

Executive Committee Meeting Agenda | April 12, 2023

1. **Call to Order | Randy Heady, Chairman**
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Randy Heady, Chairman**
 - a. UCHRA Executive Committee Meeting Minutes – February 15, 2023
 - b. UCHRA Policy Council Report
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
 - a. January and February Financial Reports
 - b. 2023-2024 Board of Director Letters
 - c. 2022-2023 COVID Response Program Policies
 - d. Building Quote
 - e. 2022-2023 Class Scores
 - f. 2022-2023 Family Outcome Survey
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
7. **Action Items | Randy Heady, Chairman**
 - a. UCHRA Line of Credit
 - b. TCRS Employer Contribution Rate Certification
 - c. Strategic Plan
 - d. Performance Evaluations
 - Mark Farley, Executive Director
 - Ginger Stout, Finance Director
8. **Program Updates | Mark Farley, Executive Director**
9. **Executive Director Report | Mark Farley, Executive Director**
10. **Old Business | Randy Heady, Chairman**
11. **New Business | Randy Heady, Chairman**
12. **Public Comments | Randy Heady, Chairman**
13. **Adjourn | Randy Heady, Chairman**

Upper Cumberland Human Resource Agency
Executive Committee Meeting

DRAFT MINUTES	FEBRUARY 15, 2023	11:40 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Vice Chairman Jeff Mason		
TYPE OF MEETING	UCHRA Executive Committee Meeting		
FACILITATOR	Vice Chairman Jeff Mason		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Greg Mitchell, Dale Reagan, Allen Foster, Matt Adcock, Jimmy Johnson, Lloyd Williams, Steve Jones, Steven Barlow, Stephen Bilbrey, Sam Gibson, Jeff Mason, John Potts, Terry Bell, Denny Robinson, Jerry Lowery		
MEMBERS ABSENT	Josh Miller, Randy Heady, Randy Porter, Laurin Wheaton, David Sullivan, Ryle Chastain, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER	VICE CHAIRMAN JEFF MASON	
CALL TO ORDER	Vice Chairman Jeff Mason 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	VICE CHAIRMAN JEFF MASON	
DISCUSSION	<p>Vice Chairman Jeff Mason advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • Executive Committee Meeting Minutes – December 21, 2022 • 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: Greg Mitchell Motion seconded by: Stephen Bilbrey</p> <p>Vice Chairman Jeff Mason 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 UCHRA financial report for July 1, 2022 through December 31, 2022.</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: Stephen Bilbrey</p>		

ACTION	Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	GUEST SPEAKER MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	Executive Director Mark Farley introduced Ashley Walton, Upper Cumberland Community Registered Nurse Navigator with the UT College of Nursing. Ms. Walton gave an update on the immunization program in the Upper Cumberland.
	VAN BUREN COUNTY HEAD START REPORT MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program. <ul style="list-style-type: none"> a. November and December Financial Reports b. Contracts and Memorandums of Understanding c. 2023/2024 Continuation Grant Application <p>A motion was made to approve the Van Buren Head Start Report.</p>
ACTION	<u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Steven Barlow Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	CSBG UPDATE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR
DISCUSSION	LaNelle Godsey gave an update on the CSBG program. <ul style="list-style-type: none"> • The dashboards for September, 2022 through January, 2023 were presented. The CARES funds ended in August-September, 2022. The new program year for LIHEAP and the Community Services Block Grant program began in October. The agency was low on LIHEAP funds in January. A new grant will start in May that will help assist clients with rental assistance. • Weatherization Program - In January, five units were completed totaling over \$41,000 in Putnam, Pickett, Fentress, and Macon counties. • Child and Adult Care Food Program served sixty-nine active daycares with \$34,090 units of meals and snacks. <p>A motion was made to approve the CSBG update.</p>
ACTION	<u>Motion to Approve</u> Motion made by: Steven Barlow Motion seconded by: Greg Mitchell Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	ACTION ITEMS VICE CHAIRMAN JEFF MASON a. Procurement Policies
DISCUSSION	Executive Director Mark Farley advised that the Department of Children Services asked the agency to make a minor addition to the purchasing procedures to add the following:

DISCUSSION	<p>Penalties for violations of the standards of conduct of the procurement regulations shall result in the following:</p> <ul style="list-style-type: none"> • Reprimand by Executive Director and/or Executive Committee • Dismissal by Executive Director and/or Executive Committee • Any legal action necessary <p>A motion was made to approve the addition to the purchasing procurement.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Steven Barlow Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.</p>
PROGRAM UPDATES	MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	<p>Megan Spurgeon gave an update on the Empower Upper Cumberland program. February 15th is the first official day that applications are being accepted. Applications are available at empoweruppercumberland.org and through the UCHRA website. If there are low income families that do not have internet access they can call 833-367-6937 for assistance. There is a research component to the program. Once families are deemed eligible for the program they can fall under one of two categories. The component will help determine what is successful about the program and what is not.</p> <p>Executive Director Mark Farley announced that there is a summary of the Upper Cumberland Opioid Summit and a copy of the Kids Count State of the Child 2022 information in the meeting binders. He encouraged everyone to take the information with them.</p> <p>Executive Director Mark Farley introduced Joseph Flury, owner of J&G Exterior Solutions. Mr. Flury was the winner of the Pitch It Contest that was recently held. The Pitch It Contest helps individuals coming out recovery to start their own business by putting seed money capital into the business.</p> <p>Michael Miller announced that there were five groups that participated in the Pitch It Contest. The groups talked about their dream and their hope. The winner received a small business grant of \$15,000.00 through the Recovery to Work program.</p>
EXECUTIVE DIRECTOR REPORT	EXECUTIVE DIRECTOR MARK FARLEY
DISCUSSION	The Executive Director Report was covered under program updates.
OLD BUSINESS	VICE CHAIRMAN JEFF MASON
DISCUSSION	No report was presented for discussion.
NEW BUSINESS	VICE CHAIRMAN JEFF MASON
DISCUSSION	No new business was presented for discussion.
PUBLIC COMMENTS	VICE CHAIRMAN JEFF MASON
DISCUSSION	There were no public comments presented.
ADJOURN	VICE CHAIRMAN JEFF MASON

DISCUSSION	Vice Chairman Jeff Mason advised that he would accept a motion to adjourn.
ACTION	<u>Motion to Adjourn:</u> Motion made by: Steven Barlow Motion seconded by: Steve Jones The UCHRA Executive Committee voted unanimously to adjourn the February 15, 2023 meeting.
CONCLUSION 12:00 p.m.	

Randy Heady, Chairman

Sam Gibson, Secretary

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

DRAFT MINUTES	APRIL 5, 2023	10:30 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady called the meeting to order.		
TYPE OF MEETING	UCHRA Policy Council		
FACILITATOR	Chairman Randy Heady		
NOTETAKER	Sherry Thurman		
MEMBERS PRESENT	Randy Heady, Sam Gibson, Marvin Lusk, Charlene Whitaker, Keisha Richards, Cindy Putman, Brent Anderson, Kristi Paling, Marie Ferran, Bill Gibson, Anne Stamps, Michael Burton, Barbara Wheeler, Don Hollingsworth, Bob Depriest, Linda Pastrick, Marilyn Davis		
MEMBERS ABSENT	Terri Dunn, Katelyn Hicks		
	CALL TO ORDER	CHAIRMAN RANDY HEADY	
CALL TO ORDER	Chairman Randy Heady called the meeting to order and welcomed everyone.		
	APPROVAL OF MINUTES	CHAIRMAN RANDY HEADY	
DISCUSSION	Chairman Randy Heady asked for a motion to approve the minutes of the February 15, 2023 Policy Council meeting.		
	A motion was made to approve the minutes.		
ACTION	<p><u>Motion to Approve</u> Motion made by: Marvin Lusk Motion seconded by: Don Hollingsworth Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>		
	UCHRA PROGRAM REPORT	MARK FARLEY, EXECUTIVE DIRECTOR	
	<p>*Overview of the Highlands Training Center *CSBG Needs Assessment *Strategic Plan</p>		
DISCUSSION	Executive Director Mark Farley introduced Ryan Barnhart with the Highlands Training Center. The Highlands Training Center is a core partner of Empower UC. Mr. Barnhart gave an overview of the Highlands Training Center and how the center will be assisting the participants in the Empower Program.		

DISCUSSION	<p>Jordan Herald, UCHRA Community Services Assistant Director gave an update on the CSBG Community Needs Assessment. Within the assessment the agency gathers data on what the needs are for the communities. The five top needs for the 2022 Needs Assessment were:</p> <ul style="list-style-type: none"> • Higher Paying Jobs • Access to Affordable Housing • Quality Job Opportunities • Resources for Individuals who are Homeless • Access to Mental Health Services <p>Discussion was held on how the agency can assist in addressing these needs for the communities.</p> <p>Executive Director Mark Farley presented the 2023-2025 Strategic Plan for UCHRA to the Policy Council.</p>
DISCUSSION	<p>UCHRA DASHBOARDS LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</p>
DISCUSSION	<p>LaNelle Godsey presented and gave an update on the Community Services Dashboards for January and February, 2023.</p>
DISCUSSION	<p>ROUNDTABLE MARK FARLEY, EXECUTIVE DIRECTOR</p> <p>Executive Director Mark Farley advised that there has been legislation this year to eliminate the Tennessee Commission on Children and Youth (TCCY). The is a great agency that takes care of children. If you feel this is a great agency, and you have the opportunity to speak to your legislator, please express to them how valuable the agency is to the communities.</p> <p>Kristi Paling announced that the Upper Cumberland Council on Children and Youth will have a Legislative Breakfast on April 14th, from 8:30-11:00 a.m., at the Upper Cumberland Development District. Anyone that would like to participate can register.</p> <p>Kristi Paling announced that the Putnam County Blue Ribbon Committee will be presenting Safeguarding our Children and Youth on April 28th, 9:00 a.m. until 12:00 p.m., at the Upper Cumberland Development District. Topics of discussion will be: mental health, dangers of social media, etc. Registration is required.</p>
DISCUSSION	<p>OLD/NEW BUSINESS CHAIRMAN RANDY HEADY</p> <p>No old/new business was presented for discussion.</p>
DISCUSSION	<p>PUBLIC COMMENTS CHAIRMAN RANDY HEADY</p> <p>There were no public comments presented.</p>
DISCUSSION	<p>ADJOURN CHAIRMAN RANDY HEADY</p>

	ADJOURN	CHAIRMAN RANDY HEADY
ADJOURN	Chairman Randy Heady advised that he would accept a motion to adjourn.	
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Marie Ferran Motion seconded by: Linda Pastrick</p> <p>The Policy Council members voted unanimously to adjourn the April 5, 2023 meeting.</p>	
CONCLUSION 11:45 a.m.		

Chairman Randy Heady

Upper Cumberland Human Resource Agency
07/01/2022 - 02/28/2023

Total Agency Grant Related Expenditures

Federal Grantor Revenue	\$ 13,975,898
State Grantor Revenue	\$ 1,834,876
Contract Revenues	\$ 1,207,213
Fares	\$ 199,673
Other Revenue	\$ 119,025
Inkind	\$ 231,925
TOTAL REVENUE	\$ 17,568,609
Salaries and Wages	\$ 5,199,767
Employee Benefits & Taxes	\$ 1,509,818
Total Personnel Expenses	\$ 6,709,585
Professional Fees	\$ 743,351
Supplies	\$ 156,377
Communication & Advertising	\$ 221,195
Postage & Shipping	\$ 6,087
Occupancy	\$ 482,443
Equipment Rental & Maintenance	\$ 32,601
Travel/Fuel	\$ 964,863
Training	\$ -
Vehicle Maintenance	\$ -
Transportation Trips	\$ -
Insurance	\$ 202,753
Assistance to Individuals	\$ 5,710,998
Printing	\$ 52,682
Contracted Services	\$ 618,932
Food	\$ 11,158
Miscellaneous	\$ 11,313
RTAP-Training	\$ -
Job Access Trips	\$ 178,470
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ -
Capital-Mobility Management	\$ -
Reimbursable Capital Exp.	\$ 580,044
In-kind / CPE	\$ 231,925
Total Non-Personnel Expenses	\$ 10,205,193
Total Direct Program Expenses	\$ 16,914,777
Administrative Expenses	\$ 1,205,032
TOTAL EXPENSES	\$ 18,119,810

Program Match \$ 551,200

Program/Matching Revenues

State Appropriation	\$ 145,890
Dues	\$ 184,630
Unrestricted Donations	\$ 2,895
Interest	\$ 1,258
TOTAL REVENUE	\$ 334,673

Non Grant Related Expenditures

Other	\$ 83,691
Lakeside	\$ -
Interest on Line of Credit	\$ 5,887
TOTAL EXPENSES	\$ 89,577
Revenue Over (Under) Exp	\$ 245,096
Match Requirement	\$ 551,200
Revenue Over (Under) Exp	\$ 796,296
Inc (Dec) Transit Fund Balance	\$ (371,646)
Unrestricted Revenue	\$ 65,542

**April 2023 Head Start Action Items
Executive Summary**

January and February Financial Reports

- Program 51 Budgets
- 2023-2024 COLA/Quality Budget Justification
- 2023-2024 COLA/Quality Budget Narrative
- 2023-2024 One Time Supplement Budget Narrative
- Request for One Time Supplemental Funds
- 2022-2023 Carryover Budget Request
- Credit Card Statements and In-Kind Reports

2023-2024 Board of Directors Letters

- Carryover Request
- One Time Supplemental Request
- COLA Increase and Quality Improvement

2022-2023 COVID Response Program Policies

Building Quote

2022-2023 Class Scores

2022-2023 Family Outcome Survey

HEADSTART PROGRAM 51
7/01/2022-6/30/2023

POSITION	BUDGET	MONTHLY	YTD EXP	Feb-23 BALANCE	PREV YTD EXP
a. PERSONNEL					
Child Health and Developmental Services Personnel					
1. Program Managers & Content Area Experts	-	-	-	-	-
2. Teachers/Infant Toddler Teachers	51,283.00	2,778.40	27,011.40	24,271.60	24,233.00
3. Family Child Care Personnel	-	-	-	-	-
4. Home Visitors	-	-	-	-	-
5. Teacher Aides & Other Education Personnel	95,328.00	10,418.75	66,350.02	28,977.98	55,931.27
6. Health/Mental Health Services Personnel	-	-	-	-	-
7. Disabilities Services Personnel	28,662.00	1,543.36	16,444.17	12,217.83	14,900.81
8. Nutrition Services Personnel	-	-	-	-	-
9. Other Child Services Personnel	64,103.00	5,787.38	43,402.55	20,700.45	37,615.17
Transition Specialist	-	-	-	-	-
Family and Community Partnerships Personnel					
10. Program Managers & Content Area Experts	31,673.00	2,639.42	20,029.18	11,643.82	17,389.76
11. Other Family & Comm Partnerships Personnel	25,290.00	2,156.25	13,077.66	12,212.34	10,921.41
Program Design and Management Personnel					
12. Executive Director	-	-	-	-	-
13. Head Start/ Early Head Start Director	59,119.00	4,926.58	37,875.31	21,243.69	32,948.73
14. Managers	-	-	-	-	-
15. Staff Development	-	-	-	-	-
16. Clerical Personell	-	-	-	-	-
17. Fiscal Personnel	-	-	-	-	-
18. Other Adminstrative Personell	24,012.00	2,251.15	16,508.43	7,503.57	14,257.28
Other Personnel					
19. Maintenance Personnel	-	-	-	-	-
20. Transportation Personnel	-	-	-	-	-
21. Other Personnel	24,375.00	2,062.50	11,218.75	13,156.25	9,156.25
TOTAL PERSONNEL	403,845.00	34,563.79	251,917.47	151,927.53	217,353.68
b. FRINGE BENEFITS					
1. Social Security(FICA),State Disability, Unemploy	32,308.00	2,879.46	20,037.22	12,270.78	17,157.76
2. Health/Dental/Life Insurance	40,555.00	3,482.57	23,703.49	16,851.51	20,220.92
3. Retirement	22,985.00	2,436.38	17,563.28	5,421.72	15,126.90
4. Other Fringe	-	-	-	-	-
TOTAL FRINGE BENEFITS	95,848.00	8,798.41	61,303.99	34,544.01	52,505.58
c. TRAVEL					
1. Staff Out-Of-Town Travel	100.00	-	-	100.00	-
TOTAL TRAVEL	100.00	-	-	100.00	-
d. EQUIPMENT					
1. Office Equipment	-	-	-	-	-
2. Classroom/Outdoor/Home-based/FCC	-	-	-	-	-
3. Vehicle Purchase	-	-	-	-	-
4. Other Equipment	-	-	-	-	-
5. Equipment Maintenance/Repair	-	-	-	-	-
TOTAL EQUIPMENT	-	-	-	-	-
e. SUPPLIES					
1. Office Supplies	5,500.00	42.21	962.81	4,537.19	920.60
2. Child and Family Services Supplies	14,607.00	2,385.59	4,602.35	10,004.65	2,216.76
3. Food Service Supplies	5,000.00	-	520.65	4,479.35	520.65

4. Other Supplies	6,000.00	645.57	2,434.85	3,565.15	1,789.28
TOTAL SUPPLIES	31,107.00	3,073.37	8,520.66	22,586.34	5,447.29
f. CONTRACTUAL					
1. Administrative Services(Legal,Accounting)		-	-	-	-
2. Health/Disabilities Services	11,000.00	654.68	6,879.11	4,120.89	6,224.43
3. Food Service	2,500.00	3,779.22	21,955.25	(19,455.25)	18,176.03
4. USDA		(4,398.63)	(21,155.62)	21,155.62	(16,756.99)
5. Training & Technical Assistance	10,000.00	1,270.00	7,821.50	2,178.50	6,551.50
6. Family Child Care		-	-	-	-
7. Delegate Agency Costs		-	-	-	-
8. Other Contracts		-	-	-	-
TOTAL CONTRACTUAL	23,500.00	1,305.27	15,500.24	7,999.76	14,194.97
g. CONSTRUCTION					
1. New Construction		-	-	-	-
2. Major Renovation		-	-	-	-
3. Acquisitin of Buildings/Modular Units		-	-	-	-
TOTAL CONSTRUCTION		-	-	-	-
h. OTHER					
1. Depreciation/Use Allowance		-	-	-	-
2. Rent		-	-	-	-
3. Mortgage		-	-	-	-
4. Utilities, Telephone	15,200.00	1,730.03	11,830.21	3,369.79	10,100.18
5. Building & Child Liability Insurance	5,000.00	-	3,207.74	1,792.26	3,207.74
6. Building Maintenance/Repair and Other Occupand	24,000.00	697.50	8,412.93	15,587.07	7,715.43
7. Incidental Alterations/Renovations		-	-	-	-
8. Local Travel	100.00	-	-	100.00	-
9. Nutrition Services	21,373.00	2,149.29	3,134.41	18,238.59	985.12
10. Child Services Consultants	-	-	-	-	-
11. Volunteers		-	-	-	-
12. Substitutes(if not paid benefits)		-	-	-	-
13. Parent Services	6,500.00	405.27	5,303.92	1,196.08	4,898.65
14. Accounting & Legal Services	1,500.00	-	-	1,500.00	-
15. Publications/Advertising/Printing	5,500.00	897.00	1,273.50	4,226.50	376.50
16. Training or Staff Development	15,756.00	6,385.10	7,583.39	8,172.61	1,198.29
17A. Vehicle Operations	29,725.00	455.22	10,028.62	19,696.38	9,573.40
17B. Administrative Cost	7,500.00	1.74	1,492.59	6,007.41	1,490.85
19. Education Incentive-Teachers	-	-	-	-	-
20. Training Initiatives	-	-	-	-	-
21. Program Improvements	-	-	-	-	-
TOTAL OTHER	132,154.00	12,721.15	52,267.31	79,886.69	39,546.16
i. TOTAL DIRECT CHARGES	686,554.00	60,461.99	389,509.67	297,044.33	329,047.68
j. Indirect Costs	49,600.00	6,494.00	59,611.97	(10,011.97)	53,117.97
TOTALS - ALL BUDGET CATEGORIES	736,154.00	66,955.99	449,121.64	287,032.36	382,165.65
IN-KIND	134,039.00	69,146.90	184,045.74	(6.74)	114,898.84

