

**Upper Cumberland Human Resource Agency
Policy Council Meeting**

MINUTES	APRIL 21, 2021	11:10 A.M. COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady called the meeting to order.	
TYPE OF MEETING	UCHRA Policy Council Meeting	
FACILITATOR	Chairman Randy Heady	
NOTETAKER	Sherry Thurman	
MEMBERS PRESENT	Dale Reagan, Allen Foster, James Mayberry, Tim Stribling, Randy Heady, Steve Jones, Sarah Marie Smith, Jimmy Haley, Marvin Lusk, Denny Robinson, Billy Adcock, Barbara Wheeler, Linda Pastrick, Don Hollingsworth, Marilyn Davis	
MEMBERS ABSENT	Brent Bush, Jimmy Johnson, Ben Danner, Carey Garner, Randy Porter, John Martin, Jeff Mason, Greg Wilson, Ethel Minor, Lori Stringfield, Kelli Tipton, Linda Upchurch, Lynette Shaw, Kay Holbert, Johnnie Wheeler, Forrest Nesbitt, Cheryl Sullivan	
	CALL TO ORDER / ROLL CALL	CHAIRMAN RANDY HEADY
CALL TO ORDER	Chairman Randy Heady called the meeting to order.	
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"> • Policy Council Meeting Minutes – February 24, 2021 • Performance Evaluation Committee Report • Whistle Blower Policy • Statutory Bond – Randy Heady, Chairman <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: Sarah Marie Smith</p> <p>Chairman Randy Heady asked for discussion on the motion. Motion carried with a roll call vote. Fifteen members voted yes.</p>	

UCHRA FINANCIAL REPORT GINGER STOUT, FINANCE DIRECTOR
a. UCHRA Budget FY 2022
b. TCRS Contribution Rate Certification

Ginger Stout presented the budget for FY 2022. Total project revenue \$22,874,809.00 and program match \$83,099.00. Total program/matching revenues is \$213,071.00 and non-grant related expenditures of \$129,972.00, which includes the Lakeside loan and interest on the line of credit. The FY 2022 projected budget presented is a balanced budget.

DISCUSSION

Ginger Stout advised that UCHRA has the Tennessee Consolidated Retirement. Every year the agency renews the employer rate for the fiscal year. The state recommended 2.50% but we would like to recommend a rate of 6.54%. The percentage is built into the budget for FY 2022.

A motion was made to approve the financial report and the TCRS Contribution Rate Certification.

ACTION**Motion to Approve**

Motion made by: Steve Jones

Motion seconded by: Allen Foster

Chairman Randy Heady asked for discussion on the motion.

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

VAN BUREN COUNTY HEAD START REPORT

**MARK FARLEY,
EXECUTIVE DIRECTOR**

Executive Director Mark Farley advised that UCHRA applied for early head start grant in Van Buren, White and Warren counties but was not awarded the grant. In the near future, we would like to apply for another round of funding if the opportunity arises. When the agency applied for the grant, Karla Hillis retired and Elsie Blaylock was named the interim director until we knew about the funding. Executive Director Farley recommended that the interim title be removed and make Elsie Blaylock the permanent director of the Van Buren County Head Start program.

DISCUSSION

Executive Director Mark Farley presented the remaining agenda items for the Van Buren Head Start:

- a. Memorandum of Understanding Between UCHRA Van Buren County Head Start and Van Buren County School District
 - i. 2021-2022 Pre-K Collaboration
 - ii. 2021-2022 LEA Disability
- b. Agreement Between Upper Cumberland Regional Tennessee Department of Health and UCHRA Van Buren County Head Start
- c. Contract Between Assessment Counseling and Training

DISCUSSION

- Services and Van Buren County Head Start
- d. Contract Between Van Buren County School System and UCHRA Van Buren County Head Start
 - i. 2021-2022 Nutrition
 - ii. 2021-2022 Maintenance
 - e. Class Observation 2020/2021
 - f. UCHRA Van Buren County Head Start Grievance/Complaint Policy
 - g. January Budget, Credit Card Report, In-Kind, and Monthly Report
 - h. February Budget, Credit Card Report, In-Kind, and Monthly Report
 - i. Office of Head Start Guidance
 - j. Part 1301 Program Governance Plan
 - k. Family Outcome Narrative Report, Spring 2021
 - l. Agency/Site Report Family Outcome Survey, Spring 2021
 - m. COLA/Quality Improvement Funding
 - n. Board of Directors Budget Revision Letter
 - o. Budget Revision Justification
 - p. Budget Revision FY 2020-2021 Request

Discussion was held on the agenda items presented.

