

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

MINUTES	AUGUST 18, 2021	10:46 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	Tim Stribling, Josh Miller, Jimmy Johnson, Randy Heady, Lloyd Williams, Steve Jones, Ben Danner, Carey Garner, Jeff Mason, Sarah Marie Smith, Jimmy Haley, Denny Robinson		
MEMBERS ABSENT	Brent Bush, Dale Reagan, Allen Foster, Randy Porter, Lisa Chapman-Fowler, Greg Wilson, Mickey 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	<p>Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.</p> <p>Executive Director Mark Farley advised that today is the first meeting after changing the structure of the UCHRA board of directors that was changed by state law. There will be six city mayors represented on the board. Mayor Josh Miller and Mayor Sarah Marie Smith will represent the western region. Mayor Jeff Young and Mayor Mickey Robinson will represent the south region. The north region had a three-way tie between Mayor Lloyd Williams, Mayor Lisa Chapman-Fowler, and Mayor Luke Collins. Executive Director Mark Farley and Chairman Randy Heady asked Attorney Danny Rader if the three City Mayors from the north region could meet and discuss the position to see if one of the three would elect not to serve.</p> <p>Attorney Danny Rader advised that would be fine, but, if that could not be done then the city mayors from the south and west regions would vote as a tie breaker.</p>
	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 – June 16, 2021 • 2021-2022 CACFP Application and Budget <p>A motion was made to approve the consent agenda</p>

ACTION	<p><u>Motion to Approve</u> Motion made by: Ben Danner Motion seconded by: Carey Garner Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>
	<p>UCHRA FINANCIAL REPORT CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>Ginger Stout presented the July 1, 2020 through June 30, 2021 financial report for the Upper Cumberland Human Resource Agency. A motion was made to approve the financial report.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Jimmy Haley Motion seconded by: Steve Jones 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 advised that there are several items on the agenda for head start due to the school year starting.</p> <p>Executive Director Mark Farley presented the agenda items for the Van Buren Head Start Program:</p> <ol style="list-style-type: none"> a. Supplemental COVID June 2021 Budgets, Credit Card Report b. No Cost Extension Budgets, Credit Card Report c. June, 2021 Credit Card Report, Head Start In-Kind, Monthly Activity Report d. June, 2021 Budgets e. Family Outcomes Narrative Report, Spring 2021 f. Children with Disabilities Plan g. Early Childhood Development Plan 2021-2022 h. Eligibility Training i. Eligibility Training Statement j. Eligibility, Recruitment, Selection, Enrollment and Attendance Plan k. Family and Community Engagement Plan 2021-2022 l. Van Buren County Head Start Grievance Procedure m. Head Start Performance Standards n. Health-Program-Services Plan 2021-2022 o. Human Resource, Management Plan 2021-2022 p. Memorandum of Understanding Between UCHRA Van Buren County Head Start and Van Buren County School District – LEA Disability q. Maintenance Contract Between Van Buren County School System and UCHRA Van Buren County Head Start r. Mental Health Contract Between Assessment Counseling

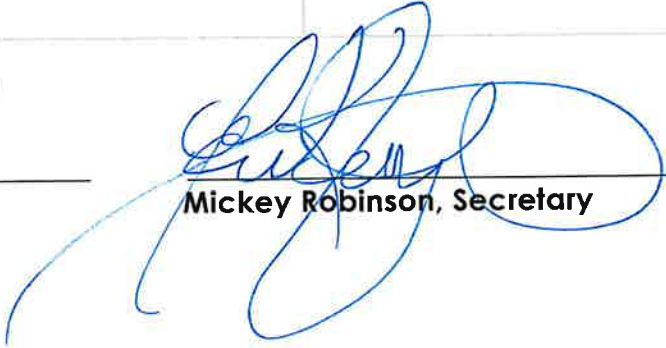
<p>DISCUSSION</p>	<p>and Training Services and Van Buren County Head Start Program</p> <ul style="list-style-type: none"> s. Memorandum of Understanding Between Van Buren County School System and UCHRA Van Buren County Head Start – Pre-K Collaboration t. Nutrition Contract Between Van Buren County School System and UCHRA Van Buren County Head Start u. Part 1301 Program Governance v. Program Structure Plan 2021-2022 w. UCHRA Van Buren County Head Start Transportation Plan 2021-2022 x. Program Management and Quality Improvement Plan y. Agreement Between Upper Cumberland Region Tennessee Department of Health and UCHRA Van Buren County Head Start z. Child and Adult Care Food Program Statement of Authority <p>A training was conducted on the roles and responsibilities of the Head Start program.</p> <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: Steve Jones Motion seconded by: Jimmy Johnson Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>
<p>CSBG UPDATES CHAIRMAN RANDY HEADY</p>	
<p>DISCUSSION</p>	<p>LaNelle Godsey presented the Community Needs Assessment Update and the Community Action Plan for the agency. The Needs Assessment is completed every three years for all 14 counties. The agency prepared an Assessment in 2020 and the top five needs were: (1) Increased employment opportunity; (2) Access to stable housing; (3) Nutrition and Basic Assistance; (4) Education Access and Opportunities; and (5) Increased Coordination on Resources. Surveys were sent to stakeholders, clients and customers that use the services of the agency. In July, 2021, surveys were conducted and the agency received 1,147 across the fourteen counties. There were 901 surveys from clients and 156 from stakeholders. In viewing the results of the surveys, food and security dropped as a need for clients. The top needs from the client surveys were higher paying, quality jobs and access to affordable housing. The top needs for stakeholders were access to early child hood education and access to post-secondary education.</p> <p>LaNelle Godsey advised that the agency will be looking at what the department needs to be focusing on moving forward. In the past year,</p>

