budget, Supplemental COVID – June, 2021
- j. Head Start Budget Final, In-Kind Final – June, 2021
- k. Child Care Agency Monitoring and Evaluation Check Sheet
- l. Office of Head Start – Program Information Report
- m. Class Observation
- n. Monthly Activity Reports – June, July, August, 2021

A motion was made to approve the Van Buren Head Start Report.

Motion to Approve

ACTION Motion made by: Randy Porter
Motion seconded by: Carey Garner

Chairman Randy Heady asked for discussion on the motion.

Motion carried with a roll call vote. Eleven members voted yes.

CSBG UPDATES CHAIRMAN RANDY HEADY

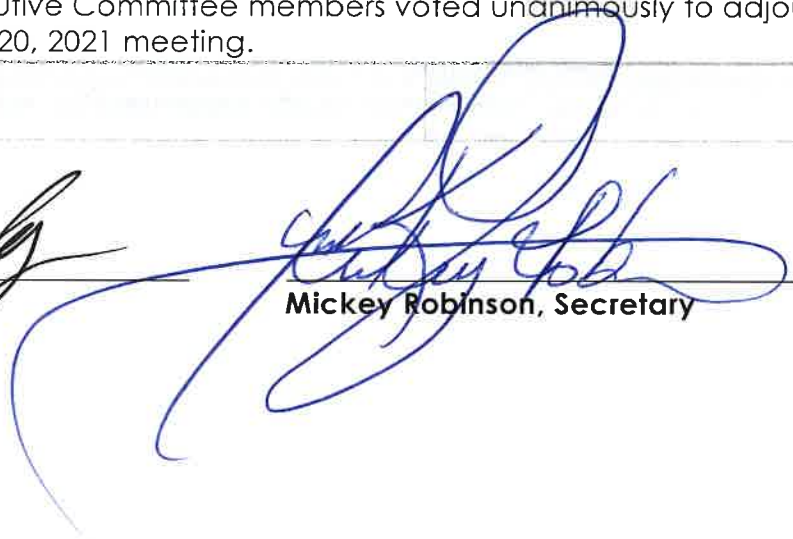
DISCUSSION LaNelle Godsey presented the Community Needs Assessment Update.

- Satisfaction Surveys Overview – The agency completed Satisfaction Surveys through the county offices the last week of September for all CSBG block grants recipients. Total surveys completed were 89; nine out of the fourteen counties served clients with CSBG funds; 41 out of 89 were new clients; 89 clients stated they received fair treatment; 70 out of 89 called for services verses walk in; 85 out of 89 clients stated that the employees explained the process; 87 out of 89 respondents stated the service increased available income to them for their

DISCUSSION	<p>household; and 88 out of 89 of the clients were overall satisfied.</p> <ul style="list-style-type: none"> • ROMA – We are always looking at data that is received. Survey are conducted and the results are analyzed to see if there are other things that needs to be tweaked to make our processes. • August Dashboard – The agency served over 2,200 households for the month of August and spent over \$213,270 in specific assistance to those households. During the month of September, the agency served 2,075 households. • Title V SCSEP Program – The agency has a Title V Senior Community Services Employment Program (SCSEP) in Clay, Cumberland, Overton, Pickett, Putnam and White counties. The program is for individuals that are 55 and over that are low income that are wanting to get back into the workforce. The individuals can work up to 29 hours. UCHRA would like for these counties to apply to be a host site.
ACTION	<p><u>Motion to Approve</u> Motion made by: Steve Jones Motion seconded by: Carey Garner</p> <p>Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>
<p>ACTION ITEMS CHAIRMAN RANDY HEADY</p>	
DISCUSSION/ ACTION	<p>Chairman Randy Heady presented the following action items for approval:</p> <ul style="list-style-type: none"> • Resolution 21-10-1 Executive Director Mark Farley advised that the transportation department is asking for approval on the revisions to the UCHRA Transportation Departments' procurement policy. The revisions will more closely align the UCHRA Transportation Departments' purchasing thresholds with the Federal Transit Administration and Tennessee Department of Transportation procurement standards. <p>A motion was made to approve Resolution 21-10-1 as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Sarah Marie Smith Motion seconded by: Carey Garner</p> <p>Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>
<p>PROGRAM UPDATES/ EXECUTIVE DIRECTOR'S REPORT CHAIRMAN RANDY HEADY</p>	
DISCUSSION	<p>Executive Director Mark Farley advised that UCHRA applied for one of the TANIF planning grant programs. A joint application was submitted along with some core partners (Tennessee Tech University, Upper Cumberland Local Workforce board, Highlands Economic Partnership, Cookeville Regional Medical Center Foundation, Upper Cumberland</p>

DISCUSSION	Development District and an interfaith coalition. There were eight applications submitted. If the agency receives one of the planning grants, the agency will apply for one of the six pilot programs – 3 years, \$25 million.	
	OLD BUSINESS	CHAIRMAN RANDY HEADY
DISCUSSION	No old business was presented for discussion.	
	NEW BUSINESS	CHAIRMAN RANDY HEADY
DISCUSSION	No new business was presented for discussion.	
	PUBLIC COMMENTS	CHAIRMAN RANDY HEADY
DISCUSSION	No public comment was presented for discussion.	
	MEETING CONCLUDED	CHAIRMAN RANDY HEADY
DISCUSSION	Chairman Randy Heady advised that he would accept a motion to adjourn.	
	Motion to Adjourn: Motion made by: Allen Foster Motion seconded by: Jimmy Johnson	
ACTION	The Executive Committee members voted unanimously to adjourn the October 20, 2021 meeting.	
CONCLUSION 11:32 A.M.		


Randy Heady, Chairman


Mickey Robinson, Secretary