MONTHLY EXPENSES 66955.99
OVERAGE ON INDIRECT COST
TOTAL DRAWDOWN

66955.99
6494.00
60461.99

Director of Finance & Administration

Date

**HEADSTART PROGRAM 51
7/01/2022-6/30/2023**

POSITION	BUDGET	MONTHLY	YTD EXP	Jan-23	PREV
				BALANCE	YTD EXP
a. PERSONNEL					
Child Health and Developmental Services Personnel					
1. Program Managers & Content Area Experts	-	-	-	-	-
2. Teachers/Infant Toddler Teachers	51,283.00	2,536.80	24,233.00	27,050.00	21,696.20
3. Family Child Care Personnel		-	-	-	-
4. Home Visitors		-	-	-	-
5. Teacher Aides & Other Education Personnel	95,328.00	8,981.26	55,931.27	39,396.73	46,950.01
6. Health/Mental Health Services Personnel		-	-	-	-
7. Disabilities Services Personnel	28,662.00	2,186.43	14,900.81	13,761.19	12,714.38
8. Nutrition Services Personnel		-	-	-	-
9. Other Child Services Personnel	64,103.00	5,284.13	37,615.17	26,487.83	32,331.04
Transition Specialist		-	-	-	-
Family and Community Partnerships Personnel					
10. Program Managers & Content Area Experts	31,673.00	2,564.71	17,389.76	14,283.24	14,825.05
11. Other Family & Comm Partnerships Personnel	25,290.00	1,875.00	10,921.41	14,368.59	9,046.41
Program Design and Management Personnel					
12. Executive Director		-	-	-	-
13. Head Start/ Early Head Start Director	59,119.00	4,835.41	32,948.73	26,170.27	28,113.32
14. Managers		-	-	-	-
15. Staff Development		-	-	-	-
16. Clerical Personell		-	-	-	-
17. Fiscal Personnel		-	-	-	-
18. Other Adminstrative Personell	24,012.00	2,251.15	14,257.28	9,754.72	12,006.13
Other Personnel					
19. Maintenance Personnel		-	-	-	-
20. Transportation Personnel		-	-	-	-
21. Other Personnel	24,375.00	1,406.25	9,156.25	15,218.75	7,750.00
TOTAL PERSONNEL	403,845.00	31,921.14	217,353.68	186,491.32	185,432.54
b. FRINGE BENEFITS					
1. Social Security(FICA),State Disability, Unemploy	32,308.00	2,671.64	17,157.76	15,150.24	14,486.12
2. Health/Dental/Life Insurance	40,555.00	3,497.88	20,220.92	20,334.08	16,723.04
3. Retirement	22,985.00	2,238.01	15,126.90	7,858.10	12,888.89
4. Other Fringe		-	-	-	-
TOTAL FRINGE BENEFITS	95,848.00	8,407.53	52,505.58	43,342.42	44,098.05
c. TRAVEL					
1. Staff Out-Of-Town Travel	100.00	-	-	100.00	-
TOTAL TRAVEL	100.00	-	-	100.00	-
d. EQUIPMENT					
1. Office Equipment		-	-	-	-
2. Classroom/Outdoor/Home-based/FCC		-	-	-	-
3. Vehicle Purchase		-	-	-	-
4. Other Equipment		-	-	-	-
5. Equipment Maintenance/Repair		-	-	-	-
TOTAL EQUIPMENT	-	-	-	-	-
e. SUPPLIES					
1. Office Supplies	5,500.00	45.98	920.60	4,579.40	874.62
2. Child and Family Services Supplies	14,607.00	103.47	2,216.76	12,390.24	2,113.29

3. Food Service Supplies	5,000.00	17.92	520.65	4,479.35	502.73
4. Other Supplies	6,000.00	520.75	1,789.28	4,210.72	1,268.53
TOTAL SUPPLIES	31,107.00	688.12	5,447.29	25,659.71	4,759.17
f. CONTRACTUAL					
1. Administrative Services(Legal,Accounting)		-	-	-	-
2. Health/Disabilities Services	11,000.00	1,002.40	6,224.43	4,775.57	5,222.03
3. Food Service	2,500.00	2,437.79	18,176.03	(15,676.03)	15,738.24
4. USDA		(2,742.99)	(16,756.99)	16,756.99	(14,014.00)
5. Training & Technical Assistance	10,000.00	1,755.00	6,551.50	3,448.50	4,796.50
6. Family Child Care		-	-	-	-
7. Delegate Agency Costs		-	-	-	-
8. Other Contracts		-	-	-	-
TOTAL CONTRACTUAL	23,500.00	2,452.20	14,194.97	9,305.03	11,742.77
g. CONSTRUCTION					
1. New Construction		-	-	-	-
2. Major Renovation		-	-	-	-
3. Acquisitin of Buildings/Modular Units		-	-	-	-
TOTAL CONSTRUCTION		-	-	-	-
h. OTHER					
1. Depreciation/Use Allowance		-	-	-	-
2. Rent		-	-	-	-
3. Mortgage		-	-	-	-
4. Utilities, Telephone	15,200.00	1,677.42	10,100.18	5,099.82	8,422.76
5. Building & Child Liability Insurance	5,000.00	-	3,207.74	1,792.26	3,207.74
6. Building Maintenance/Repair and Other Occupand	24,000.00	199.00	7,715.43	16,284.57	7,516.43
7. Incidental Alterations/Renovations		-	-	-	-
8. Local Travel	100.00	-	-	100.00	-
9. Nutrition Services	21,373.00	169.87	985.12	20,387.88	815.25
10. Child Services Consultants	-	-	-	-	-
11. Volunteers		-	-	-	-
12. Substitutes(if not paid benefits)		-	-	-	-
13. Parent Services	6,500.00	255.18	4,898.65	1,601.35	4,643.47
14. Accounting & Legal Services	1,500.00	-	-	1,500.00	-
15. Publications/Advertising/Printing	5,500.00	-	376.50	5,123.50	376.50
16. Training or Staff Development	15,756.00	-	1,198.29	14,557.71	1,198.29
17A. Vehicle Operations	29,725.00	159.88	9,573.40	20,151.60	9,413.52
17B. Administrative Cost	7,500.00	0.17	1,490.85	6,009.15	1,490.68
19. Education Incentive-Teachers	-	-	-	-	-
20. Training Initiatives	-	-	-	-	-
21. Program Improvements	-	-	-	-	-
TOTAL OTHER	132,154.00	2,461.52	39,546.16	92,607.84	37,084.64
i. TOTAL DIRECT CHARGES	686,554.00	45,930.51	329,047.68	357,506.32	283,117.17
j. Indirect Costs	49,600.00	7,052.38	53,117.97	(3,517.97)	46,065.59
TOTALS - ALL BUDGET CATEGORIES	736,154.00	52,982.89	382,165.65	353,988.35	329,182.76
IN-KIND	184,039.00	23,183.32	114,898.84	69,140.16	91,715.52

MONTHLY EXPENSES 52982.89
OVERAGE ON INDIRECT -3517.97
TOTAL DRAWDOWN 49464.92

Director of Finance & Administration

Date

Staff Title	No. of hours work Yearly	Current Hourly /Salary	Total Salary	COLA Increase 6.5%	New COLA Hourly	Total COLA Increase Yearly	Cola Total Yearly	Quality Increase 5%	Current Hourly Total	Quality Yearly	Total Yearly Salary
Teacher (Brie)	1840 hrs.yearly	\$12.50 hourly	\$23,000 yearly	.81 hourly	\$13.31 hourly	\$24,490 yearly	\$1,490	.63 hourly	13.94 hourly	\$1,159	\$25,649
Teacher Aide (Ruth)	1800	\$12.50	\$22,500	.81 hourly	\$13.31 hourly	\$23,958	\$1,458	.63 hourly	13.94 hourly	\$1,134	\$25,092
Teacher Aide (Ashley)	1800	\$12.50	\$22,500	.81 hourly	\$13.31 hourly	\$23,958	\$1,458	.63 hourly	13.94 hourly	\$1,134	\$25,092
Teacher (Jamie)	1840	\$15.10	\$27,784	.98 hourly	\$16.08	\$29,587	\$1,803	.76 hourly	16.84 hourly	\$1,399	\$30,986
Teacher Aide (Dollie)	1800	\$12.50	\$22,500	.81 hourly	\$13.31 hourly	\$23,958	\$1,458	.63 hourly	13.94 hourly	\$1,134	\$25,092
Teacher Aide (Rebecka)	1800	\$12.50	\$22,500	.81 hourly	\$13.31 hourly	\$23,958	\$1,458	.63 hourly	13.94 hourly	\$1,134	\$25,092
Education Supervisor/ Asst Mentor Coach	1840	\$19.00	\$34,960	1.24	\$20.24	\$37242	\$2,282				
Literacy Aid/Safety Coordinator (Hilda)	1950	\$14.35	\$27,982	.93	\$15.28	\$29,796	\$1,814				
Family/Community Partnership Specialist (Carrie)	2080		\$31,673 yearly		\$2059	\$33,732	\$2,059				
Family Service	1950	\$16.00	\$31,200	1.04	\$17.04	\$33,228	\$2,028				

delivery components. In the event one volunteer has multiple children in the program, time for Reading Logs and/or Home Activities can only be counted for one child. Rate is figured on teacher aides with no credentials.

Parent volunteers will participate in the following:

Home Activities = maximum 5 hours monthly

Power Packs = not to exceed 30 minutes daily

(example Parent has power pack 10 days regardless of time parent declare spent valuation would be 10 days x 30 minutes per day = 5.00 hours

Monthly Reading not to exceed 20 minutes daily average Cannot count more, regardless of parents declaration. Additional reading not to exceed 20 minutes daily on the in kind for books and power packs.

Calculation $12.50 \times 2080 = 26,000$ salary

$26,000 \times 23\% = 5,980$

$26,000 + 5,980 = 31,980$

2080 hours - 296 vacation, sick and personal hours = 1784 hours

$31,980 / 1784 = 17.93$ hourly

5. Volunteer services shall be documented by sign in/out forms, in-kind forms including time records.

Please see attached document form (A) In-kind procedure and (B) In-kind form.

Object Class Catagories	Program Operations	T/TA
Personnel	34,979.00	0.00
Fringe Benefits	4,897.00	0.00
Travel		0.00
Equipment		0.00
Supplies		0.00
Contractual		0.00
Construction		0.00
Other	7,906.00	0.00
Indirect Cost	7,883.00	0.00
Total	55,665.00	0.00

UCHRA HEAD START Budget Justification								HEAD START		
								PA22	PA20	
Personnel										
	Number	Avg. Salary								
Teachers	2	2,926						5,851.00		
Teacher Assistant	4	2,592						10,368.00		
Disability Service Personnel	1	2,006	100% paid by Head Start			This position 90% Health and Disabilities 10% admin		2,006.00		
Assistant Mentor Coach/ Education Supervisor	1	2,282						2,282.00		
Literacy Aid/ Safety Coordinator	1	1,814						1,814.00		
Family and Community Partnership Specialist	1	2,059						2,059.00		
Family Service Worker	1	2,028						2,028.00		
Custodian	1	1,458						1,458.00		
Safety Coordinator	1	3270						3,270.00		
Management/Admin										
	Position	Salary								
	Head Start Director	3,843	100% paid by Head Start			Head Start Director split 50% Admin/ 50% Education		3,843.00		
	Exec		based on previous years salary; salary indicated in indirect cost, please see submitted indirect cost rate agreement and cost allocation plan							
	Fiscal		based on previous years salary; salary indicated in indirect cost, please see submitted indirect cost rate agreement and cost allocation plan							
Personnel Total								34,979.00		
Fringe										
Health Insurance	Based on expenditures to date for previous year cost of insurance is running 9% projection is based on no changes to staff participation									
Retirement	State Retirement system 19,970 is the amount of those eligible to contribute X 6% match								2,099.00	
Social Security (FICA), State Disability, Unemployment (FUTA), Worker's Compensation, State Unemployment	Salaries of those con	\$344,647.00	X8%					2,798.00		
Fringe Total								4,897.00		
Travel										
Staff out of Town Travel	Physical/Mandatory drug testing/Mandatory Finger Printing	As required	As determined by required and/or random selection	# Attending 1 each trip	Positions As required	Fee/Registration The state of Tennessee general reimbursement rate for standard mileage effective August 1, 2011 is 47 cents per mile.	These dollars are only used in the event a Head Start vehicle is unavilabe			
Travel Total								0.00		
Equipment										
Playground Piece	To replace playground to piece to ensure safety and reduce maintenance									
Equipment Total								0.00		
Supplies										
Office	Pens, Copy Paper, Print Cartridges, File Folders, etc (based on current year expenditures to date)									
Classroom/ Playground	Sand, Crayons, Construction Paper, Play-doh, Replacement of tables, chairs, bookshelves, cots, as necessary classroom/gross motor materials, etc(based on current year expenditures to date)									
Food Service Supplies	Utensils, Plates, Bowls, cooking utensils, maintain snack packs and food pantry program to meet the needs of families as indicated in family well-being in the event community partners are unavailable to provide assistance through In Kind									
Program Supplies	Bleach, detergent, toilet paper towels, mops brooms, trash bags, cleaning supplies, etc associated with Custodial Services Associated With The Head Start Center projected \$4,600. Replace Surveillance and Associated Internet Technology Needs as determined by grantee merging process the cost of each item will be determined through the bid process at the time of conversion for the 18 satellite offices maintained by UCHRA/UCDD, Lawn Tractor with front end loader to keep playground up to mandated safety guidelines due to inability to keep entire playground up to specifications with a wheel barrow and shovel projected 16,000 bids unattainable from the state bid process at this time. Must utilize Tennessee State Contracted bids submitted through email April 6, 2020. Storage for preservation, security, and maintaining lawn tractor \$3985. State bids will be used in the purchase of all items at the time of purchase.									
Supplies Total								0.00		
Contractual										
Health / Disabilities Services	Contracted staff physicals to include mandatory DOT, projected \$360.00 minimum to \$1,170 maximum depending on exeperations and new hires. Average of \$630.00. Random drug tests projected from pervious state mandated selection projected at \$1,800. CPR First/Aid mandates projected \$1,040. Contracted Children physicals as indicated by population needs. Contracted Children dentals as indicated by population needs. Mental Health Contract 1,820 at a minimum if there are no additional services required ie: additional classroom observations, training for parents and staff, child evaluations, consulting, etc projeced average \$2,500. Contracted Health and Disability miscellaneous support aids to be determined as needs arise.									
Food Services	To offset cost of feeding children and mandated staff eating with children not reimbursed by CACFP/USDA									

Request for One Time Supplemental Funds.

The program is requesting one-time supplemental funds in the amount \$179,840.00 for the following projects. \$34,120 for a shade covering on the playground that was damaged during a storm. This cover provides the children with crucial shade from the sun while playing outside. The program is requesting \$86,450 to replace the tin on the roof which is in dire need of repair. The roof on the center is the original roof, the building is provided by the county school system as in kind and is the only building in the remote area serviced by the program. The program has occupied the building for thirty one years. During the last rainy period the roof is now leaking in the gym area which prohibits children from accessing an indoor gross motor area during rainy periods. The program is requesting \$7,570 to move the staff bathroom from the kitchen area to an existing storage area allowing for the program to be in compliance with local environmental requirements.. This move will enable staff and visitors to access the bathroom without interrupting kitchen duties and adhere to health and safety guidelines. The program is requesting a sum of \$29,450 to install an outbuilding to house all heat/air regulated supplies which will be removed from the storage closet to allow for the staff/visitor bathroom. In direct cost in the amount of \$22,250 The program is requesting a waiver for the required non federal share at this time Policy Council and Board approval is forthcoming. Your consideration in this matter is greatly appreciated.



UCHRA Van Buren County Head Start Carryover Request

Upper Cumberland Human Resource Agency Head Start is requesting at this time the use of carryover funds in the amount of \$12,059. We are requesting a carryover of these funds in the amount of \$4,284 in supplies category for additional supplies for program use as well as \$1,809 for indirect, \$2,686 in contractual category for additional materials for the purpose of addressing disability and mental health issues in the classroom with children who are experiencing behavioral outbursts, and \$3,280 from other category to continue the backpack feeding program to aid the children and families enrolled in the program. Your immediate attention and consideration in allowing the program the opportunity to carry over the balance from FY21 requested is as always greatly appreciated. If you have any questions you can contact me at eblaylock@uchra.com (423-881-5182).

Respectfully,

Elsie Blaylock

CREDIT CARD REPORT
FEBRUARY 2023

Vendor	Date	Item	Amount	Code
STAPLES BUSINESS	1/6/2023	1CT-MANILA FOLDERS	42.21	E1
		3-1 GALLON STORAGE BAGS	108.93	E2
		12-100/BO VINYL GLOVES,	68.44	F2
REGIONS--AMAZON	1/11/2023	-SOUNDBAR SYSTEM WITH IR REMOTE FUNCTIO	159.36	E2
REGIONS -DOLLAR GENERAL	1/13/2023	6-LYSOL SPRAY'S	48.00	E4
		10 PKS-FRUIT BOWLS, 5PKS-APPLESAUCE,6- HAM	63.35	F3
		3-CHILI WITH BEANS, 6 MINI RAVIO		
REGIONS-AMAZON	1/18/2023	PK OF 250 16X6X13 TOTE BAGS	102.99	E4
		PK OF 250 8X5X10 TOTE BAGS	76.99	F2
REGIONS-NAEYC	1/18/2023	ANNUAL ACCREDITATION LEVEL 1	650.00	H15
STAPLES BUSINESS	1/19/2023	6/CARTON TCELL PASSIVE AIR SYSTEMS	247.32	E4
		ACCESSORIES BLUE SPLACH		
REGIONS-WAL MART	1/23/2023	184.5 OUNCE ALL LIQUID LAUNDRY DETERGENT	14.97	E4
		DIAPER GENIE PLAYTEX REFILL BAGS	69.38	E2
		6 CT ORANGE JUICE, CRANBERRY-ORANGE		
		MUFFINS, BANANA NUT MUFFINS, BLUEBERRY		
		MUFFINS, 2-24 CT DRINKING WATER,		
		6-COCONUT MILK YOGURT, HALF GALLON		
REGIONS- WAL MART	1/23/2023	ALMOND MILK,	36.87	H13
STAPLES BUSINESS	1/23/2023	2- 6/CARTON GLASS CLEANER, 8/CARTON	213.80	E4
		PURELL GEL HAND SANITIZER REFILL, 4/CARTON		
		MILD FOAM SOAP		
		CS-ELECTRODES ADULT & INFANT/CHILD		
		CARDIAC SCIENCE AED'S	179.99	F2
REGIONS-AED SUPERSTORE	1/24/2023	GJ # 3231 REMOVE SALES TAX-AED	-15.99	F2
		SUPERSTORE		
		MEMBERSHIP LEVEL: SC-REGULAR RITA		
REGIONS-SOUTHER EARLY	1/25/2023	MAYFIELD	50.00	H15
CHILDHOOD ASSOCIATION	1/25/2023	MEMBERSHIP LEVEL: SC-REGULAR CARRIE	50.00	H15
		SWAFFORD		
		MEMBERSHIP LEVEL: SC-REGULAR JAMIE		
REGIONS-NHSA	1/25/2023	GOFORTH	50.00	H15
		ANNUAL CONFERENCE	970.00	F5
		31-CHEERIOS CEREAL, 16-WHOLE KERNEL		
SAMS CLUB	1/25/2023	CORN,	2149.29	H9
		4-CLUB CRACKERS SNACK STACKS, 31 PANCAKE		

