

**Upper Cumberland Human Resource Agency
Executive Committee Meeting**

MINUTES	OCTOBER 19, 2022	11:15 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady		
TYPE OF MEETING	UCHRA Executive Committee Meeting		
FACILITATOR	Chairman Randy Heady		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Greg Mitchell, Dale Reagan, Allen Foster, Matt Adcock, Jimmy Johnson, Randy Heady, Steve Jones, Steven Barlow, Randy Porter, Jeff Mason, Sarah Marie Smith, David Sullivan, Terry Bell, Denny Robinson		
MEMBERS ABSENT	Luke Collins, Josh Miller, Lloyd Williams, Mickey Robinson, Jerry Lowery, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER	CHAIRMAN RANDY HEADY	
CALL TO ORDER	Chairman Randy Heady called the meeting to order.		
	ROLL CALL		
ROLLCALL	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 16, 2022 • UCHRA Policy Council Report • Title VI Implementation Plan • Title VI Policies and Procedures • Four-Factor Analysis & Limited English Proficiency (LEO) Plan • Equal Employment Opportunity Plan • Continuity of Operations and Resumption Plan <p>A motion was made to approve the Consent Agenda.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Sarah Marie Smith Motion seconded by: Randy Porter</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>		
	UCHRA FINANCIAL REPORT	GINGER STOUT, FINANCE DIRECTOR	
DISCUSSION	Ginger Stout presented the UCHRA financial report for July 1, 2021 through August 31, 2022.		

	A motion was made to approve the financial report.
ACTION	<p><u>Motion to Approve</u> Motion made by: Denny Robinson Motion seconded by: Jimmy Johnson</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.</p>
	<p>VAN BUREN COUNTY HEAD START REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program.</p> <ol style="list-style-type: none"> a. August, 2022 Monthly Activity Report Credit Card Report Head Start In-kind b. August Budget 2022-2023 c. July, 2022 Monthly Activity Report Budget d. June, 2022 Budget Credit Card Report In-Kind e. FY 2023-2024 Strategic Planning and Self-Assessment & Program Management and Quality Improvement f. Teacher/Child Interactions Classroom Observation Tool g. T/TA Plan Narrative h. 2022-2023 Annual Report i. QRIS Scorecard – Health and Safety Practices Classroom Observation Tool j. Executive Summary – SNIP Survey Fall 2022-2023 k. 2021-2022 Program Information Report (PIR) <p>A motion was made to approve the Van Buren Head Start Report.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Laurin Wheaton</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>
	<p>CSBG UPDATE LANELLE GODSEY, COMMUNITY SERVICES DIRECTOR</p>
DISCUSSION	<p>LaNelle Godsey gave an update on the CSBG program.</p> <ul style="list-style-type: none"> • UCHRA is designated as a Community Action Agency for the Upper Cumberland. In order for clients to receive the Community Services Block Grant funds the agency has to be a Community Action Agency. The Community Action Agency looks at the entire UCHRA agency when they monitor or when the agency is providing output. They are very big on keeping the board and the Policy Council informed. • LaNelle presented the August and September, 2022 dashboards for review. The program operates on a federal fiscal year which is October – September. A couple programs that addressed COVID has ended. In October, the Low-Income Home Energy Assistance program opened up for clients to apply. LaNelle announced that there are UCHRA offices in all fourteen counties and she encouraged the board members to get to know their county coordinator and lean on them.

