

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

DRAFT MINUTES	FEBRUARY 16, 2022	11:00 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, Luke Collins, Allen Foster, Tim Stribling, Josh Miller, Jimmy Johnson, Randy Heady, Lloyd Williams, Steve Jones, Ben Danner, Carey Garner, Jeff Mason, Sarah Marie Smith, Denny Robinson, Jeff Young		
MEMBERS ABSENT	Brent Bush, Randy Porter, Greg Wilson, Mickey Robinson, Jimmy Haley, 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/ 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 – December 15, 2021 • UCHRA Policy Council Handbook • UCHRA Policy Council Report <p>A motion was made to approve the consent agenda.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Steve Jones Motion seconded by: Ben Danner Chairman Randy Heady asked for discussion on the motion. Motion carried with a roll call vote. 15 board members voted yes.</p>		
	UCHRA FINANCIAL REPORT	GINGER STOUT, FINANCE DIRECTOR	
DISCUSSION	<p>Ginger Stout presented the July 1, 2021 through December 31, 2021 financial report for the Upper Cumberland Human Resource Agency.</p> <p>A motion was made to approve the financial report.</p>		

ACTION	<p><u>Motion to Approve</u> Motion made by: Denny Robinson Motion seconded by: Carey Garner Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>
<p>VAN BUREN COUNTY HEAD START REPORT CHAIRMAN RANDY HEADY</p>	
DISCUSSION	<p>Executive Director Mark Farley presented and discussed the agenda items for the Van Buren Head Start Program:</p> <ul style="list-style-type: none"> a. Certifications and Assurances b. December, 2021 Credit Card Report, In-Kind, and Budget c. November, 2021 Credit Card Report, In-Kind and Budget d. CDC Guidance on Quarantine and Isolation e. COVID-19 Vaccine and Mask Requirements f. Head Start Program Continuation Grant Application 2022/2023 g. Board of Directors Continuation Grant Letter 2022/2023 h. Office of Head Start Teacher Waiver Request i. Board of Directors Teacher Waiver Request Letter <p>A motion was made to approve the Van Buren Head Start Report and the Teacher Request Wavier for the Head Start Program.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Ben Danner Motion seconded by: Dale Reagan Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>
<p>CSBG UPDATE LANELLE GODSEY, COMMUNITY SERVICES DIRECTOR</p>	
DISCUSSION	<p>LaNelle Godsey presented the December, 2021 and January, 2022 Dashboards for UCHRA. The numbers dropped in January except for the Crisis LIHEAP Program. The regular LIHEAP decreased 934 households for the month of January. The Community Service Block Grant is still utilizing the CARES Act funds but it is slowing down. There were four households served in the month of January. Through the Community Stability Program there were 91 households served in the month of January.</p> <p>LaNelle Godsey advised that staff will receive training on the Tennessee Housing Development Agency water program and go live with the program in April. The program will run similar to the Crisis LIHEAP.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Steve Jones Motion seconded by: Tim Stribling Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>

	ACTION ITEMS	CHAIRMAN RANDY HEADY
DISCUSSION	<p>Executive Director Mark Farley advised that UCHRA's line of credit with One Bank, formerly Bank of Putnam County, is at \$2.5 million. The agency is requesting to extend the line of credit for another year. If UCHRA is successful with the TANIF grant application, the line of credit will need to be raised. One Bank has agreed to give the agency a letter for the application showing that the agency has the financial capacity to administer the grant. The agency may need to call a special called meeting between now and the April meeting to formalize raising the line of credit.</p> <p>A motion was made to approve the line of credit with One Bank for another year.</p>	
ACTION	<p><u>Motion to Approve</u> Motion made by: Luke Collins Motion seconded by: Carey Garner</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>	
DISCUSSION	<p>Executive Director Mark Farley presented Resolution 22-2-1 for approval. The resolution will allow the Community Corrections department to submit a proposal to the state and renew the Community Corrections program with the addition that will include a substance abuse day reporting system.</p> <p>A motion was made to approve Resolution 22-2-1 as presented.</p>	
ACTION	<p><u>Motion to Approve</u> Motion made by: Sarah Marie Smith Motion seconded by: Dale Reagan</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>	
DISCUSSION	<p>Executive Director Mark Farley presented Resolution 22-2-2 for approval. Due to COVID, Indian Mound Boys facility in DeKalb County closed. UCHRA explored all options available to use the facility but having found none determined that in the best interest of the agency to dispose of the property. There are several individuals interested in the property. The facility is on 110 acres of land and is in two parcels on the tax rolls. An appraisal was completed and lists the value at \$675,000. Resolution 22-2-2 will allow the agency to acquire an auction firm to sell Indian Mound. When the property is sold the funds would be used to pay off the Lakeside loan of \$200,000 and the remainder of funds would go into UCHRA's reserve.</p> <p>A motion was made to approve Resolution 22-2-2 as presented.</p>	

ACTION	<p><u>Motion to Approve</u> Motion made by: Ben Danner Motion seconded by: Dale Reagan Chairman Randy Heady asked for discussion on the motion. Motion carried with a roll call vote. Fifteen board members voted yes</p>
DISCUSSION	<p>Executive Director Mark Farley presented Resolution 22-2-3 for approval. UCHRA has five years remaining on the lease for the central office in Putnam County. Resolution 22-2-3 will allow UCHRA to begin the process of locating a building site for UCHRA. A motion was made to approve Resolution 22-2-3 as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Lloyd Williams Motion seconded by: Ben Danner Chairman Randy Heady asked for discussion on the motion. Motion carried with a roll call vote. Fifteen board members voted yes.</p>
	<p>PROGRAM UPDATES MARK FARLEY, EXECUTIVE DIRECTOR *SAS Program</p>
DISCUSSION	<p>Executive Director Mark Farley advised that the Substance Abuse Program began two years ago. Currently, staff has worked with over 1,000 individuals in the recovery process. We have developed the program around case management, housing, employment, and transportation. We have referred individuals to treatment at 42 different treatment programs across the southeastern United States. The case management portion of the program will be ending and we will be asking the state to assist us in funding. We hope to maintain some of the program until next summer when the OPIOID settlement funding will start flowing. We are also going to apply to some foundations to get nongovernmental funds.</p>
	<p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>Executive Director Mark Farley reported that Megan Spurgeon has been working on the TANIF proposal. Several meetings have been held and we are making good progress. There will be a Bridges Out of Poverty and Stimulation Day training on February 23, 2020 from 8:30 until 3:00, at the UCDD. If anyone is interested in attending contact Megan.</p>
	<p>OLD BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>No old business was presented for discussion.</p>
	<p>NEW BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>Chairman Randy Heady appointed the following board members to serve on a committee to evaluate Executive Director Mark Farley and Ginger Stout and make a recommendation on an audit firm: Jeff Mason, Allen Foster, and Randy Heady.</p>
	<p>PUBLIC COMMENTS CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>No public comments were presented for discussion.</p>

	MEETING CONCLUDED	CHAIRMAN RANDY HEADY
DISCUSSION	Chairman Randy Heady advised that he would accept a motion to adjourn.	
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Ben Danner Motion seconded by: Denny Robinson</p> <p>The Executive Committee members voted unanimously to adjourn the February 16, 2022 meeting.</p>	
CONCLUSION 11:30 A.M.		


Randy Heady, Chairman


Sarah Marie Smith, Secretary