MIX, 16-STARKIST TUNA, 31-SYRUP, 31-GARDEN VEGGIE STRAWS, 16, BEEF REVIOLI, 20-POT PIES, 16- MOTT'S APPLE JUICE, 31-5 LB PEARS	2/3/2023	2-BOYS HUGGIES PULL-UPS, 2- GIRLS HUGGIES PULL-UPS	167.92	EZ
APPLE SAUCE, CHERRY FRUIT MIX, PINEAPPLE BOWLS, GREEN BEANS, PEACH FRUIT BOWLS, MANDARIN ORANGE BOWLS, PORK N BEANS, TUNA	1/26/2023		27.60	F3
REGIONS-DOLLAR GENERAL	1/26/2023	ERESA TRAINING	300.00	F2
REGIONS -NHSA	1/27/2023	MONTHLY FAX LINE SUBSCRIPTION	16.44	F2
REGIONS-DROPBOX SIGN	2/28/2023	GJ#3220 DEDUCT SALES TAX	-1.46	h16
REGIONS-OMNI ATLANTA HOTEL	1/27/2023	HOTEL RESESRVATION-NHSA CONFERENCE MEMBERSHIP/SUBSCRIPTION TEACHING	1385.10	H15
REGIONS-NAEYC	1/30/2023	YOUNG CHILDREN & LARGE AFFILIATE	97.00	
Total			\$7,328.50	

**HEADSTART INKIND
Feb-23**

**PERSONNEL PROF GOODS &
SERVICES OCCUPANCY EQUIP MILEAGE TOTAL**

July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
August	\$8,049.88	\$38.67	\$2,197.37	\$0.00	\$0.00	\$200.52	\$10,486.44	
September	\$10,986.76	\$734.73	\$1,546.30	\$0.00	\$0.00	\$2,080.16	\$15,347.95	
October	\$9,423.55	\$580.10	\$17,490.27	\$0.00	\$0.00	\$3,782.37	\$31,276.29	
November	\$7,886.73	\$0.00	\$5,052.45	\$0.00	\$0.00	\$2,962.90	\$15,902.08	
December	\$13,415.15	\$54.91	\$3,117.57	\$0.00	\$0.00	\$2,115.13	\$18,702.76	
January	\$10,664.38	\$154.68	\$10,816.32	\$0.00	\$0.00	\$1,547.94	\$23,183.32	
February	\$26.90	\$44,713.00	\$0.00	\$24,407.00	\$0.00	\$0.00	\$69,146.90	
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
June Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
TOTAL	\$60,453.35	\$46,276.09	\$40,220.28	\$24,407.00	\$0.00	\$12,689.02	\$184,045.74	

CREDIT CARD REPORT

JANUARY 2023

Vendor	Date	Item	Amount	Code
CAPITAL ONE	11/30/2023	5 CANS GREEN BEANS, 3 CANS PEAS, 6 CANS CHEF BOY ARD	12.78	E3
		4 BTL DESPENSER, 1 FUNNEL	5.14	E3
		4 MM LOCK	5.47	E4
		PAMP EASYUP, PAMP CRUIS, PC GP 4-5 B, SNUG GIRL	103.47	E2
		6-GAUGES	5.88	H17A
		21 BABY FOODS, 1 BABY CEREAL	49.86	F3
STAPLES BUSINESS	12/1/2022	1- BRIGHTON PROF JRP 2 PLY TOILET PAPER	53.48	E4
		2-PURELL PRF MDL RN CERT FM FOAM SOAP	157.08	E4
REGIONS BANK-WAL MART	12/9/2022	HUFFY 18 IN GIRL'S BIKE	116	H13
	12/10/2022	INTERIOR DORR KNOBS WITH LOCK AND KEY	17.98	E4
	12/16/2022	2- 16 IN BOYS BIKE	128.68	H13
REGIONS-AMAZON	12/21/2022	CHILDREN'S ARM SLING WITH SHOULDER STRAP	8.8	F2
REGIONS BANK-DROP BOX	12/27/2022	MONTHLY SUBSCRIPTION -FAX LINE	14.98	F2
REGIONS-AMAZON	12/28/2022	150 CT AAA INDUSTRIAL BATTERIES	45.98	E1
	12/29/2022	1- 10PCS DOOR STOPS	29.99	E4
		1-MARS WELNESS KIDS SHOULDER AND ARM SLING, 1-DISPOSABLE GLOVE AND FACIAL TISSUE WIRE RACK	9.9	F2
		2 WIRELESS REMOTE DOOR ALARM	16.97	F2
		33 GALLON TRASH BAGS	25.98	E4
	12/30/2022	1-MEDICAL CABINET FIRST AID LOCKING DOOR AND 2 SHELVES FOR MEDICINE & BANDAGES	45.99	E4
CAPITAL ONE	1/3/2023	GV SHRIMP, COCONUT MILK, ALMOND MILK, TOSTADAS, CORN TORTILLA, 5 YOGURTS, TOMATOES PKE SALAD-8	43.99	F2
			92.92	F3
Total			\$991.32	

HEADSTART INKIND
Jan-23

	PERSONNEL	PROF	GOODS & SERVICES	OCCUPANCY	EQUIP	MILEAGE	TOTAL
July	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
August	\$8,049.88	\$38.67	\$2,197.37	\$0.00	\$0.00	\$200.52	\$10,486.44
September	\$10,986.76	\$734.73	\$1,546.30	\$0.00	\$0.00	\$2,080.16	\$15,347.95
October	\$9,423.55	\$580.10	\$17,490.27	\$0.00	\$0.00	\$3,782.37	\$31,276.29
November	\$7,886.73	\$0.00	\$5,052.45	\$0.00	\$0.00	\$2,962.90	\$15,902.08
December	\$13,415.15	\$54.91	\$3,117.57	\$0.00	\$0.00	\$2,115.13	\$18,702.76
January	\$10,664.38	\$154.68	\$10,816.32	\$0.00	\$0.00	\$1,547.94	\$23,183.32
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$60,426.45	\$1,563.09	\$40,220.28	\$0.00	\$0.00	\$12,689.02	\$114,898.84



March 12, 2023

Department of Health and Human Services
Division of Children and Families
Administration of Children and Families
61 Forsyth St. Suite 4M60
Atlanta, Georgia 30303-8909

Ref,; Grant No. 04CH10011-000

Dear Sir or Madam,

As the Board of Directors chairperson, the Carryover Request Application was approved as indicated.

Sincerely,

Randy Heady
UCHRA
Van Buren County Head Start



March 13, 2023

Department of Health and Human Services
Division of Children and Families
Administration of Children and Families
61 Forsyth St. Suite 4M60
Atlanta, Georgia 30303-8909

Ref.; Grant No. 04CH0011574

Dear Sir or Madam,

As the Board of Directors Chairperson, the request to approve the 2023/2024 One Time Supplement request was approved as indicated.

Sincerely,

Randy Heady
UCHRA
Van Buren County Head Start



March 12, 2023

Department of Health and Human Services
Division of Children and Families
Administration of Children and Families
61 Forsyth St. Suite 4M60
Atlanta, Georgia 30303-8909

Ref.; Grant No. 04CH0011574

Dear Sir or Madam,

As the Board of Directors Chairperson, the request to approve the 2023/2024 COLA increase and Quality Improvement was approved as indicated.'

Sincerely,

Randy Heady
UCHRA
Van Buren County Head Start

22.23 COVID-19 Response Program policies

STAFF Precautions

*Social distancing practices ie: staying 6ft apart and limited close contact will be considered in all actions.

ALL Staff must have their temperature checked daily, along with conducting a [COVID Questionnaire](#) prior to assuming duties (only document completion of Questionnaire- if issue or concern and immediately contact supervisor for guidance). (Anyone registering over 100.4 is not permitted to stay and will be required to proceed to the health department for verification if COVID test is required.)

Any staff member having a positive COVID test result in their home is required to notify the Head Start Director and HDSS via email with copy results so that determinations of best actions/placements can be discussed/made.*See [Action plan for suspected/confirmed cases of Covid 19 for more details.](#)

Center:

The Hand Washing Station will be stocked and ready at entry to the building. Staff are responsible to wash their hands, check their temps, and conduct the [COVID Questionnaire](#) (only fill out a Questionnaire form - if issue or concern and immediately contact supervisor for guidance) prior to moving through-out the building. (Indicate having done so by initialing next to the name on the sign into the center sheet. Lysol spray down the sign-in/out area including pens after each use. Use Hand-Sanitizer to conclude the process.)

Busses:

Assigned staff will be responsible for implementing the COVID loading/unloading process in a drive thru manner, by placing the bus in the best position possible to allow appropriate and safe traffic flow. Assigned staff are responsible for checking temperatures at buses. A non-contact infrared thermometer will be used according to the package directions. The designated staff will use Hand-Sanitizer prior to and between each temperature check.

Precautions in Center

In addition to special activities, parents and community partners are welcome to pick up their child in the afternoon or just stop by for a visit. *All persons must have their temperature checked-it must be under 100.4 to stay * All persons must wash their hands and sign in. *Any persons who will be entering the classrooms with children MUST fill out a [COVID Questionnaire](#) - If answer YES to any,they will not be permitted further access). (Staff will indicate having assisted/ensured the process by initialing next to the name on the sign into the center sheet and then, Lysol spray down the sign-in/out area including pens after each use. Use Hand-Sanitizer to conclude the process.)

Increased cleaning, sanitation, & disinfection routines. The classrooms/ facility will be cleaned thoroughly upon the conclusion of the scheduled day by Janitor/Maintenance staff; sanitized and disinfected with Viruserv foggers with Effersan tablets solution set to run via timer during closing hours for 2 hours to cover complete square footage thoroughly. Additional tables for eating and activities added to support distancing efforts. Air purifiers added for enhanced air quality. Increased access to handwashing stations and/or hand sanitizer stations to decrease spread of germs.

Precautions on Busses

Children from different homes shall not be seated within the same seat.

The buses will be sanitized and disinfected with AZ-F24 solution upon arriving at the center and at the conclusion of each day's routes by assigned staff.

Child Arrival Procedures

Center:

COVID loading/unloading process in a drive thru manner by placing the vehicles in the best position possible to allow appropriate and safe traffic flow, designated zone at front entry awnings with cones- will only utilize one awning in occasion of rain. Assigned staff will conduct temperature checks on all persons in the vehicle.(A non-contact infrared thermometer will be used according to the package directions. The designated staff will use Hand-Sanitizer prior to and between each temperature check.)***Obtain Signatures for Release and any forms/etc as indicated and retrieve child, assist child to classroom.** *If Anyone registers over 100.4 the child is not permitted to stay. They will need to seek COVID-19 testing for the family (testing should be arranged immediately to alleviate absences). If negative and temperature free they will be permitted to return the following day or 24 hrs fever free without fever reducing medication- otherwise they will follow direction of Health Department guidance such as quarantine (10 days/24 hrs scheduled Excused Absence with note).Children who quarantine will be non-scheduled or present off site with meals for attendance purposes. In the event there is a Failure to get tested (child will not be permitted to return for 10 days-If tested the following day or 24 hrs temperature free: Excused absence with note and without fever reducing medication. Absent Unexcused; and if unable to return at that time may be dropped from the program.*

Busses:

COVID loading/unloading process in a drive thru manner by placing the bus in the best position possible to allow appropriate and safe traffic flow. Assigned staff will be responsible to conduct temperature checks on all persons in the vehicle.(A non-contact infrared thermometer will be used according to the package directions. The designated staff will use Hand-Sanitizer prior to and between each temperature check.)***Obtain Signatures for Release and any forms/etc as indicated and retrieve child, assist child to bus.** *If Anyone registers over 100.4 the child is not permitted to stay. They will need to seek COVID-19 testing for the family with the local*

Health Department (testing should be arranged immediately to alleviate absences). If negative and temperature free they will be permitted to return the following day or 24 hrs fever free without fever reducing medication- otherwise they will follow direction of Health department guidance such as quarantine(10/24 scheduled Excused Absence with note).In the event there is a Failure to get tested(child will not be permitted to return for 10 days- Absent Unexcused; and if unable to return at that time may be dropped from the program.

Naps

As per Licensing regulations, a quiet rest area and cots shall be available for all children who want to rest or nap. We provide: individual cot, a cot cover, a blanket, and pillow for each child. Cots are positioned in order to avoid the spread of airborne diseases, face to feet alternating pattern, unless they are separated by an appropriate solid barrier. Cots shall be positioned at least eighteen inches (18") apart to allow an adult to walk between them, unless they are separated by a solid barrier. Covers and blankets are washed on routine schedule and cots/covers/blankets/ & pillows are disinfected daily.

Mealtime

Additional tables added to support distancing efforts.

Teeth Brushing

Since oral health is such a neglected issue in our area (no dental provider/etc), we feel it necessary to continue to approach this practice in many measures including daily classroom teeth brushing. Each child is provided their own individual toothbrush which is sanitized daily using timed UV light. Only one child at a time is allowed at each sink, and each sink is sprayed with bleach solution between uses to eliminate germs.

Child Release Procedures

Center:

Bus departure is a priority over center pick-up.

Parents should not pick their child up before 2:00 (unless emergency). COVID loading/unloading process in a drive thru manner by placing the vehicles in the best position possible to allow appropriate and safe traffic flow, designated zone at front entry awnings with cones- will only utilize one awning in occasion of rain. ***Assist child to Guardian, Obtain Signatures for Release and any forms/etc as indicated, release child.**

Busses:

COVID loading/unloading process in a drive thru manner by placing the vehicles in the best position possible to allow appropriate and safe traffic flow, designated zone at front entry awnings with cones- will only utilize one awning in occasion of rain. ***Assist child to Guardian, Obtain Signatures for Release and any forms/etc as indicated, release child.**

All applicable program policies and procedures are still in effect. These two have been included within this document for quick referencing.

Universal Precautions/ Proper Hygiene Procedure

Prevention and Control of Infectious Diseases and Contagious Conditions by Illness Exclusion procedure



YEARGAN'S QUALITY BARNs

Tommy Yeargan

1432 Yeargan Farm Lane

Spencer, TN 38585

Cell: (423) 240-8103 or Home: (423) 577-5117

Specializing in Metal Roofs, Barns, Pools, and Heavy Steel

Estimate

Date: 02-06-2023

For: VCHRA Van Buren County Head Start

Address: 24038 State Route 30, Spencer, TN 38585

From: Tommy Yeargan (yearganbarns@gmail.com) 423-240-8103

Phone: 423-881-5182

Description:

**60' x 120' Metal Roof Replacement-Storage Building
Installed-Bathroom Moved and Storage Closet Built**

Remove and replace 72 squares of 26 gauge metal roofing	\$86,450
Remove and replace 72 squares of fiberglass insulation	
Repair purlins where needed	
Remove and replace 320' of 6" gutter and downspouts	

12'x14' out building insulated and wired for storage building	\$29,450
1 electric wall unit installed for heating and cooling in storage building	
Building to be placed on west end of building by doors	

Toilet and sink removed from kitchen area and a new toilet and sink will be installed on the opposite side of existing wall	\$ 7,570
A storage closet will be built where bathroom area was for kitchen storage	

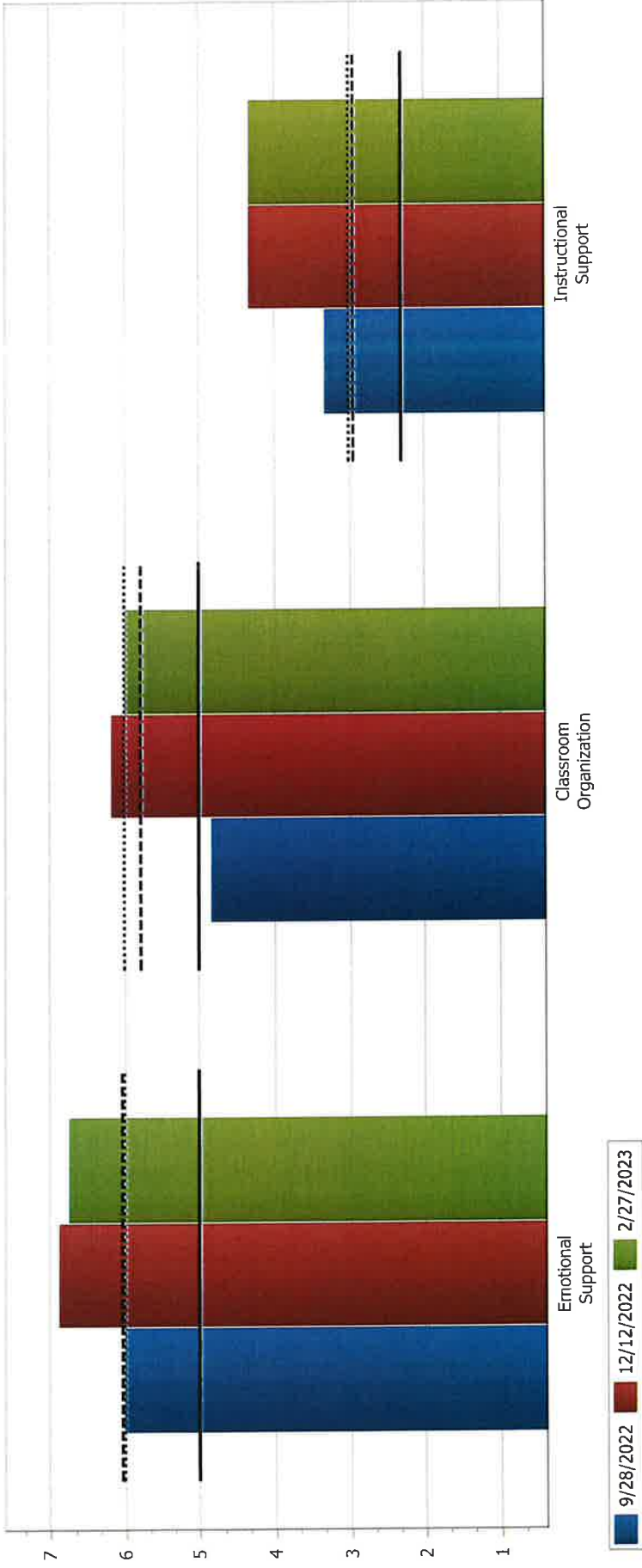
- All waste material to be removed from job site
-

**** Total ****	\$123,470
-----------------	-----------

Upper Cumberland HRA 5620 - Pre-K CLASS® Score Charts

Quality Thresholds
2020 National Average - - - -
Re-competition Level _____

Upper Cumberland HRA - Van Buren County Head Start - Classroom A



	ES	CO	IS
9/28/2022	6	4.83	3.33
12/12/2022	6.88	6.17	4.33
2/27/2023	6.75	6	4.33

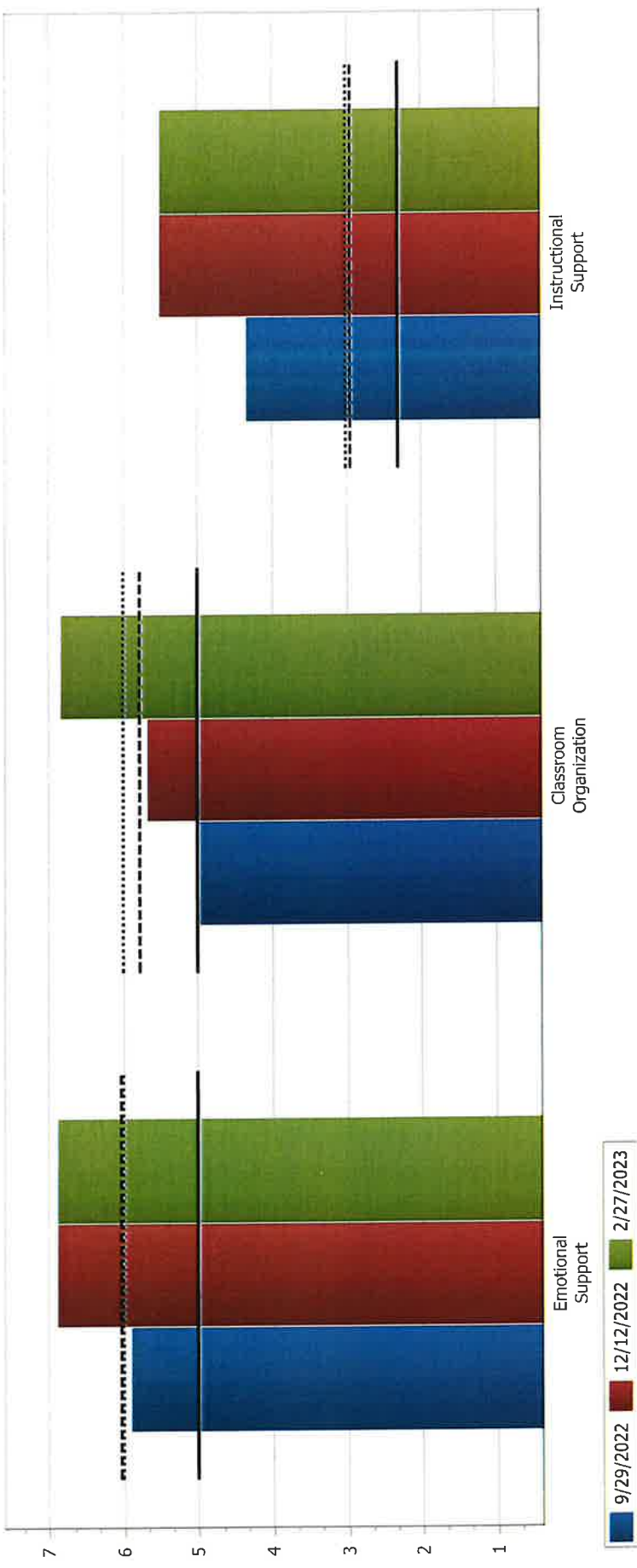
Classroom Assessment Scoring System® and CLASS® are registered trademarks of Teachstone Training, LLC ("Teachstone"). 675 Peter Jefferson Parkway, Suite 400, Charlottesville, VA 22911, <http://teachstone.com>. Teachstone is the copyright owner of the Pre-K CLASS® Manual and Pre-K - 3 Score Sheet by Robert Pianta, Karen La Paro, and Bridget Hamre, and these materials are used with Teachstone's permission.