DISCUSSION	<ul style="list-style-type: none"> • A PowerPoint for Results-Oriented Management and Accountability (ROMA) was presented to the board. • The Whistleblower Protection Act was presented to the board. • The 2021-2033 Satisfaction Survey was presented for discussion. • We plan to make a change to the dashboards in October. We will take off the average assistance per household and replaced it with information and referral calls. <p>Executive Director Mark Farley advised that commodities are distributed every other month.</p> <p>A motion was made to approve the CSBG report and Community Action Plan.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Stephen Bilbrey</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
	<p>ACTION ITEMS CHAIRMAN RANDY HEADY</p> <p>a. FY-2023 UCHRA Governing Board b. Resolution 22-10-1 c. Resolution 22-10-2</p>
DISCUSSION	<p>Executive Director Mark Farley advised that the City Mayors voted and selected the City Mayors that will serve on the UCHRA Governing Board for 2023. The board members are: North Region – Laurin Wheaton, Mayor of Cookeville, Lloyd Williams, Mayor of Gainesboro; West Region – Josh Miller, Mayor of Smithville, John Potts, Mayor of Gordonsville; and the South Region – Jerry Lowery, Mayor of Sparta, Ryle Chastain, Mayor of McMinnville.</p>
DISCUSSION	<p>Executive Director Mark Farley presented Resolution 22-10-1 for approval. The resolution approves the UCHRA Public Transportation Department to apply for a Driver Training Matching Grant Program through Public Entity partners; and authorizes UCHRA to provide matching funds to serve as a match for any monies provided by the grant.</p>
DISCUSSION	<p>Executive Director Mark Farley presented Resolution 22-10-2 for approval. The resolution approves the UCHRA Public Transportation Department to submit a grant application for a new Warren County Hub of Operations through the TDOT IMPROVE Act Grant Program; and authorizes UCHRA to provide a 20% matching sum to serve as a match for any monies provided by the grant. The maximum total award amount shall be no greater than \$875,000, which at most would required \$175,000 of local matching funds.</p> <p>A motion was made to approve the action items as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Terry Bell</p> <p>Chairman Randy Heady asked for discussion on the motion.</p> <p>Motion carried with a roll call vote. Fifteen board members voted yes.</p>

	PROGRAM UPDATES	EXECUTIVE DIRECTOR MARK FARLEY
	<p>Executive Director Mark Farley gave an update on the Empower Upper Cumberland program. UCHRA received the final contract for twenty-five million dollars.</p> <p>Megan Spurgeon advised that the Empower Upper Cumberland contract will be effective November 1, 2022 and she gave an overview of the program.</p> <p>Megan advised that Cindy Putnam will be giving a Poverty and Simulation Training on November 10th and if anyone is interested in attending let her know. On December 6-7, the Empower staff will be traveling to the communities to introduce staff that will be working in the communities.</p> <p>Executive Director Mark Farley advised that the transportation staff is at their annual conference and training this week in Franklin. Drivers are competing at the state level against other transportation drivers and our hope is that some will advance to the national competition.</p> <p>Executive Director Mark Farley advised that the day reporting center will be starting soon. The locations have been secured in Warren, Smith, and Putnam counties. The clinical staff has been hired and meetings have been held with the judges and state probation.</p> <p>Michael Miller and Executive Director Mark Farley have been working with One Tennessee, a 501©3, that was created by former Governor Haslam. One Tennessee works with the medical community dealing with substance abuse and also with Vanderbilt's substance abuse hub and spoke model. We have applied for foundation funds.</p> <p>Chairman Randy Heady advised that a discussion was held at the Mayors Retreat on ARPA funding. He encouraged the County Mayors to look into the funding.</p> <p>Chairman Randy Heady introduced UCHRA Attorney, Danny Rader to the new board members.</p>	
	EXECUTIVE DIRECTOR REPORT	EXECUTIVE DIRECTOR MARK FARLEY
DISCUSSION	No report was presented for discussion.	
	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	There were no public comments presented.	
	ADJOURN	CHAIRMAN RANDY HEADY
DISCUSSION	Chairman Randy Heady advised that he would accept a motion to adjourn.	

ACTION	<u>Motion to Adjourn:</u> Motion made by: Jimmy Johnson Motion seconded by: Steve Jones The UCHRA Executive Committee voted unanimously to adjourn the October 19, 2022 meeting.
CONCLUSION 11:40 a.m.	



Chairman



Secretary