

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

MINUTES	APRIL 20, 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	Dale Reagan, Allen Foster, Tim Stribling, Jimmy Johnson, Randy Heady, Lloyd Williams, Steve Jones, Ben Danner, Carey Garner, Randy Porter, Jeff Mason, Sarah Marie Smith, Denny Robinson		
MEMBERS ABSENT	Brent Bush, Luke Collins, Josh Miller, Greg Wilson Mickey Robinson, Jimmy Haley, Jeff Young, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE		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 – February 16, 2022 • Performance Evaluation and Audit Committee Report <ul style="list-style-type: none"> • Mark Farley, Executive Director • Ginger Stout, Finance Director • UCHRA Policy Council Report • Chance Annual Licensing Compliance Review <p>A motion was made to approve the Consent Agenda.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Allen Foster Motion seconded by: Jimmy Johnson</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	<p>Ginger Stout presented the July 1, 2021 through February 28, 2022 financial report for Upper Cumberland Human Resource Agency.</p> <p>A motion was made to approve the financial report.</p>		

<p>ACTION</p>	<p><u>Motion to Approve</u> Motion made by: Steve Jones Motion seconded by: Dale Reagan</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>
	<p>VAN BUREN COUNTY HEAD START REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
<p>DISCUSSION</p>	<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. Department of Human Services Star Quality Report Card b. Agreement Between Upper Cumberland Region Tennessee Department of Health and UCHRA-Van Buren County Head Start 2022-2023 c. Contract Between Van Buren County School System and UCHRA-Van Buren County Head Start 2022-2023 d. Contract Between Assessment Counseling and Training Services and Van Buren County Head Start Program 2022-2023 e. February, 2022 Budget, Credit Card Report, In-Kind Report f. January, 2022 Budget, Credit Card Report, In-Kind Report g. Contract Between Van Buren County School System and UCHRA-Van Buren County Head Start 2022-2023 h. Memorandum of Understanding Between UCHRA Van Buren County Head Start and Van Buren County School District 2022-2023 i. Tennessee Department of Human Services Child Care Agency Monitoring and Evaluation Check Sheet <p>A motion was made to approve the Van Buren Head Start Report.</p>
<p>ACTION</p>	<p><u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Ben Danner</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>
<p>DISCUSSION</p>	<p>LaNelle Godsey presented and reported on the UCHRA Dashboard for February, and March, 2022.</p> <ul style="list-style-type: none"> • The agency is currently out of the regular Low-Income Home Energy Assistance Program (LIHEAP) funds but we expect to receive additional funds soon. • The agency has a small amount of Crisis LIHEAP funding. • Training will be held April 21, 2022 on the Low-Income Household Water Assistance Program. There will be three categories that the agency can serve: Households that have been disconnected or pending disconnection services; Households who are behind on their water bills; and households that are just seeking help for water bills. If clients qualify for LIHEAP, they will qualify for the water program. For individuals seeking assistance with their water bills, there will be a one time \$250.00 payment. The agency cannot make repairs or pay to extend pipes. The agency can help

DISCUSSION	<p>with septic tank wastewater removal one time during the program year. Currently the funds are not reoccurring but there is discussion that if the program is successful there is potential that it may be reoccurring.</p> <ul style="list-style-type: none"> The agency received the monitoring results for the Community Services Block Grant (CSBG) Program and there were no findings for the previous year. <p>A motion was made to approve the CSBG report.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Allen Foster</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> <ol style="list-style-type: none"> a. Resolution 22-4-1 b. Resolution 22-4-2 c. 2021 National CASA Assessment and Annual Survey d. Drug and Alcohol Policy
DISCUSSION	<p>Executive Director Mark Farley reported on the following action items.</p> <ul style="list-style-type: none"> Resolution 22-4-1 would allow UCHRA to apply for the Safety Grant Program through Public Entity Partners to purchase AED equipment for the agency. Resolution 22-4-2 would authorize the Upper Cumberland Human Resource Agency to hire the accounting firm of JHM Certified Public Accountant to provide audit services for the period of June 30, 2022 through June 30, 2026. UCHRA is asking the board for approval on the 2021 National CASA Assessment and Annual Survey. UCHRA is seeking approval for the UCHRA's Drug and Alcohol Safety Sensitive Policy. <p>A motion was made to approve the four action items as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Sarah Marie Smith Motion seconded by: Ben Danner</p> <p>Chairman Randy Heady asked for discussion on the motion.</p> <p>Motion carried with a roll call vote. Twelve board members voted yes. One member not present for vote.</p>
	<p>PROGRAM UPDATES EXECUTIVE DIRECTOR MARK FARLEY</p>
DISCUSSION	<p>Executive Director Mark Farley recognized Adam Knepp, UCHRA employee. During a commodities event in Cumberland County, a volunteer experienced a choking episode. Adam was able to assist the person in performing the Heimlich. Executive Director Mark Farley expressed his appreciation and thanked him for his hard work and his quick response.</p> <p>Executive Director Mark Farley advised that transportation department does a lot of TennCare work. The agency works with brokers that are hired through TennCare. The agency received a very sizeable increase in revenue streams and</p>

DISCUSSION	<p>we feel that the agency is in a stronger position to match grant dollars.</p> <p>Executive Director Mark Farley advised that he and Megan Spurgeon presented the TANIF presentation to the committee. The committee will be meeting April 21st to decide who will be awarded the TANIF funding.</p> <p>Executive Director Mark Farley advised that the State Department of Corrections is looking at making changes to the Community Corrections Program. The State is requesting that the agency create Day Reporting Centers. UCHRA is proposing to create three centers, one in each of the three judicial districts the agency covers (Putnam, Warren, and Smith counties). The proposal will be submitted to the State in May. If the proposal is approved the program will start July 1st.</p> <p>Chairman Randy Heady thanked Executive Director Mark Farley, Megan Spurgeon and the team that put so much work into the TANIF project.</p>
	<p>OLD BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	No old business was presented for discussion.
	<p>NEW BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	No new business was presented for discussion.
	<p>PUBLIC COMMENTS CHAIRMAN RANDY HEADY</p>
DISCUSSION	There were no public comments presented.
	<p>ADJOURN CHAIRMAN RANDY HEADY</p>
ACTION	<p>Chairman Randy Heady advised that he would accept a motion to adjourn.</p> <p><u>Motion to Adjourn:</u> Motion made by: Allen Foster Motion seconded by: Jimmy Johnson</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the April 20, 2022 meeting.</p>
CONCLUSION 11:30 a.m.	


Randy Heady, Chairman


Sarah Marie Smith, Secretary