Upper Cumberland HRA 5620 - Pre-K CLASS® Score Charts

Quality Thresholds
2020 National Average - - - -
Re-competition Level _____

Upper Cumberland HRA - Van Buren County Head Start - Classroom B



	ES	CO	IS
9/29/2022	5.88	5	4.33
12/12/2022	6.88	5.67	5.5
2/27/2023	6.88	6.83	5.5

Classroom Assessment Scoring System® and CLASS® are registered trademarks of Teachstone Training, LLC ("Teachstone"). 675 Peter Jefferson Parkway, Suite 400, Charlottesville, VA 22911, <http://teachstone.com>. Teachstone is the copyright owner of the Pre-K CLASS® Manual and Pre-K-3 Score Sheet by Robert Pianta, Karen La Paro, and Bridget Hamre, and these materials are used with Teachstone's permission.

Upper Cumberland Human Resources Agency Agency Report Family Outcomes Survey Spring 2022-20223



Prepared By:



About this Report:

This report represents a snap-shot of the opinions and experiences of the parents and guardians in the Upper Cumberland Human Resources Agency. The outcomes of this report should be used as one of many tools to guide the program planning process.

Includes surveys received as of 3/10/2023.

Number and Percentage of Responses by Language:

	Total	English
All Sites	39	39 100%
Van Buren	39	39 100%

Percentage of Responses "Very Helpful"

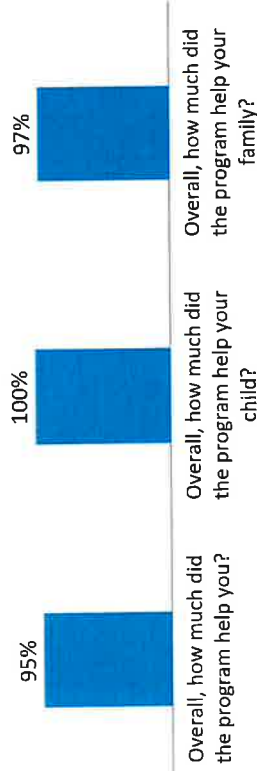


Table of Contents:

Thinking About the Results

Section Descriptions

Section 1: About the CCR Family Outcomes Survey

Survey methodology, scope and intended audience.

Section 2: Snap Shot of Survey Results and Areas of Potential Focus

Percentage of responses by Outcome Area. Specific elements of need for families and potential elements of focus for the program.

Section 3: Specific Family Outcome Focus

Percentage of responses by Elements within each Outcome Area. Specific elements of need for families and potential elements of focus for the program. Comparative Site data.

Section 4: Comparative Demographic Analysis

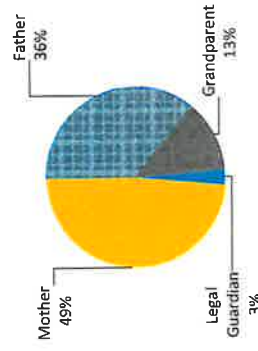
Percentage of "Very Helpful" responses by Survey Language, Respondent Relationship to Child, Respondent Age Group, Pre-K Status, Housing Stability, Length of Time in Program, and Household Type.

Section 5: Data Appendix

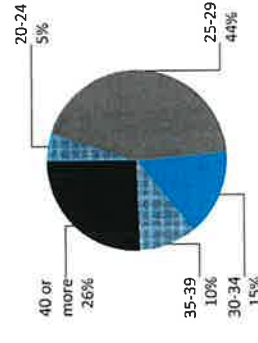
About the Respondents, Children, and Families Included in this Report:

Number of Completed Surveys: 39

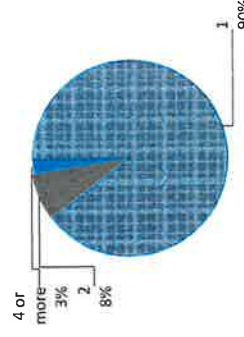
Who Completed the Survey?



How old was the Respondent?



How many places have you lived in the last 12 months?



Section 1: About the CCR Family Outcomes Survey

The CCR Family Outcomes Survey was designed to measure parent opinion on how much they and their families have benefited from Head Start. The survey is fully aligned to "The Head Start Parent, Family, and Community Engagement Framework." That framework identifies seven Family Engagement Outcomes. The CCR Family Outcomes Survey measures Head Start's impact in each of these Outcome Areas:

Family Well-being

Positive Parent-Child Relationships

Families as Lifelong Educators

Families as Learners

Family Engagement in Transitions

Family Connections to Peers and Community

Families as Advocates and Leaders

The survey is composed of six background questions, three questions about the overall helpfulness of the program, two open-ended questions, and 49 detailed questions referred to as Outcome Elements. Each Outcome Element is aligned to one of the Outcome Areas. Combining the data from multiple Outcome Elements provides a richer perspective on each of the Outcome Areas.

The CCR Family Outcomes survey was written at a 4th grade reading level to ensure that the questions were clearly understood by all parents. Repeated focus groups conducted in both English and Spanish confirms the validity of the questions and the survey design.

For each of the Outcome Elements, respondents can answer "Did Not Need Help", "Not Helpful", "Somewhat Helpful", or "Very Helpful". The "Did Not Need Help" answer is critical to include for the Head Start setting because the family supports provided by Head Start programs are both diverse and highly individualized. A handful of parents may receive extensive services in an area that most parents do not need help. Thus, when rating the helpfulness of the program we exclude parents who did not need help in a particular area.

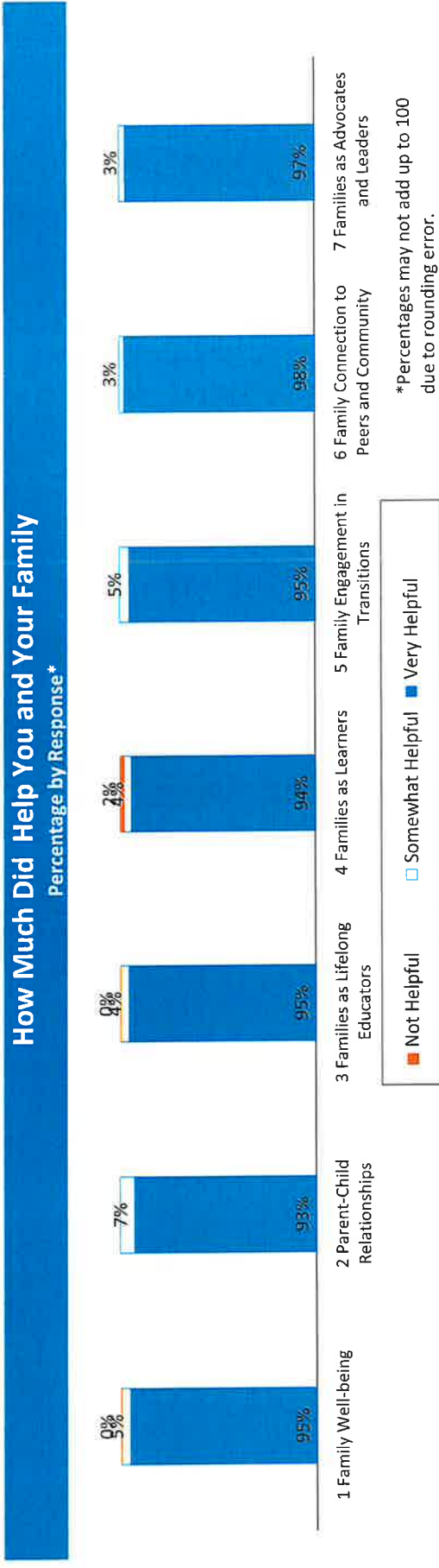
Given that the vast majority of Head Start parents, when asked, talk enthusiastically and at length about how their families have benefited from Head Start, we recommend that programs consider any Outcome Area or Outcome Element with less than 50% of parents Very Helpful in need of critical improvement. This is a rough rule of thumb.

The CCR Family Outcomes Survey was designed, built, tested, and copyrighted by CCR Analytics www.ccr-analytics.com.

Section 2: Snap Shot of Survey Results -- Potential Areas of Focus

Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39



Areas of Strength

Top 5 Elements Based on the Number of Families Responding "Very Helpful"

Area	# Families
You value your child's strengths?	38
With activities to help your child learn at home?	37
you connect with a staff member that you trust?	37
You learn the skills your child needs in Kindergarten?	37
You to help your child adjust to a new school?	37

Potential Areas for Improvement

Top 5 Elements Based on the Number of Families Responding "Not Helpful" or "Somewhat Helpful"

Area	# Families
You deal with emotional health issues (e.g. depression, stress, anxiety)?	4
You find ways to support your child's good behavior?	4
You keep up family routines?	4
with the stress of being a parent?	3
you choose healthy foods for your family?	3

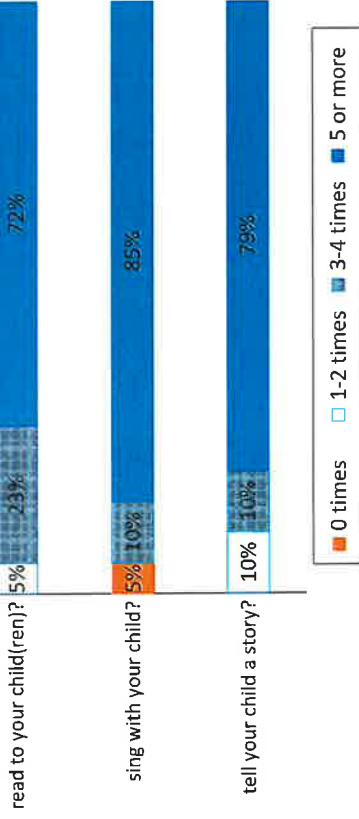
Section 2: Snap Shot of Survey Results -- Focus on School Readiness and Home Literacy Practices

Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

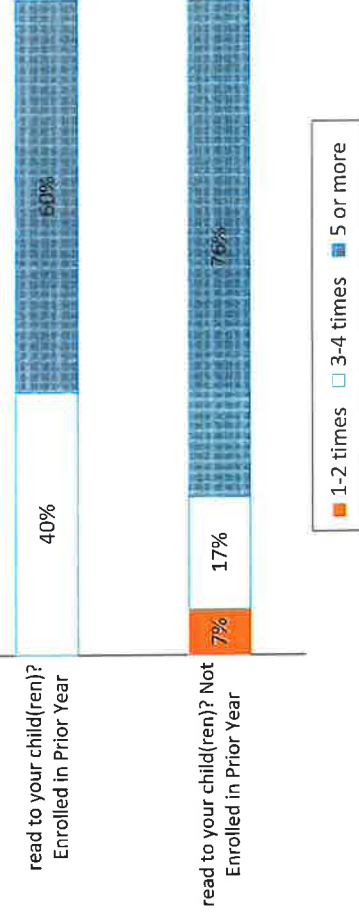
In the last week, how often did you...?

Percentage by Response



In the last week, how many times did you read to your child:

Percentage by Response by if Child Enrolled in Prior Year:



How Much Did Help You and Your Family

Percentage by Response*



Somewhat Helpful Very Helpful

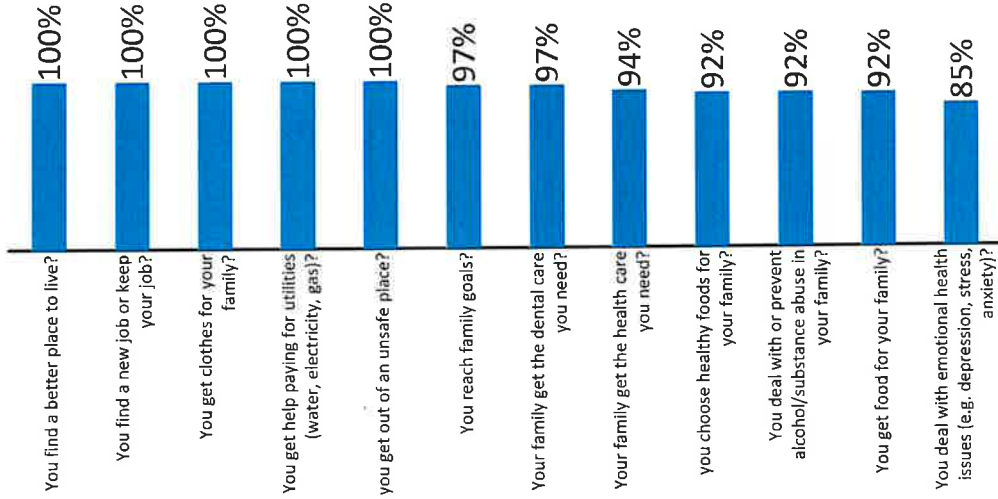
*Percentages may not add up to 100 due to rounding error.

Section 3: Family Outcome # 1 Family Well-being Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

A. Outcome Element

Percentage of Responses "Very Helpful"
How Much Did the Program Help...



How to Use this Data: Figure A shows the percentage of families, who needed help and found the element to be "Very Helpful". Figure B shows the top 3 elements based on the number of families who needed help and found the element to be "Very Helpful". These are the areas of strength for Upper Cumberland Human Resources Agency, where you have high need and high satisfaction. Figure C shows the top 3 elements based on the number of families who needed help and found the element to be either "Not Helpful" or "Somewhat Helpful." Use Figure C as a starting point for discussions around improving family support services as these are specific areas in Upper Cumberland Human Resources Agency where the most families have relatively less satisfaction.

* If enough families indicate need, it is possible that an element can be both an area of strength and a potential area of improvement.

B. Areas of Strength

Top 3 Elements Based on the Number of Families Responding "Very Helpful"

Element	# Families
you choose healthy foods for your family?	36
You reach family goals?	35
You get food for your family?	34

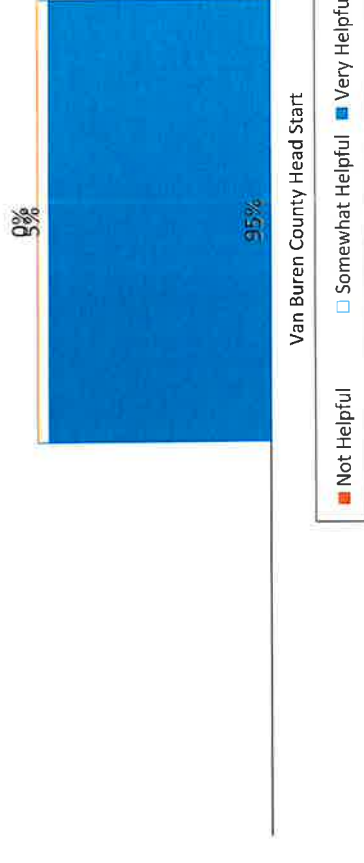
C. Potential Areas for Improvement

Top 3 Elements Based on the Number of Families Responding "Not Helpful" or "Somewhat Helpful"

Element	# Families
You deal with emotional health issues (e.g. depression, stress, anxiety)?	4
you choose healthy foods for your family?	3
You get food for your family?	3

D. by Site

Percentage by Response*



Van Buren County Head Start

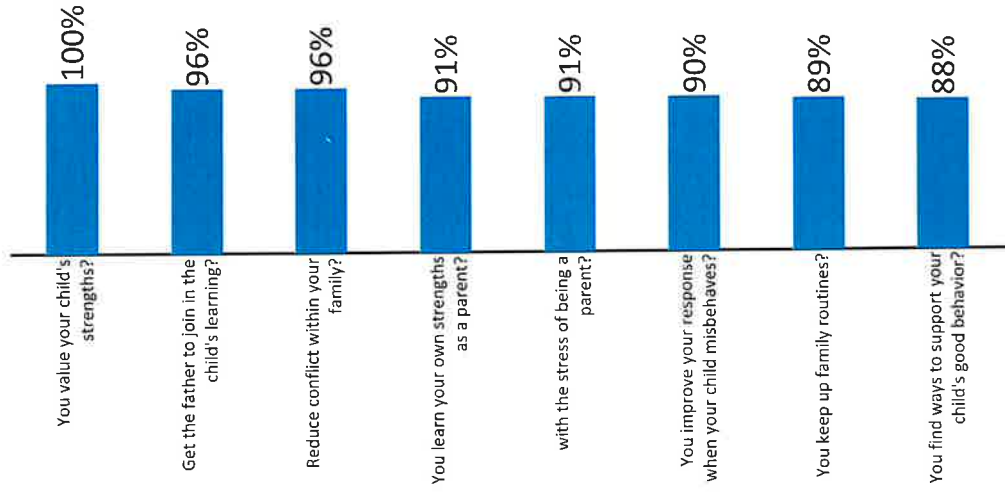
Not Helpful Somewhat Helpful Very Helpful

Section 3: Family Outcome # 2 Parent-Child Relationships Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

A. Outcome Element

Percentage of Responses "Very Helpful"
How Much Did the Program Help...



How to Use this Data: Figure A shows the percentage of families, who needed help and found the element to be "Very Helpful". Figure B shows the top 3 elements based on the number of families who needed help and found the element to be "Very Helpful". These are the areas of strength for Upper Cumberland Human Resources Agency, where you have high need and high satisfaction. Figure C shows the top 3 elements based on the number of families who needed help and found the element to be either "Not Helpful" or "Somewhat Helpful." Use Figure C as a starting point for discussions around improving family support services as these are specific areas in Upper Cumberland Human Resources Agency where the most families have relatively less satisfaction.

* If enough families indicate need, it is possible that an element can be both an area of strength and a potential area of improvement.