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

ACTION**Motion to Approve**

Motion made by: Tim Stribling

Motion seconded by: Don Hollingsworth

Chairman Randy Heady asked for discussion on the motion.

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

CSBG PROGRAM REPORT

**LANELLE GODSEY
COMMUNITY SERVICES DIRECTOR**

LaNelle Godsey presented the second quarter services dashboard for CSBG and the year-to-date progress with the Case Management Programs.

- The agency served 2,906 households.
- The average assistance per household was \$409.65.

DISCUSSION

The county offices are doing a great job promoting the programs.

Mrs. Godsey advised that copies of the UCHRA Bylaws are included in the meeting binder. The agency is required to provide a copy of the Bylaws to the board every two years to make sure the board is familiar with the Bylaws and how they operate.

Mrs. Godsey advised that UCHRA distributes commodities in all

fourteen counties. The agency will be receiving additional food from USDA. In order for the agency to get the food distributed to clients, we would like to get more volunteers. If there are groups or anyone in the counties that would like to volunteer their time they may contact the County Coordinator's.

DISCUSSION

A recommendation was made for LaNelle to send an email to the board requesting volunteers for the event and contact information.

PROGRAM UPDATES MARK FARLEY, EXECUTIVE DIRECTOR

Holly Montooth, UCHRA Transportation Director, gave an update on the UCHRA transportation department:

- At the height of the pandemic the transit operators performed over 8,000 trips monthly. Last month that number increased to 19,000.
- UCHRA transit operators are needed in Pickett and Macon counties. If there are individuals interested please contact the UCHRA office.
- UCHRA is expanding the My Ride Volunteer Transportation Program into Warren county and recruiting volunteers.
- The agency set a target date of mid-June for the entire fleet to have the wheelchair safety bars installed. Currently, we are at 70%.
- We have been working with Uber Technology's to design an on-demand service which will be PickupUC. The service will be implemented later this summer. Once the service is operational, Cookeville riders may request a UCHRA trip through the UBER app.

DISCUSSION

EXECUTIVE DIRECTOR REPORT

**MARK FARLEY,
EXECUTIVE DIRECTOR**

Executive Director Mark Farley advised that the Community Corrections Program has been restored back into the Governor's budget. The program serves the 13th and the 31st districts. We will continue to try and get the program in the 15th district.

DISCUSSION

Executive Director Mark Farley advised that Glen Sayes secured a \$900,000 THDA grant to do emergency and transitional housing.

Glen Sayes advised that the new THDA grant will allow the agency to hire four outreach workers. The workers will be stationed in counties outside of Putnam County. If there are individuals in your county recovering from substance abuse and is interested in a contracted position refer them to the substance abuse office at UCHRA. Once the positions are established, the outreach workers will be responsible for identifying people with needs, linking them with the substance abuse office, and being a conduit for the mayors.

Executive Director Mark Farley announced that the agency will be hosting a Boot Camp Day for Mayors and their key staff, Policy Council members, and any of the federal delegation that would like to learn about the agency programs. A date was set for May 19, 2021, from 9:00 until 3:30.

DISCUSSION

Executive Director Mark Farley advised that the Comptroller's office and the General Assembly crafted a bill to change the structure of the board. The bill is passing all the committees and the Governor is expected to sign the bill in May. Prior to the next board meeting, a Steering Committee A meeting will be held to align the Bylaws to the new state statute.

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 comments were presented.

MEETING CONCLUDED**CHAIRMAN RANDY HEADY**

Chairman Randy Heady advised that he would accept a motion to adjourn.

ADJOURN**Motion to Adjourn:**

Motion made by: Denny Robinson

Motion seconded by: Allen Foster

Policy Council members voted unanimously to adjourn the April 21, 2021 meeting.

CONCLUSION**11:47 A.M.**


Chairman Randy Heady