DISCUSSION	<p>the department spent a lot of money assisting clients with rent and we plan to continue that need next year. The department will not be focusing as much on utilities and water. There will be a new program through THDA to assist with water and utilities. The department is looking at a poverty reduction model verses just managing poverty. The agency will also be focusing on other programs that doesn't have a lot of administration dollars such as ESS program, commodities program and other supplemental programs.</p> <p>LaNelle Godsey announced that the Putnam County Commodities event is scheduled for August 19th, at Trinity Church, from 9:00 until 12:00.</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"> • Statutory Bond – Linda Lynn • Resolution 21-8-1 Executive Director Mark Farley advised that the agency is asking the board for approval to purchase a new vehicle for drivers' education. The agency would purchase a 2021 Nissan Altima off the state bid at a cost of \$20,246.00. • Resolution 21-8-2 Executive Director Mark Farley advised that the transportation department is requesting to purchase a new tow truck for the maintenance shop for an estimated cost of \$150,000.00. The transportation department will provide a match of no more than 10% to be paid from the Transportation Fund balance. • Resolution 21-8-3 Executive Director Mark Farley advised that transportation is requesting to purchase Information Technology Systems for its deviated-fixed routes in Warren, Cumberland, and Putnam counties. The estimated cost is \$100,000-\$125,000 and the transportation department will provide a match of no more than 10% to be paid from the Transportation Fund balance. <p>A motion was made to approve the Statutory Bond for Linda Lynn, Resolution 21-8-1, Resolution 21-8-2, and Resolution 21-8-3 as presented.</p>
ACTION/ DISCUSSION	<p><u>Motion to Approve</u> Motion made by: Jeff Mason Motion seconded by: Ben Danner</p> <p>Chairman Randy Heady asked for discussion on the motion. Motion carried with a rollcall vote. Twelve members voted yes.</p> <p>Chairman Randy Heady advised that a list of the new UCHRA Policy</p>

ACTION/ DISCUSSION	<p>Council members is in the binders.</p> <p>Executive Director Mark Farley advised that the member representing utilities confirmed on Tuesday, August 17th that she would serve on the Policy Council. The utilities representative will be Charlene Whitaker with McMinnville Electric.</p> <p>The new Policy Council members were presented for approval.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Jimmy Haley Motion seconded by: Sarah Marie Smith</p> <p>Chairman Randy Heady asked for discussion on the motion.</p> <p>Motion carried with a rollcall vote. Twelve members voted yes.</p> <p>Executive Director Mark Farley advised that the first introductory meeting of the new Policy Council will be the first of September.</p>
	<p>PROGRAM UPDATES/EXECUTIVE DIRECTOR'S REPORT CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>Executive Director Mark Farley reported that UCHRA operated three group homes. Last fall the agency had an issue with Cumberland Mountain School and the facility was closed. Indian Mound has been shut down due to continually losing money. The agency could not maintain the number needed to break even. The boys have been moved to other facilities. Chance girls' home is at full capacity.</p> <p>Executive Director Farley advised that Indian Mound is a 110-acre farm with timber, pasture, residential home and office complex. Since the facility has been closed there have been individuals interested in possibly purchasing the property. Executive Director Farley asked the board to give him authority to have an appraisal completed and entertain offers for Indian Mound.</p> <p>A motion was made to authorize Executive Director Mark Farley to have the Indian Mound property appraised to see what the value is and report back to the board.</p> <p>Executive Director Mark Farley advised that the property is collateral for the Lakeside loan that the agency is paying on. We anticipate getting enough from the sale of the property to pay off the Lakeside loan and be out of debt.</p> <p><u>Motion to Approve</u> Motion made by: Jimmy Haley Motion seconded by: Sarah Marie Smith</p>

ACTION/ DISCUSSION	<p>Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p> <p>Executive Director Mark Farley advised that we are going to try to move the agency from dealing with the symptoms of poverty. The agency has been working with a group out of New Mexico that has an evidence-based program. They are evaluating the Upper Cumberland region to see if their program would work in our region. The program has worked in other states lowering the poverty rate.</p> <p>Executive Director Mark Farley advised that the TANIF program will be putting out six pilot programs. UCHRA will be applying for one of the grants. We will have more information to present to the board at the next board meeting.</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>No new business was presented for discussion.</p>
	<p>PUBLIC COMMENTS CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>No public comment was presented for discussion.</p>
	<p>MEETING CONCLUDED CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>Chairman Randy Heady advised that he would accept a motion to adjourn.</p>
ACTION	<p>Motion to Adjourn: Motion made by: Ben Danner Motion seconded by: Jimmy Johnson</p> <p>The Executive Committee members voted unanimously to adjourn the August 18, 2021 meeting.</p>
CONCLUSION 11:20 A.M.	


 Randy Heady, Chairman


 Mickey Robinson, Secretary