B. Areas of Strength

Top 3 Elements Based on the Number of Families Responding "Very Helpful"

Element	# Families
You value your child's strengths?	38
You keep up family routines?	33
You learn your own strengths as a parent?	30

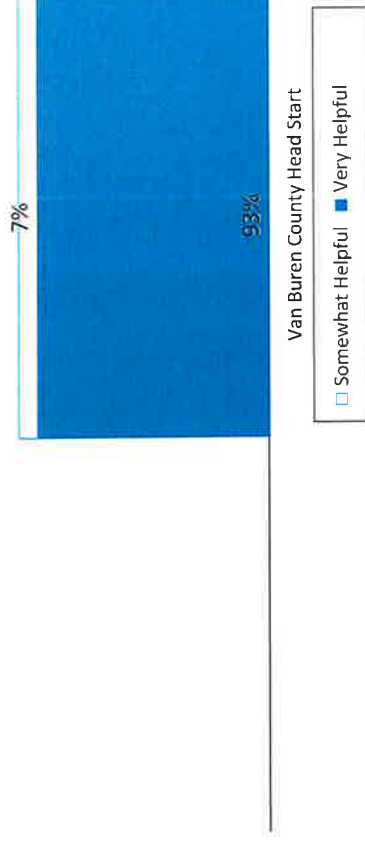
C. Potential Areas for Improvement

Top 3 Elements Based on the Number of Families Responding "Not Helpful" or "Somewhat Helpful"

Element	# Families
You find ways to support your child's good behavior?	4
You keep up family routines?	4
with the stress of being a parent?	3

D. by Site

Percentage by Response*

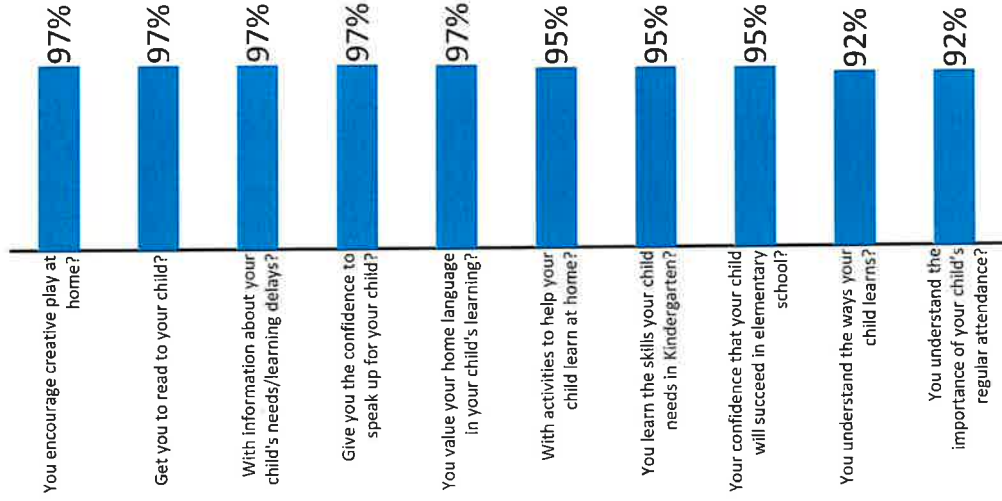


Section 3: Family Outcome # 3 Families as Lifelong Educators Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

A. Outcome Element

Percentage of Responses "Very Helpful"
How Much Did the Program Help...



How to Use this Data: Figure A shows the percentage of families who needed help and found the element to be "Very Helpful". Figure B shows the top 3 elements based on the number of families who needed help and found the element to be "Very Helpful". These are the areas of strength for Upper Cumberland Human Resources Agency, where you have high need and high satisfaction. Figure C shows the top 3 elements based on the number of families who needed help and found the element to be either "Not Helpful" or "Somewhat Helpful." Use Figure C as a starting point for discussions around improving family support services as these are specific areas in Upper Cumberland Human Resources Agency where the most families have relatively less satisfaction.

* If enough families indicate need, it is possible that an element can be both an area of strength and a potential area of improvement.

B. Areas of Strength

Top 3 Elements Based on the Number of Families Responding "Very Helpful"

Element	# Families
With activities to help your child learn at home?	37
You learn the skills your child needs in Kindergarten?	37
Your confidence that your child will succeed in elementary school?	36

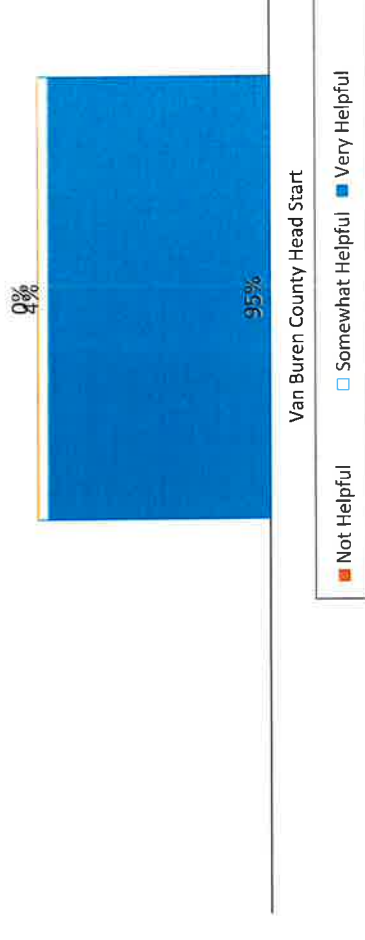
C. Potential Areas for Improvement

Top 3 Elements Based on the Number of Families Responding "Not Helpful" or "Somewhat Helpful"

Element	# Families
You understand the importance of your child's regular attendance?	3
You understand the ways your child learns?	3
With activities to help your child learn at home?	2

D. by Site

Percentage by Response*

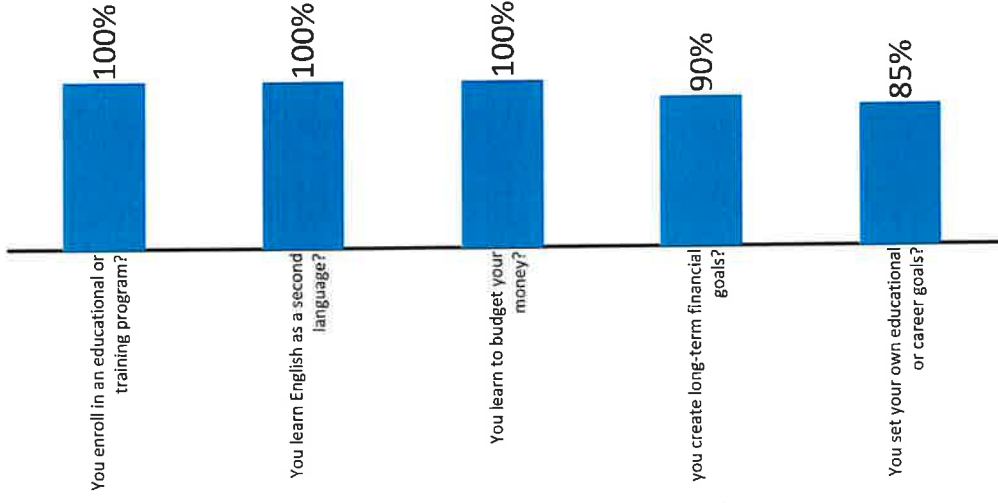


Section 3: Family Outcome # 4 Families as Learners Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

A. Outcome Element

Percentage of Responses "Very Helpful"
How Much Did the Program Help...



How to Use this Data: Figure A shows the percentage of families who needed help and found the element to be "Very Helpful". Figure B shows the top 3 elements based on the number of families who needed help and found the element to be "Very Helpful". These are the areas of strength for Upper Cumberland Human Resources Agency, where you have high need and high satisfaction. Figure C shows the top 3 elements based on the number of families who needed help and found the element to be either "Not Helpful" or "Somewhat Helpful." Use Figure C as a starting point for discussions around improving family support services as these are specific areas in Upper Cumberland Human Resources Agency where the most families have relatively less satisfaction.

* If enough families indicate need, it is possible that an element can be both an area of strength and a potential area of improvement.

B. Areas of Strength

Top 3 Elements Based on the Number of Families Responding "Very Helpful"

Element	# Families
You enroll in an educational or training program?	11
You set your own educational or career goals?	11
you create long-term financial goals?	9

C. Potential Areas for Improvement

Top 3 Elements Based on the Number of Families Responding "Not Helpful" or "Somewhat Helpful"

Element	# Families
You set your own educational or career goals?	2
you create long-term financial goals?	1

D. by Site

Percentage by Response*



Van Buren County Head Start

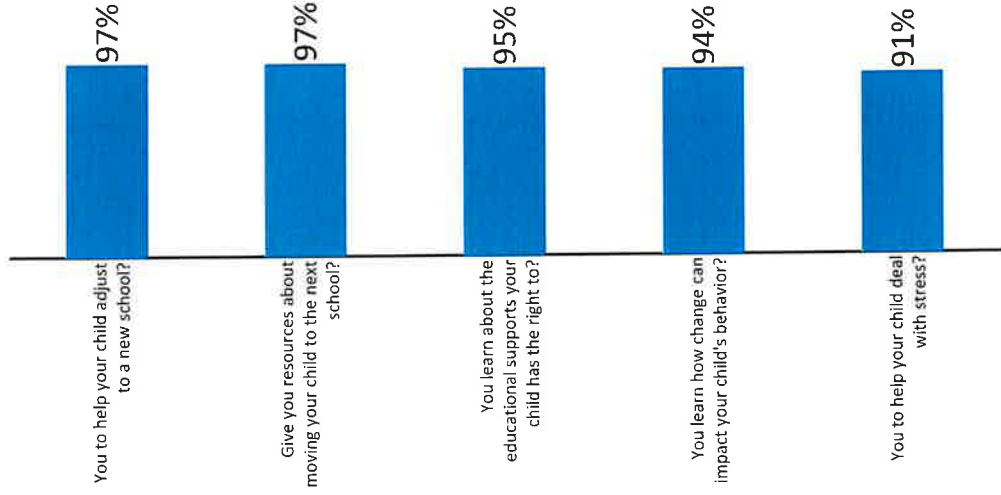
Not Helpful Somewhat Helpful Very Helpful

Section 3: Family Outcome # 5 Family Engagement in Transitions Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

A. Outcome Element

Percentage of Responses "Very Helpful"
How Much Did the Program Help...



How to Use this Data: Figure A shows the percentage of families, who needed help and found the element to be "Very Helpful". Figure B shows the top 3 elements based on the number of families who needed help and found the element to be "Very Helpful". These are the areas of strength for Upper Cumberland Human Resources Agency, where you have high need and high satisfaction. Figure C shows the top 3 elements based on the number of families who needed help and found the element to be either "Not Helpful" or "Somewhat Helpful." Use Figure C as a starting point for discussions around improving family support services as these are specific areas in Upper Cumberland Human Resources Agency where the most families have relatively less satisfaction.

* If enough families indicate need, it is possible that an element can be both an area of strength and a potential area of improvement.

B. Areas of Strength

Top 3 Elements Based on the Number of Families Responding "Very Helpful"

Element	# Families
You to help your child adjust to a new school?	37
Give you resources about moving your child to the next school?	36
You learn about the educational supports your child has the right to?	36

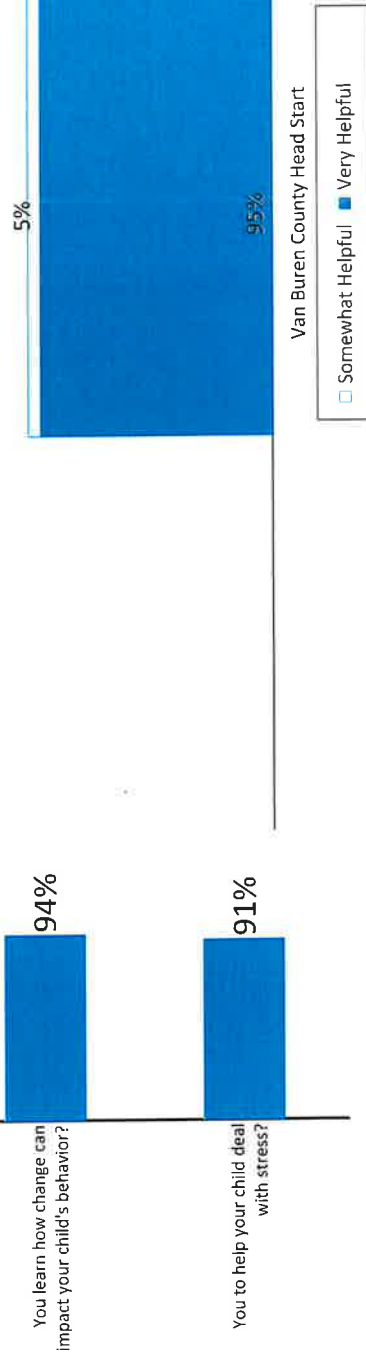
C. Potential Areas for Improvement

Top 3 Elements Based on the Number of Families Responding "Not Helpful" or "Somewhat Helpful"

Element	# Families
You to help your child deal with stress?	3
You learn about the educational supports your child has the right to?	2
You learn how change can impact your child's behavior?	2

D. by Site

Percentage by Response*



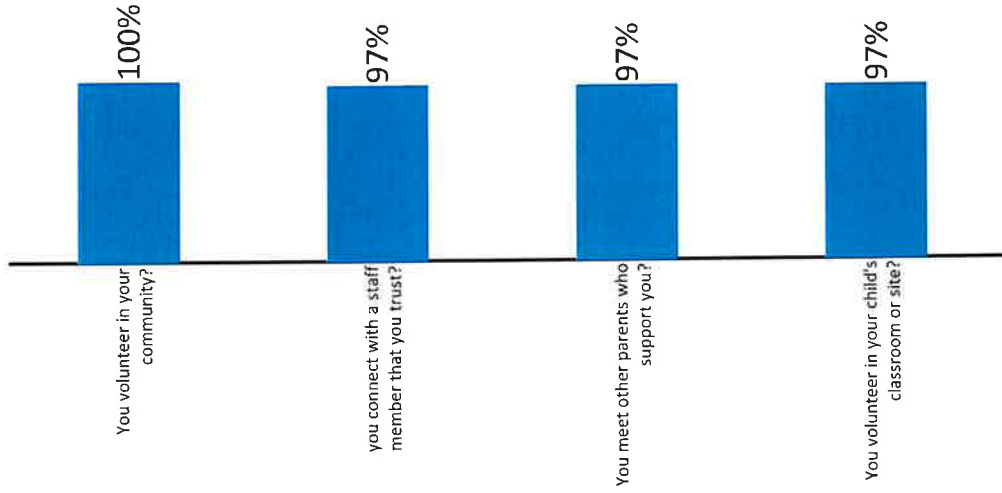
Section 3: Family Outcome # 6 Family Connection to Peers and Community

Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

A. Outcome Element

How to Use this Data: Figure A shows the percentage of families, who needed help and found the element to be "Very Helpful". Figure B shows the top 3 elements based on the number of families who needed help and found the element to be "Very Helpful". These are the areas of strength for Upper Cumberland Human Resources Agency, where you have high need and high satisfaction. Figure C shows the top 3 elements based on the number of families who needed help and found the element to be either "Not Helpful" or "Somewhat Helpful." Use Figure C as a starting point for discussions around improving family support services as these are specific areas in Upper Cumberland Human Resources Agency where the most families have relatively less satisfaction.



* If enough families indicate need, it is possible that an element can be both an area of strength and a potential area of improvement.

B. Areas of Strength

Top 3 Elements Based on the Number of Families Responding "Very Helpful"

	# Families
you connect with a staff member that you trust?	37
You meet other parents who support you?	31
You volunteer in your child's classroom or site?	28

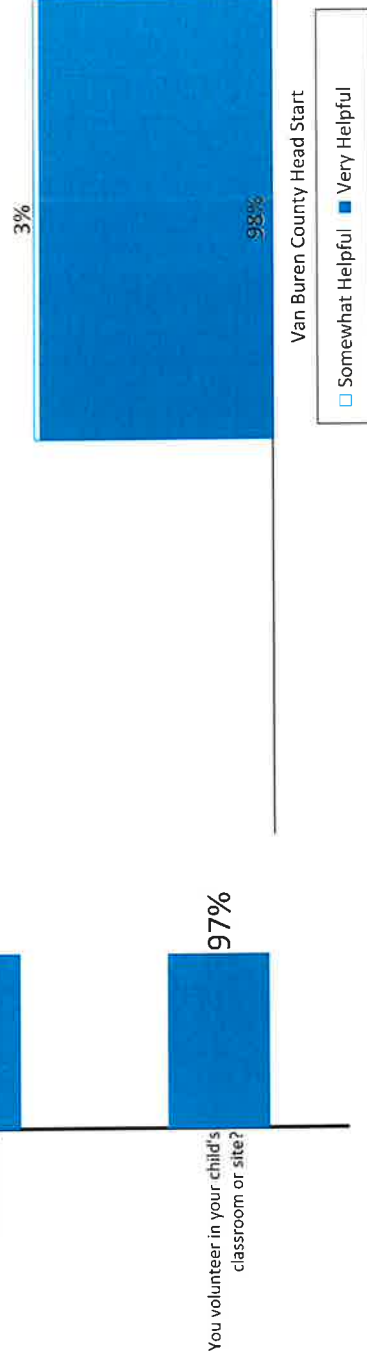
C. Potential Areas for Improvement

Top 3 Elements Based on the Number of Families Responding "Not Helpful" or "Somewhat Helpful"

	# Families
you connect with a staff member that you trust?	1
You meet other parents who support you?	1
You volunteer in your child's classroom or site?	1

D. by Site

Percentage by Response*

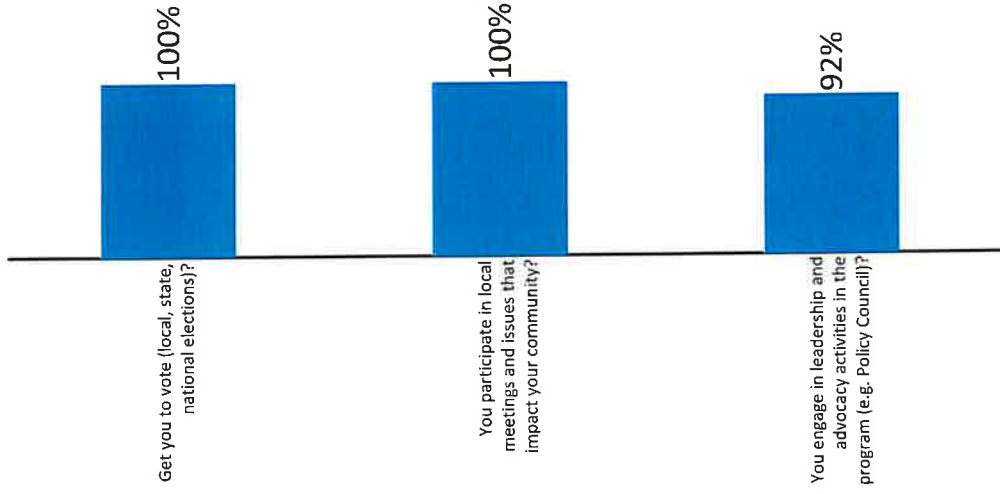


Section 3: Family Outcome # 7 Families as Advocates and Leaders Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

A. Outcome Element

Percentage of Responses "Very Helpful"
How Much Did the Program Help...



How to Use this Data: Figure A shows the percentage of families, who needed help and found the element to be "Very Helpful". Figure B shows the top 3 elements based on the number of families who needed help and found the element to be "Very Helpful". These are the areas of strength for Upper Cumberland Human Resources Agency, where you have high need and high satisfaction. Figure C shows the top 3 elements based on the number of families who needed help and found the element to be either "Not Helpful" or "Somewhat Helpful." Use Figure C as a starting point for discussions around improving family support services as these are specific areas in Upper Cumberland Human Resources Agency where the most families have relatively less satisfaction.

* If enough families indicate need, it is possible that an element can be both an area of strength and a potential area of improvement.

B. Areas of Strength

Top 3 Elements Based on the Number of Families Responding "Very Helpful"

	# Families
You participate in local meetings and issues that impact your community?	23
You engage in leadership and advocacy activities in the program (e.g. Policy Council)?	22
Get you to vote (local, state, national elections)?	18

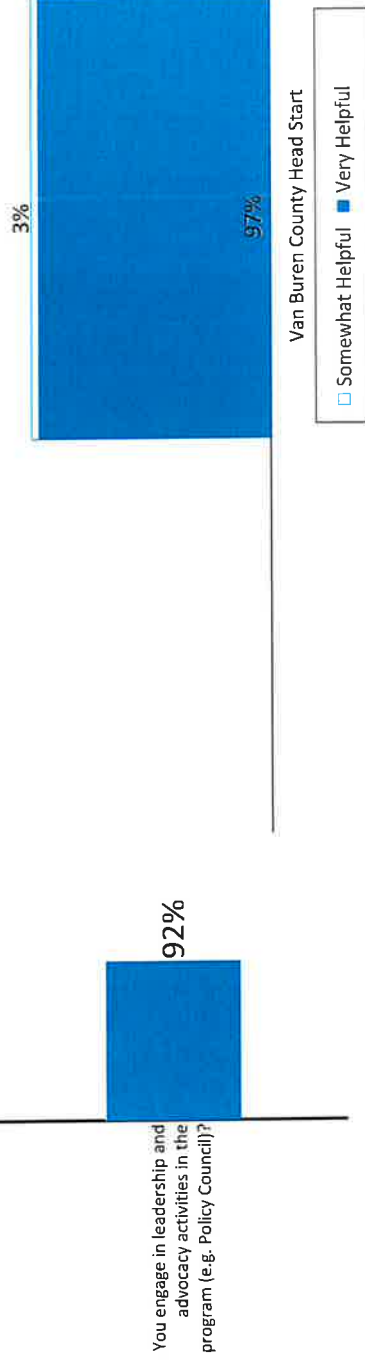
C. Potential Areas for Improvement

Top 3 Elements Based on the Number of Families Responding "Not Helpful" or "Somewhat Helpful"

	# Families
You engage in leadership and advocacy activities in the program (e.g. Policy Council)?	2

D. by Site

Percentage by Response*



Section 4: Comparative Analysis

Upper Cumberland Human Resources Agency | Spring 2022-20223

The next four pages compare survey responses survey based on:

- Survey Language
- Who Completed the Survey (mother, father, etc...)
- Age of the Person Completing the Survey
- How Long the Family Had Children in the Program

There is a lot of comparative analysis to sort through. To focus your attention, we tested all of the differences for statistical significance. To the right, we list the differences that are statistically significant at the 95% confidence level. Other differences are too small to be considered meaningful. Exploring the differences listed on the right will help you understand why different groups of families are benefiting differently from your program and help you identify way to improve your program.

If none of the differences are statistically significant, that is good news. It means that all these different groups of parents and families are benefiting equally from your program.

Section 4: What Language Was the Survey Completed In? Comparative Analysis Upper Cumberland Human Resources Agency | Spring 2022-20223

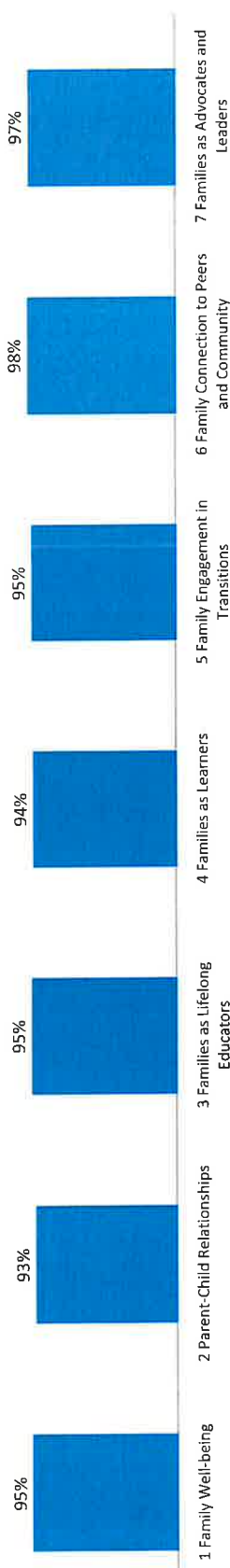
Number of Completed Surveys: 39

Overall Percentage of Responses "Very Helpful"
Language in Which Survey Was Completed

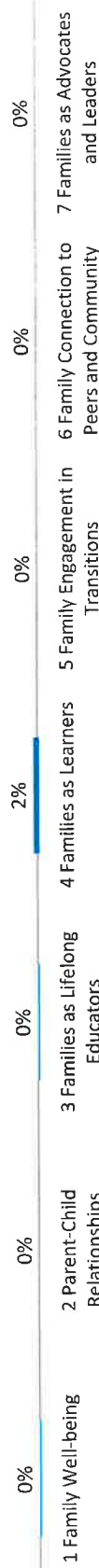


Overall, how much did the program help you?
Overall, how much did the program help your child?

Family Outcomes Percentage of Responses "Very Helpful"
Language in Which Survey Was Completed



Family Outcomes Percentage of Responses "Not Helpful"
Language in Which Survey Was Completed



About this Subset of Data: Number of Percentage of Surveys By Survey Language

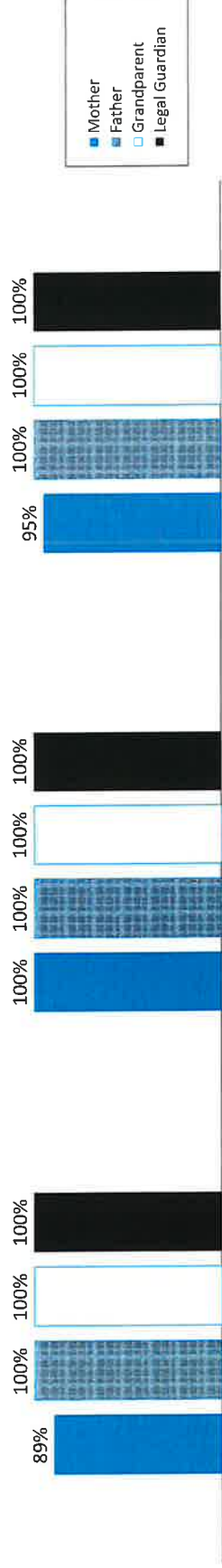
English

Number of Responses 39 100%

Section 4: Who Completed the Survey? Comparative Analysis Upper Cumberland Human Resources Agency | Spring 2022-20223

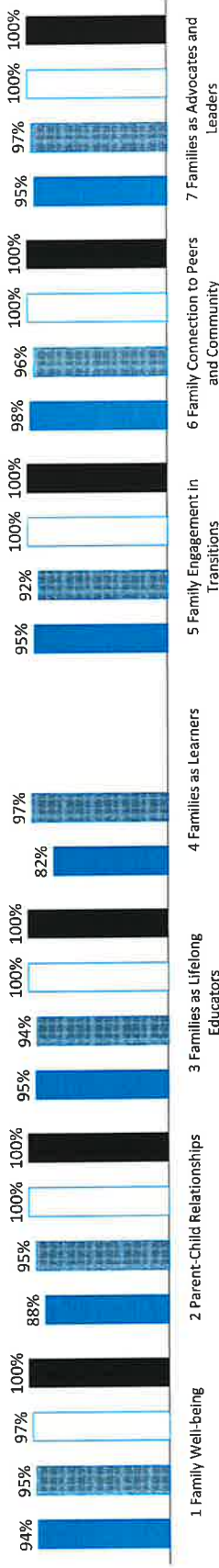
Number of Completed Surveys: 39

Overall Percentage of Responses "Very Helpful"
By Person who Completed Survey

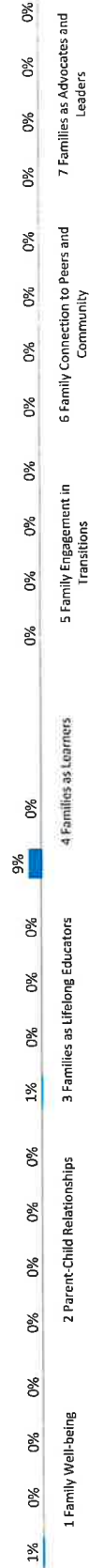


Overall, how much did the program help you? Overall, how much did the program help your child?

Family Outcomes Percentage of Responses "Very Helpful"
By Person who Completed Survey



Family Outcomes Percentage of Responses "Not Helpful"
By Person who Completed Survey



About this Subset of Data: Number of Percentage of Surveys By Person who Completed Survey

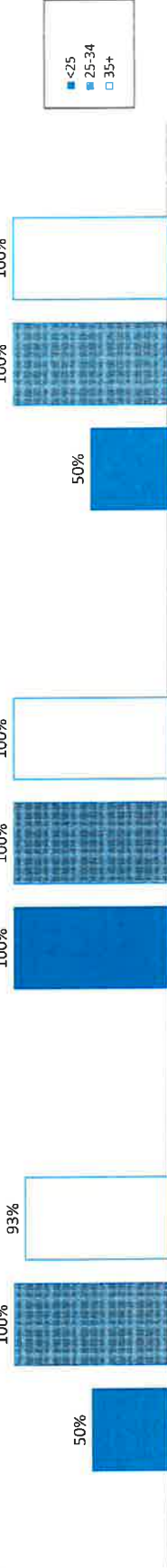
	Mother	Father	Grandparent	Legal Guardian
Number of Responses	19 49%	14 36%	5 13%	1 3%

Section 4: What Was the Age of the Person Who Completed the Survey? Comparative Analysis

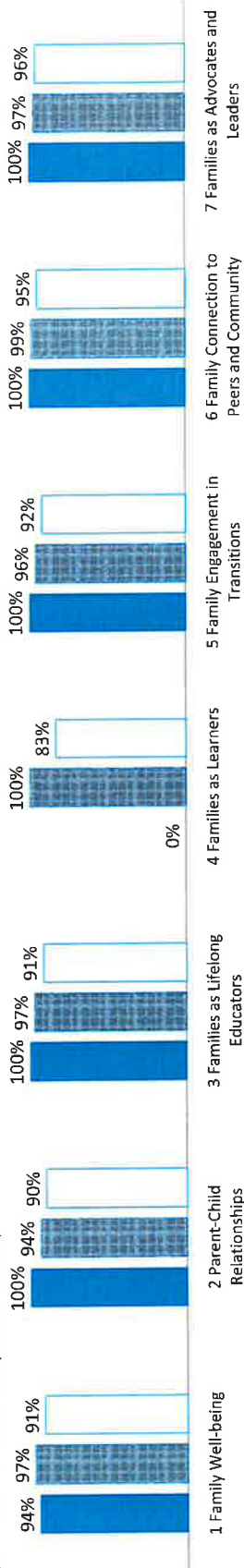
Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

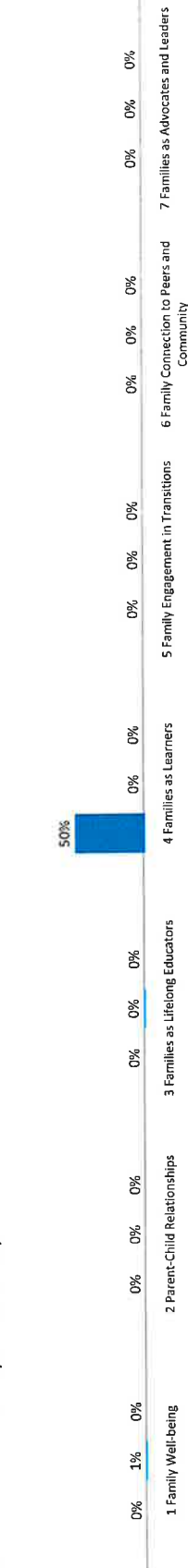
Overall Percentage of Responses "Very Helpful"
Age of Person who Completed Survey



Family Outcomes Percentage of Responses "Very Helpful"
Age of Person who Completed Survey



Family Outcomes Percentage of Responses "Not Helpful"
Age of Person who Completed Survey



About this Subset of Data: Number of Percentage of Surveys By Age of Person who Completed Survey

Age Group	Number of Responses	Percentage
20-24	2	5%
25-29	17	44%
30-34	6	15%
35-39	4	10%
40 or more	10	26%

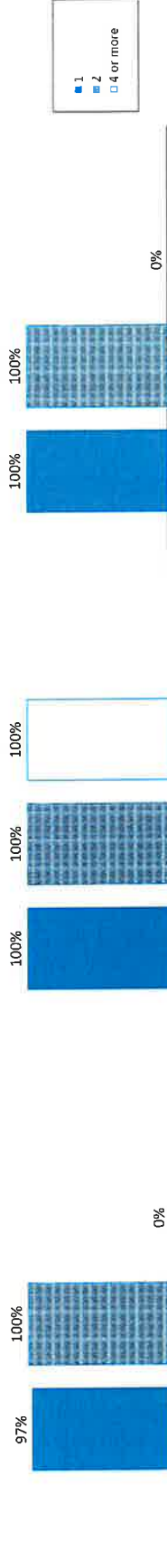
Section 4: How Many Places Have You Lived in the Past Year? Comparative Analysis

Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

Overall Percentage of Responses "Very Helpful"

How Many Places Have You Lived in the Past Year?



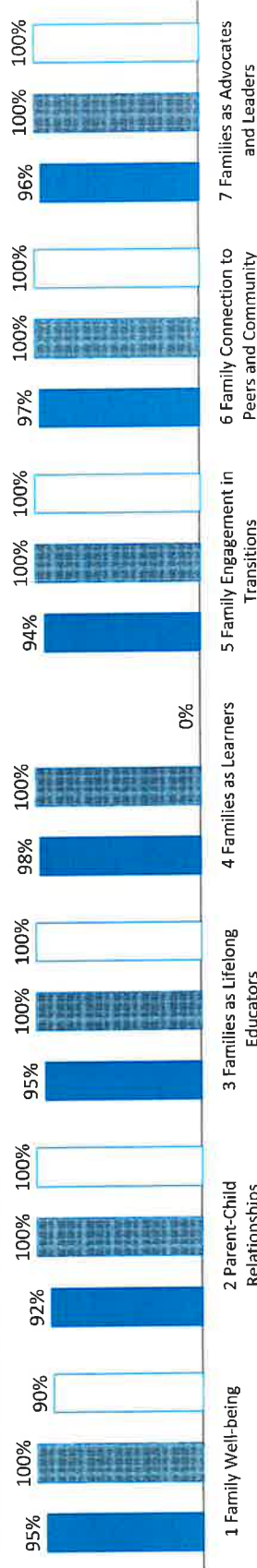
Overall, how much did the program help you?

Overall, how much did the program help your child?

Overall, how much did the program help your family?

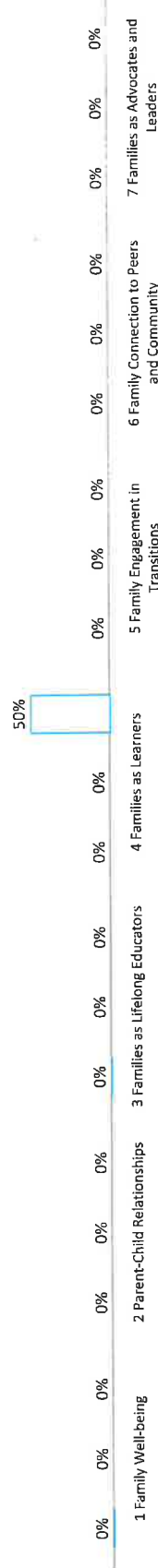
Family Outcomes Percentage of Responses "Very Helpful"

How Many Places Have You Lived in the Past Year?



Family Outcomes Percentage of Responses "Not Helpful"

How Many Places Have You Lived in the Past Year?



About this Subset of Data: Number of Percentage of Surveys By How Many Places Have You Lived in the Past Year?

	1	2	4 or more
Number of Responses	35	3	1
	90%	8%	3%

Section 5: Data Appendix

Upper Cumberland Human Resources Agency | Spring 2022-20223

Number of Completed Surveys: 39

1. Overall

	Not Helpful	Somewhat Helpful	Very Helpful
Overall, how much did the program help you?	0%	5%	95%
Overall, how much did the program help your child?	0%	0%	100%
Overall, how much did the program help your family?	0%	3%	97%

2. Outcome Area

	Did Not Need Help		Needed Help		Of the parents who "Needed Help," how much did the program help...?			
	Did Not Need Help	Needed Help	Not Helpful	Helpful	Not Helpful	Somewhat Helpful	Very Helpful	Very Helpful
1 Family Well-being	37%	63%	0%	5%	95%			
2 Parent-Child Relationships	17%	83%	0%	7%	93%			
3 Families as Lifelong Educators	8%	92%	0%	4%	95%			
4 Families as Learners	74%	26%	2%	4%	94%			
5 Family Engagement in Transitions	7%	93%	0%	5%	95%			
6 Family Connection to Peers and Community	23%	77%	0%	3%	98%			
7 Families as Advocates and Leaders	44%	56%	0%	3%	97%			

3. Outcome Element

	Did Not Need		Needed Help		Of the parents who "Needed Help," how much did the program help...?			
	Did Not Need	Needed Help	Not Helpful	Somewhat Helpful	Not Helpful	Somewhat Helpful	Very Helpful	Very Helpful
1 Family Well-being	0%	100%	0%	8%	92%			
you choose healthy foods for your family?	31%	69%	0%	15%	85%			
You deal with emotional health issues (e.g. depression, stress, anxiety)	67%	33%	0%	8%	92%			
You deal with or prevent alcohol/substance abuse in your family?	69%	31%	0%	0%	100%			
You find a better place to live?	72%	28%	0%	0%	100%			
You find a new job or keep your job?	26%	74%	0%	0%	100%			
You get clothes for your family?	5%	95%	3%	5%	92%			
You get food for your family?	72%	28%	0%	0%	100%			
You get help paying for utilities (water, electricity, gas)?	74%	26%	0%	0%	100%			
you get out of an unsafe place?	3%	97%	0%	3%	97%			
You reach family goals?	10%	90%	0%	3%	97%			
Your family get the dental care you need?	15%	85%	0%	6%	94%			
Your family get the health care you need?								

	Did Not Need	Needed Help	Not Helpful	Somewhat Helpful	Very Helpful	
2 Parent-Child Relationships	Get the father to join in the child's learning?	31%	69%	0%	4%	96%
	Reduce conflict within your family?	31%	69%	0%	4%	96%
	with the stress of being a parent?	18%	82%	0%	9%	91%
	You find ways to support your child's good behavior?	15%	85%	0%	12%	88%
	You improve your response when your child misbehaves?	21%	79%	0%	10%	90%
	You keep up family routines?	5%	95%	0%	11%	89%
	You learn your own strengths as a parent?	15%	85%	0%	9%	91%
	You value your child's strengths?	3%	97%	0%	0%	100%
	Get you to read to your child?	10%	90%	0%	3%	97%
	Give you the confidence to speak up for your child?	13%	87%	0%	3%	97%
3 Families as Lifelong Educators	With activities to help your child learn at home?	0%	100%	0%	5%	95%
	With information about your child's needs/learning delays?	10%	90%	0%	3%	97%
	You encourage creative play at home?	8%	92%	0%	3%	97%
	You learn the skills your child needs in Kindergarten?	0%	100%	0%	5%	95%
	You understand the importance of your child's regular attendance?	5%	95%	0%	8%	92%
	You understand the ways your child learns?	3%	97%	0%	8%	92%
	You value your home language in your child's learning?	26%	74%	0%	3%	97%
	Your confidence that your child will succeed in elementary school?	3%	97%	3%	3%	95%
	you create long-term financial goals?	73%	27%	10%	0%	90%
	You enroll in an educational or training program?	72%	28%	0%	0%	100%
4 Families as Learners	You learn English as a second language?	82%	18%	0%	0%	100%
	You learn to budget your money?	76%	24%	0%	0%	100%
	You set your own educational or career goals?	67%	33%	0%	15%	85%
	Give you resources about moving your child to the next school?	5%	95%	0%	3%	97%
	You learn about the educational supports your child has the right to?	3%	97%	0%	5%	95%
	You learn how change can impact your child's behavior?	15%	85%	0%	6%	94%
	You to help your child adjust to a new school?	3%	97%	0%	3%	97%
	You to help your child deal with stress?	10%	90%	0%	9%	91%
	you connect with a staff member that you trust?	3%	97%	0%	3%	97%
	You meet other parents who support you?	18%	82%	0%	3%	97%
5 Family Engagement in Transitions	You volunteer in your child's classroom or site?	26%	74%	0%	3%	97%
	You volunteer in your community?	46%	54%	0%	0%	100%
	Get you to vote (local, state, national elections)?	54%	46%	0%	0%	100%
	You engage in leadership and advocacy activities in the program (e.g. Advocate to Peers and	38%	62%	0%	8%	92%
	You participate in local meetings and issues that impact your commu	41%	59%	0%	0%	100%
	6 Family Connection to Peers and					
7 Families as						

4. Home Literacy Practices

	0 times	1-2 times	3-4 times	5 or more
read to your child(ren)?	0%	5%	23%	72%
sing with your child?	5%	0%	10%	85%
tell your child a story?	0%	10%	10%	79%

February 2023 UCHRA Services Dashboard

	Total Households Served	Cases of Ensure Sold	Regular LIHEAP Households Served	Regular LIHEAP Funds Utilized	Crisis LIHEAP Households Served	CRISIS LIHEAP Funds Utilized	Community Stability Program Households Served	Community Stability Program Funds Utilized	LIHWAP Households served	LIHWAP Funds Utilized	WP Applications	Commodities	Information and Referrals
TIER 1 Counties													
Cumberland	822	6	1	\$ 800.00	0	\$ -	13	\$ 6,816.00	35	\$ 9,063.32	13		754
Putnam	912	6	0	\$ -	6	\$ 4,315.96	8	\$ 5,348.41	87	\$ 22,063.72	3	364	438
Warren	707	7	1	\$ 600.00	0	\$ -	8	\$ 4,374.85	86	\$ 14,270.18	7	269	329
TIER 2 COUNTIES													
DeKalb	283	9	0	\$ -	0	\$ -	2	\$ 1,087.00	0	\$ -	0	211	61
Fentress	400	6	0	\$ -	2	\$ 1,200.00	1	\$ 800.00	44	\$ 11,769.91	0	277	70
Macon	195	3	0	\$ -	0	\$ -	2	\$ 1,150.00	6	\$ 1,500.00	0		184
Overton	350	11	0	\$ -	2	\$ 1,600.00	1	\$ 1,271.18	25	\$ 6,250.00	0	305	6
Smith	67	4	0	\$ -	1	\$ 800.00	3	\$ 1,500.00	4	\$ 1,769.82	0		55
White	122	11	0	\$ -	0	\$ -	5	\$ 3,305.28	25	\$ 6,250.00	0		81
TIER 3 Counties													
Cannon	215	4	0	\$ -	1	\$ 290.48	8	\$ 2,125.00	8	\$ 3,122.14	0	131	63
Clay	84	16	2	\$ 1,600.00	0	\$ -	10	\$ 2,284.00	44	\$ 16,634.11	1		11
Jackson	90	11	0	\$ -	1	\$ 800.00	17	\$ 4,723.00	42	\$ 10,840.92	4		15
Pickett	19	9	0	\$ -	0	\$ -	0	\$ -	5	\$ 3,364.61	1		4
Van Buren	132	0	0	\$ -	1	\$ 1,000.00	1	\$ 125.00	18	\$ 7,552.24	0		112
Total:	4398	103	4	\$3,000.00	14	\$10,006.44	79	\$34,909.72	429	\$114,450.97	29	1,557	2,183

January 2023 UCHRA Services Dashboard

	Total Households Served	Cases of Ensure Sold	Regular LIHEAP Households Served	Regular LIHEAP Funds Utilized	Crisis LIHEAP Households Served	CRISIS LIHEAP Funds Utilized	Community Stability Program Households Served	Community Stability Program Funds Utilized	LIHWAP Households served	LIHWAP Funds Utilized	WP Applications	Commodities	Information and Referrals
TIER 1 Counties													
Cumberland	1342	14	0	\$ -	27	\$ 19,400.00	20	\$ 8,085.68	43	\$ 11,745.26	6	259	973
Putnam	623	9	3	\$ 2,400.00	43	\$ 32,200.00	45	\$ 35,411.52	65	\$ 17,405.34	1		457
Warren	423	10	0	\$ -	11	\$ 8,800.00	14	\$ 9,161.51	132	\$ 14,949.42	3		253
TIER 2 COUNTIES													
DeKalb	69	10	0	\$ -	8	\$ 5,800.00	3	\$ 1,870.00	0	\$ -	0		48
Fentress	111	5	0	\$ -	34	\$ 25,200.00	3	\$ 1,217.70	69	\$ 19,041.15	0		0
Macon	301	8	0	\$ -	10	\$ 6,400.00	1	\$ 600.00	21	\$ 5,316.69	0	70	191
Overton	62	8	2	\$ 1,400.00	12	\$ 9,000.00	1	\$ 175.00	39	\$ 10,392.83	0		0
Smith	212	2	0	\$ -	12	\$ 9,200.00	0	\$ -	3	\$ 875.00	0	136	59
White	484	4	0	\$ -	14	\$ 10,800.00	6	\$ 1,996.24	56	\$ 14,000.00	1	282	121
TIER 3 Counties													
Cannon	69	5	0	\$ -	11	\$ 8,400.00	4	\$ 1,633.95	11	\$ 2,898.06	0		38
Clay	253	9	0	\$ -	15	\$ 10,600.00	16	\$ 4,140.00	34	\$ 8,515.59	0	176	3
Jackson	271	6	0	\$ -	20	\$ 15,400.00	17	\$ 4,600.00	57	\$ 14,922.79	2	166	3
Pickett	159	0	0	\$ -	4	\$ 3,200.00	0	\$ -	13	\$ 3,250.00	0	135	7
Van Buren	388	0	0	\$ -	10	\$ 7,200.00	15	\$ 3,228.25	17	\$ 4,250.00	0	177	169
Total:	4767	90	5	\$3,800.00	231	\$171,600.00	145	\$72,119.85	560	\$127,562.13	13	1,401	2,322

**COMMERCIAL
LOAN RENEWAL AGREEMENT**

To: Upper Cumberland Human Resource Agency, Inc.
1103 England Drive
Cookeville, TN. 38501

One Bank of Tennessee (the "Bank")
140 South Jefferson Avenue
Cookeville, Tennessee 38501

Subject to your indicating your approval by signing below, we hereby grant your request for an amendment/extension/renewal of the promissory note described below (which may or may not be combined with a security agreement). Principal and interest to be paid as follows:

SUBJECT: PROMISSORY NOTE

Original Principal Amount: Merit Line of Credit \$ 2,500,000.00	Original Date: 12/14/2020	Effective Date of this Amendment/Extension/Renewal 02/27/2023
Present Principal Balance: Merit Line of Credit \$0.00	Interest Rate on Amendment/Extension/Renewal 6.95 %	Note Number: 3015826600

- Merit Line of Credit
 Multiple Advance Note: The principal sum shown above is the maximum amount of principal I can borrow under this note. Advances may be requested by any of the undersigned borrowers. This option is subject to all other conditions and expires no later than 02/15/2024 unless renewed.
 Closed-End Credit: No advances may be requested.

YOUR PAYMENT SCHEDULE WILL BE:

- All Principal and Interest due _____ days after date.
 (Other) The note is payable in 11 payments of all accrued monthly beginning March 15, 2023, plus a final payment consisting of the full amount of principal, all accrued interest, charges and fees remaining due and payable on February 15, 2024.

UCHRA will not advance funds nor draw funds against this line of credit in any amount that exceeds their government contract receivables at any given time.

SECURITY: You have given a security in:

- The goods purchased.
 General Collateral Agreement dated December 14, 2020 executed by Upper Cumberland Human Resource Agency, Inc. covering real estate, accts, etc.

You may obtain property insurance from anyone you want that is acceptable to the Bank.

Credit Life Insurance and Credit Disability Insurance are not required to obtain credit. I understand that if I do want credit life, joint credit life, credit disability, and/or joint credit disability insurance that I must execute a new promissory note.

Except as herein amended, said promissory note remains in full force and effect.

One Bank of Tennessee

Receipt of copy is acknowledged.

Upper Cumberland Human Resource
Agency, Inc

By: _____
Matt Means, Executive Vice President

By: _____
Mark Farley, Executive Director

CERTIFICATION OF BENEFICIAL OWNER(S)

Acct. No: 3015826600

Persons opening an account on behalf of a legal entity must provide the following information:

a. Name and Title of Natural Person Opening Account:

Mark B. Farley, Executive Director

b. Name, Type, and Physical Address of Legal Entity for Which the Account is Being Opened:

Upper Cumberland Human Resource Agency, 1130 England Drive, Cookeville, TN 38501

c. The following information on each individual, if any, who directly, or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above:

Name	Date of Birth	Street Address (Res. or Bus.)	Ownership %	Tax Identification Number ¹
N/A				

(If no individual meets this definition, please write "Not Applicable".)

d. The following information for one individual with significant responsibility for managing the legal entity listed above, such as:

- An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- Any other individual who regularly performs similar functions.

(If appropriate, an individual listed under section c above may also be listed in this section d.)

Name	Title	Date of Birth	Street Address (Res. or Bus.)	Tax Identification Number ¹
Mark B Farley	Executive Director	05/03/1967	1103 England Dr Cookeville, TN 38501	411-23-5549

I, Mark B Farley (name of natural person opening account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. In addition, I agree to notify One Bank of Tennessee of any change in Beneficial Owner or Control Person information listed above.

(Name)

(Date)

(Title)

¹ U.S. Persons must provide a Social Security Number. Non-U.S. Persons must provide a Social Security Number, passport number and country of issuance, or similar identification number. In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

UCHRA Line of Credit

1 message

Ginger Stout <gstout@ucdd.org>

Mon, Mar 20, 2023 at 3:16 PM

To: Mark Farley <mfarley@ucdd.org>, Sherry Thurman <bids@ucdd.org>

Please disregard the previous email regarding doing an email vote for the UCHRA line of credit. Matt Means has extended it until April 15 which will be after our next board meeting. So, we can just add that to the agenda.

Thanks,
Ginger

Ginger Stout
Finance Director
Upper Cumberland Development District
931-476-4100

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www.ucdd.org | www.uchra.com

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**Employer Contribution Rate Certification
Tennessee Consolidated Retirement System (TCRS)
Actuarial Valuation at June 30, 2022**



Acknowledgement of employer rate effective July 1, 2023 through June 30, 2024

Department Code: 0081530
Department Name: UPPER CUMBERLAND HUMAN RESOURCE AGENCY

- I hereby acknowledge and agree that I have reviewed the background information on rates provided to me and also located on the Treasury Website at: <https://publicreports.treasury.tn.gov>. I further acknowledge the upward trends concerning future employer contribution rates.

Please select one of the options below

- The Minimum Employer rate: 6.09%
- Optional: We choose to pay a higher contribution of: _____

Employer Signature _____ Title _____

Date _____ Phone _____ Email _____

The first department code listed on the Employer Actuarially Determined Contribution (ADC) Rate sheet is your master code. The master code is responsible for determining the rate and submitting the completed employer contribution rate certification to TCRS. The rate selected will be applicable for **all** department codes listed on the Employer Actuarially Determined Contribution (ADC) Rate sheet. It is the master code's responsibility to notify these departments of the new rates.

Please return the completed rate certification no later than May 31, 2023 via one of the following methods:

By email: TCRS.EmployerReporting@tn.gov
By mail: TCRS Employer Reporting
502 Deaderick Street, 15th Fl.
Nashville, TN 37243

Tennessee Consolidated Retirement System
Employer Actuarially Determined Contribution (ADC) Rate

Department Code(s): 815.30
 UPPER CUMBERLAND HUMAN RESOURCE AGENCY

Applicable period for this employer rate	July 1, 2023 through June 30, 2024
Actuarial valuation date	June 30, 2022
Actuarial experience study date	June 30, 2020
Investment rate of return assumption	6.75%

Key Elements of the Pension Plan (Employer Elections)

Base plan formula	1.5% formula times years of service
Employee contribution rate	5% of salary
Vesting period	5 years
Retiree COLAs	Provided, CPI based, capped at 3%

Employer ADC Rate		Actuarial Present Value of Benefits (PVB) Summary	
<i>Rate Components:</i>		Actuarial value of assets	\$ 11,042,804
Normal cost	6.44 %	Expected employee contributions	1,707,712
Unfunded accrued liability amortization	(0.62)%	Expected employer normal cost	2,136,209
Administrative cost	<u>0.27 %</u>	Unfunded accrued liability	<u>(571,029)</u>
Total employer ADC rate	6.09 %	Total PVB	\$ 14,315,696

Employees Covered by Benefit Terms

Inactive employees or beneficiaries currently receiving benefits	56
<i>Annualized Retirement Benefit: \$332,441</i>	
Inactive employees entitled to but not yet receiving benefits	219
Active employees	<u>159</u>
<i>Annualized Salary: \$4,562,978</i>	
Total	434

Amortization of Unfunded Accrued Liability

Actuarial Valuation Date	Unfunded Accrued Liability (Negative Unfunded Accrued Liability)	Annual Amortization Amount	Amortization Period at June 30, 2022 (in years)
June 30, 2013	\$ 0	\$ 0	0.00
June 30, 2015*	(301,686)	(33,337)	13.00
June 30, 2016	(8,700)	(918)	14.00
June 30, 2017	(45,232)	(4,579)	15.00
June 30, 2018	(343,974)	(33,547)	16.00
June 30, 2019	(228,689)	(21,564)	17.00
June 30, 2020	(158,453)	(14,491)	18.00
June 30, 2021	535,118	82,744	8.05
June 30, 2022	(19,413)	(1,683)	20.00
Total	<u>\$ (571,029)</u>	<u>\$ (27,375)</u>	

*Beginning June 30, 2015, valuations are performed annually.

Upper Cumberland Development District & Upper Cumberland Human Resource Agency

STRATEGIC PLAN

2023-2025



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OUR VISION.

A region abundant in resources, fostering a productive and vibrant life for the people of the Upper Cumberland.

OUR MISSION.

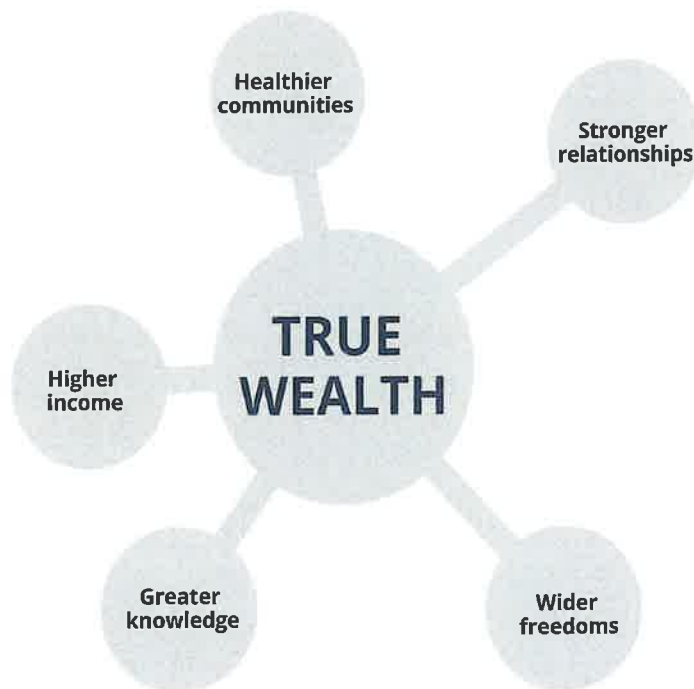
To help the Upper Cumberland region cultivate self-sufficiency and build true wealth through innovation, collaboration, and leadership.



BUILDING TRUE WEALTH

What is "true wealth"? True wealth is achieved when our citizens no longer worry about their physiological and safety needs but are moving toward the best version of themselves.

Building true wealth for people in the Upper Cumberland includes improving access to higher incomes, greater knowledge, wider freedoms, stronger relationships, and healthier communities.



OUR MEASUREMENT

The following core principles have been identified as a means of measuring success in achieving the goals listed for each department and program. For the Upper Cumberland Region to be successful, the following core principles must be met:

Core Principle #1: People should be able to easily travel within the region.

- Connector routes should be in place between communities and tied to the highway systems of Interstate 40 and Highway 111.
- A responsive public transit system must be in place.
- Rail and air transportation systems should progress to meet the size and scope of the region.

Core Principle #2: Safe, affordable housing should be available to all those who desire it.

- All communities should have an adequate mix of housing to meet different income levels.
- Blighted areas must be addressed and improved to maintain the attractiveness of the community.

Core Principle #3: Programs must exist to break the cycle of poverty and provide a safety net for those going through a difficult period in their life.

- The poverty rate of the region should decline each year.

Core Principle #4: The economy must add new jobs each year to meet the growth of the region and provide opportunities for income improvement.

- Per-Capita-Income levels must increase each year.
- Five-year average job growth/decline must be monitored.

Core Principle #5: Education must be available and encouraged at all stages of life.

- A better-educated society means better jobs, better health, and a more stable community.

Core Principle #6: To retain our population base we must ensure that our communities have adequate support services.

- Health care facilities, law enforcement, emergency services, childcare facilities, and geriatric services.

Core Principle #7: The natural beauty of the region must be protected.

- Smart development of natural areas and parks is essential

OUR GOALS

We commit to making ourselves and the Upper Cumberland region the best it can possibly be.

OUR VALUE PROPOSITION

We commit to working closely with our citizens, communities, and our elected officials to provide a unique service that advances the quality of life for our residents.

OUR PROCESSES

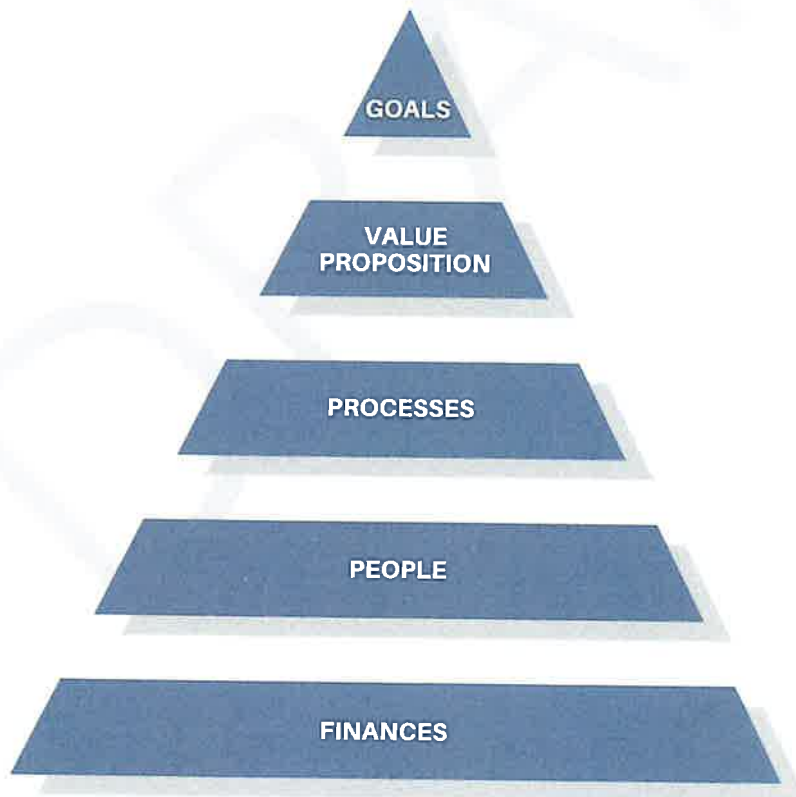
We commit to being transparent and efficient in the way we conduct our work.

OUR PEOPLE

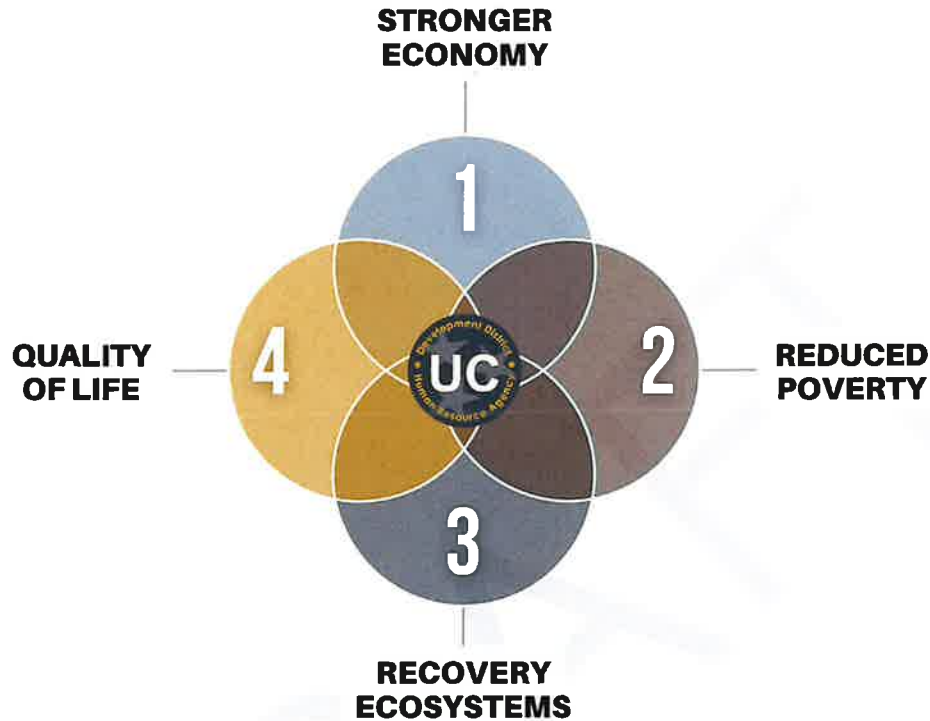
We commit to hiring and training passionate, caring staff that will dedicate their time to serving our region.

OUR FINANCES

We commit to maximizing the amount of our funding that is spent on citizens of our region.



FOCUS AREAS



AGENCY-WIDE GOALS

Goal: Our two (2) agencies have aligned various state and federal programs to create a poverty alleviation ecosystem that strengthens families, communities, and the Upper Cumberland region.

Objective: Empower UC will serve as a model to all programs on new techniques and best practices to address systemic poverty in our region.

Objective: We will coordinate and assist the Empower UC collective impact group in developing supplementary programs to address the barriers and issues identified in the current program that cannot be addressed with existing funding regulations.

Goal: Our two agencies have aligned various state and federal programs to create a regional recovery ecosystem to support those individuals recovering from substance abuse issues.

Objective: We will develop a cross-department collaboration with the goal of creating funding opportunities that involve multiple departments with the goal of creating a regional substance abuse plan.

Objective: We will convene individuals, groups, and organizations to form a collective impact group to serve the region.

ADMINISTRATION AND FINANCE GOALS AND MISSION

What is our mission?

- Our mission is to provide the needed organizational components for the agencies that will allow our departments to fulfill their mission. This is achieved through sound financial management, human resources management, and strategic vision.

Who is our customer?

- The departments of Upper Cumberland Development District (UCDD) and Upper Cumberland Human Resource Agency (UCHRA)
- Our funding agencies
- The elected leadership of the Upper Cumberland

What does the customer value?

- Each department expects to be treated with respect and equality as we administer the resources of the agencies
- Assistance in solving problems and addressing the needs of the region
- That the agencies will administer the state and federal programs equitably throughout the region

What will we measure?

- The number of training opportunities that are provided to our employees
- The turnover rate of the agency
- The number of complaints received

Goal: UCDD/UCHRA has a trained workforce able to provide problem-solving skills for both individual and community needs.

Objective: Employees are systematically enrolled in training to provide program support and customer assistance to improve the client's condition; resulting in better satisfaction questionnaire responses and increased services provided.

Objective: The agencies will implement an employee culture program to reduce the turnover rate.

Objective: The agencies will implement an employee professional development program.

WHY WAS THIS GOAL IDENTIFIED? TO BEST SERVE THE CHANGING NEEDS OF OUR REGION, THESE TWO ORGANIZATIONS MUST HAVE EMPLOYEES WHO CAN CRITICALLY THINK THROUGH ISSUES THAT AFFECT BOTH INDIVIDUALS AND THE COMMUNITY AS A WHOLE.

AGING GOALS AND MISSION

What is our mission?

- Through advocacy, planning, and coordination, the Upper Cumberland Area Agency on Aging and Disability (UCAAAD) will provide a comprehensive and innovative service delivery system that meets community and social service needs so older adults, caregivers, and adults with disabilities can achieve and maintain an active, healthy, and independent life.

Who is our customer?

- The at-risk older adults, caregivers, and disabled adult population of the region
- The Tennessee Commission on Aging and Disability
- State of Tennessee Bureau of TennCare and Managed Care Organizations
- Administration for Community Living
- The Department of Human Services
- The Provider Network across the region
- The communities of the Upper Cumberland
 - Elected officials, the court system, senior centers, universities, etc.

What does the customer value?

- We will efficiently and effectively serve as many clients as possible with the available funding while ensuring the provision of quality services.
- That we provide a fair and equitable distribution of resources across the region
- That we provide education and resources to at-risk older adults, caregivers, and adults with disabilities that support their quality of life and independence. They expect accurate, timely, relevant, and unbiased information and services.

What will we measure?

- The number of Guardianship clients served
- The number of Information and Assistance clients served
- The number of TennCare CHOICES applications submitted
- The number of Options 1.0 and Options 2.0 served
- The number of clients on the Home and Community-Based Services waiting list
- The number of Congregate and Home Delivered meals and clients served
- The number of senior center participants by county

Goal: Our senior centers are positioned to address the needs of the senior population of the Upper Cumberland region.

Objective: Prepare a best practice guide for the operations of senior centers that addresses trends and needs of the senior population in order to strengthen the resources for the future.

Action: Designate a committee to research innovative and best practices nationwide that focus on operations, funding sources and activities, marketing, and types of programs and services offered. Develop a survey to collect information on improving participation/interest.

Objective: Provide educational courses to educate senior center directors on new program concepts and ideas.

Action: Utilizing the best practice guide's innovative programs and services, AAAD staff will focus on at least one new concept at each quarterly meeting with center directors. Utilizing American Rescue Plan funds, the AAAD will designate funding as performance incentives for new concepts implemented by senior centers.

Objective: Rebrand senior centers to become known as Health and Wellness Centers.

Action: In collaboration with the Tennessee Commission on Aging and Disability and the Tennessee AAADs and senior centers, transition all signage and marketing materials to incorporate the Health and Wellness Center language.

Goal: The Upper Cumberland region has age-friendly communities and new housing options to ensure the dignity, safety, and independence of older adults and those with disabilities within their community and home as long as possible.

Objective: As part of AARP's Livable Communities initiative, UCAAAD will assist the communities in the region in becoming designated as Age-Friendly Communities to improve mobility, housing, and health-focused recreational options.

Action: Partner with AARP, UCDD's Economic and Community Development Department, and the identified communities' local elected officials to implement the assessment, planning, implementation, and evaluation processes.

Objective: Advocate for safe and alternative housing options that address unmet needs such as supportive, emergency, and shared housing concepts.

Action: Partner with stakeholders to secure new housing options in the region. Support statewide efforts to create a new licensing category for small group homes for older and dependent adults. Once achieved, encourage local unlicensed facilities to become licensed and/or support the development of new licensed homes.

Objective: Bring awareness of ways to mitigate Aging discrimination in society.

Action: Coordinate educational sessions on Ageism for local stakeholders and advocate for the topic to be addressed at State, Regional, and National conferences. Work with local elected officials to address this as part of the Livable Community process.

WHY WERE THESE GOALS IDENTIFIED? IN A TIME WHERE THE REGION'S AGING POPULATION IS MORE MOBILE AND TECHNOLOGICALLY CAPABLE THAN EVER, OUR AGENCY SHOULD ENCOURAGE OUR COMMUNITIES TO REFLECT THOSE CHANGES.

COMMUNITY INTERVENTION GOALS AND MISSION

What is our mission?

- Our mission is to assist the clients sentenced under our supervision in order to enhance public safety, successfully complete the program, and reduce recidivism rates.
- Our mission is to restore families and assist youth in becoming self-sufficient and better equipped to face the challenges of their lives by providing high-quality, therapeutic, and evidence-based services.
- Our mission is to assist our communities as they strive to provide solutions for the substance abuse disease that is plaguing our country and state. We will provide leadership and coordination in attacking this problem.

Who is our customer?

- The clients that are sentenced directly from the court system to our program
- The Tennessee Department of Corrections, Tennessee Department of Children's Services, and the Tennessee Department of Education
- The elected officials and the judicial system of the Upper Cumberland
- The young women of Chance group home and their families.
- Individuals suffering from Substance Use Disorder

What does the customer value?

- Through a one-on-one relationship, we provide needed services and resources to assist the client in moving their lives in a positive direction
- That we provide sound oversight of the state and federal funds invested in the region by our funding agencies
- That we provide an alternative to incarceration
- That we provide a safe environment for youth while ensuring as much normalcy in their lives as possible while in our care
- That the state can confidently place these youth in our care and know that we will provide the care that these young people need to avoid reentering state custody

What will we measure?

- Number of clients served per county
- The number of judges who use our services

Goal: The UCHRA driver education training is growing and expanding into Cumberland County.

Objective: We will expand services into Cumberland County by the end of the 2023 calendar year.

Goal: The Community Corrections/Intervention program expands available services to better meet the needs of clients struggling with substance use disorders and/or mental health needs.

Objective: Staff will pursue and secure grant funds to make this expansion of services possible.

Goal: Chance Home for Girls has a completed capital improvement plan in place.

Objective: Staff will compile a five-year capital improvement plan.

WHY WERE THESE GOALS IDENTIFIED? NOW THAT THE AGENCY IS IN A MORE FINANCIALLY STABLE CONDITION WE MUST START LOOKING TO EXPAND PROGRAMS TO UNDERSERVED COMMUNITIES.

COMMUNITY SERVICES GOALS AND MISSION

What is our mission?

- To provide the framework for emergency support, referrals, and access to resources for disadvantaged individuals and families in the Upper Cumberland by administering programs that promote stability through the 14 county offices.
- Our mission is to assist our communities by providing safe, reliable childcare services.

Who is our customer?

- The individuals, families, and communities of the Upper Cumberland.
- Our funding agencies
- The elected leadership of the Upper Cumberland
- UCHRA county offices
- Administration for Children and Families

What does the customer value?

- That we provide a roadmap of services to move individuals, families, and communities up the economic ladder
- That we address the gaps in services that communities and the region are experiencing
- That we provide necessary services to meet the needs of individuals and families as they overcome economic distress
- That we provide needed childcare services to meet the needs of the working families of the region
- That we provide educational services that help their child learn and grow
- That we follow all guidelines for the administration of the Head Start model

What will we measure?

- Number of clients served per county
- Program funds spent by county

Goal: Our In-Home Care program is growing clients and staff as we continue to strengthen this valuable resource.

Objective: We will develop a strategy to attract and retain in-home care staff which should allow us to grow this program by 15 percent in 2023.

Action: Develop and foster relationships with Tennessee Tech University (TTU) department heads, professors, and students to develop a growing interest in our In-Home Care Program.

Action: Develop and foster relationships with local high schools and students to develop a growing interest in our In-Home Care Program.

Goal: The UCHRA Commodities program has a strong and vibrant volunteer program.

Objective: We will develop an outreach program with local non-profit organizations, universities, and high schools to attract volunteers to the program.

Action: The department will work with other organizations and departments to develop best practices for attracting and retaining volunteers.

WHY WERE THESE GOALS IDENTIFIED? WITH A GROWING POPULATION THAT QUALIFIES FOR THESE SERVICES, WE MUST DO EVERYTHING POSSIBLE TO REACH AND SERVE CLIENTS.

ECONOMIC DEVELOPMENT GOALS AND MISSION

What is our mission?

- Our mission is to assist our communities as they strive to provide the infrastructure and assets necessary to grow their economy and to make the community an attractive place to start and grow businesses.

Who is our customer?

- The business community of the Upper Cumberland
- Our funding agencies
- The elected leadership of the Upper Cumberland

What does the customer value?

- That we provide needed services to meet the needs of the business community in the region
- That we provide sound oversight of the funds invested in the region
- That the economic assets of the region are growing across the region so as to provide opportunities for each community to grow the number of jobs for their constituents

What will we measure?

- The number of grant applications written
- The number of grant awards received
- The number of requests for proposals (RFP) assisted with
- The dollar amount of loans made by quarter
- The number of loan leads by county
- The number of Small Business Development Center (SBDC) clients by county

Goal: The Economic Development team will prioritize cross-training and collaborative work to better serve clients and strengthen sustainability.

Objective: Staff will conduct field experience days to learn, first-hand, the work and results of their fellow coworkers.

Objective: Staff will work collaboratively with clients to provide the greatest service experience.

WHY WAS THIS GOAL IDENTIFIED? IN ORDER TO BEST SERVE OUR CLIENTS, WE MUST BE DILIGENT TO ENSURE THAT WE PROVIDE THE BEST POSSIBLE SERVICE AND SUPPORT.

EMPOWER UPPER CUMBERLAND GOALS AND MISSION

What is our mission?

- Our mission is to provide innovative new approaches to address needs in the region utilizing a collective impact approach. Currently, our mission is to develop a poverty alleviation system in an effort to reduce the poverty rate of the region and to increase the workforce participation rates.
- Inspiring and equipping families, individuals, and communities to prosper.

Who is our customer?

- The families participating in the continuum of care
- The citizens and businesses of the region
- Tennessee Department of Human Services (DHS)
- The elected leadership of the Upper Cumberland
- The partners within the collaboration

What does the customer value?

- Families want to improve their well-being and economic conditions
- Employers want an improved and expanded workforce
- The State of Tennessee desires a new approach to poverty reduction
- The elected leadership desires expanded quality of life for their citizens
- The partners within the collaboration value transparency and accountability

What will we measure?

- The number of clients we have served (families and children)
- The increase in household income
- The increase in social capital
- The decrease in government programs that families utilize
- The number of families brought out of poverty
- The number of volunteer hours infused into the community
- The number of families that have completed Circles, HTC or R2L

Goal: The region has a legislative agenda designed to address the needs and barriers identified in our work with families, specifically surrounding the benefits cliff that families face.

Objective: Leadership will develop an evidence-based legislative agenda to distribute to various stakeholders and policymakers both at the federal and state levels. This work will be done through Navigator's work with families, as well as through Circles Big View Meetings.

Action: The collaboration will compile stories and data to allow us to better understand and explain the difficulties that our struggling families face.

Goal: The Upper Cumberland has achieved its goal of bringing 1,600 children out of poverty by November 2025.

Objective: Provide streamlined and holistic navigation services to 800 families throughout the region and assist them in increasing their income to a point that they are no longer in need of government assistance and subsidies.

WHY WAS THIS GOAL IDENTIFIED? TO BEST SERVE THE CHANGING NEEDS OF OUR REGION, SOCIAL SERVICE PROVIDERS MUST INFORM POLICYMAKERS ON THE BENEFITS AND WEAKNESSES OF STATE AND FEDERAL PROGRAMS.

HOUSING AND FAMILY SERVICES GOALS AND MISSION

What is our mission?

- Our mission is to assist our housing residents in receiving all the resources necessary to provide them with a good quality of life. We provide safe, clean, affordable housing opportunities to those segments of the population that lack opportunities.
- Our mission is to assist the clients of the Relative Caregiver Program in receiving all the resources necessary to provide short-term stability for up to one year as they care for a relative minor(s).
- Our mission is to assist qualified homeowners by making livability repairs to their home.

What is our goal?

- Our goal is to assist clients in maintaining their independence and quality of life

Who is our customer?

- The residents of our residential units
- Our clients who are raising relative minors
- Tennessee Department of Children Services (DCS)
- THDA
- United States Department of Agriculture Rural Development (USDA-RD)
- Housing and Urban Development (HUD)
- Board of Directors Cumberland Regional Development Corporation (CRDC)
- The communities of the Upper Cumberland

What does the customer value?

- Our residents expect us to provide them with safe, clean, and affordable housing. The Relative caregiver clients expect us to support them by providing case management and identifying resources available to them. Emergency repair clients expect us to address safety concerns and livable conditions in order for them to remain in their homes
- Our funding agencies expect us to safeguard their investments and to ensure fair housing opportunities
- Tennessee DCS expects us to support families to avoid children being placed into state custody
- Our communities expect us to fill gaps in services inside our region

What will we measure?

- The number of clients we have housed
- The number of vacancies by quarter
- The amount of rent that is delinquent
- The number of clients that are delinquent
- The number of homes completed in the Emergency Repair Program (ERP)
- The number of Relative Caregiver clients we have served by county each quarter

Goal: UCDD opens its first transitional housing complex.

Objective: Staff will develop a transitional program with funds secured for the City of Smithville to open and operate a facility.

Goal: The Cumberland Regional Development Board is restructured to include elected officials.

Objective: Staff will work with our legal team to restructure the CRDC board to include elected officials thus forming a tighter relationship with UCDD.

WHY WAS THIS GOAL IDENTIFIED? SINCE WE SERVE A VULNERABLE POPULATION, OUR REGION WE MUST ENSURE THAT THOSE WE SERVE HAVE ACCESS TO ALL AVAILABLE RESOURCES.

PLANNING AND COMMUNITY DEVELOPMENT GOALS AND MISSION

What is our mission?

- Our mission is to assist our communities as they strive to provide the infrastructure and assets necessary to grow their economy and make the community an attractive place to live and improve the quality of life.

Who is our customer?

- The communities of the Upper Cumberland
- Our funding agencies: Economic Development Administration (EDA), Appalachian Regional Commission (ARC), Tennessee Department of Transportation (TDOT), Tennessee Department of Environment and Conservation (TDEC), Tennessee Housing Development Agency (THDA), and our local communities
- The elected leadership of the Upper Cumberland

What does the customer value?

- Our elected leadership expects us to provide visionary leadership and the ability to conduct project development and administration
- Our funding agencies expect us to move our region in a positive direction
- The communities expect us to provide needed services and assets to improve their quality of life

What will we measure?

- The number of grant applications worked on per quarter
- The number of grant awards per quarter
- The number of rural planning organization (RPO) visits
- The number of mayor visits per quarter
- The number of planning contracts administered

Goal: Planning and Community Development staff are knowledgeable and adequately prepared to serve the communities of the Upper Cumberland with grant writing and administrative support.

Objective: Staff will complete an intensive training program designed to prepare and equip them with the knowledge and skills necessary to adequately serve the Upper Cumberland.

Goal: The Planning and Community Development team has secured funded projects in every Upper Cumberland county by June 30, 2024

Objective: Staff will research and secure grant funding opportunities for each of the 14 Upper Cumberland counties.

WHY WAS THIS GOAL IDENTIFIED? BECAUSE BOTH ELECTED AND UNELECTED COMMUNITY LEADERS CHANGE FROM TIME TO TIME, WE MUST PROVIDE AN UNDERSTANDING OF WHAT WORK HAS BEEN DONE AND WHY WE MUST CONTINUE TO MAKE IMPROVEMENTS WITHIN OUR COMMUNITIES AND THE REGION.

TRANSPORTATION GOALS AND MISSION

What is our mission?

- Our mission is to provide safe and reliable transportation services that enable citizens to move freely within and outside the Upper Cumberland region cultivating a good quality of life.

Who is our customer?

- The citizens of the Upper Cumberland
- Federal Transit Administration (FTA), TDOT, and TennCare Administration
- TTU
- The elected leadership of the Upper Cumberland

What does the customer value?

- That we provide a multitude of transportation service options in a safe and timely manner
- That we provide sound oversight of the funds invested in the region
- That we provide safe, reliable, and economically sound transportation for TennCare clients and TTU students
- That communities are served in an equitable and reliable manner

What we will measure.

- Number of trips (riders, miles)
- Driver turnover rate (number departed/number of positions)
- Program income
- Job access ridership
- Pick Up Upper Cumberland ridership
- Shuttle Upper Cumberland ridership

Goal: A structured training program exists that provides quality training to our transportation scheduling staff both in the central office and our county offices.

Objective: Management will develop and implement a training program for staff to ensure that we provide the best possible service when it comes to scheduling clients.

Goal: The Pick Up UC program is growing and expanding into other counties of the region.

Objective: Our unique Uber program will be expanded into additional counties in 2023.

Goal: UCHRA Public Transportation is providing support to substance abuse recovery efforts by facilitating convenient access to regional recovery resources.

Objective: Management will develop and expand partnerships at the local, state, and federal levels to ensure sufficient support and funds are leveraged to facilitate increased accessibility to those in recovery seeking additional support and/or employment.

WHY WERE THESE GOALS IDENTIFIED? AS THE REGION GROWS, THE PUBLIC TRANSPORTATION DEPARTMENT MUST CONTINUE TO PROVIDE AFFORDABLE AND RELIABLE TRANSPORTATION TO ALLOW INDIVIDUALS TO GET WHERE THEY NEED TO GO.

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