

Executive Committee Meeting Agenda | June 21, 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 – April 12, 2023
 - b. Lease Agreement Between Upper Cumberland Human Resource Agency and Upper Cumberland Development District
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
 - a. March and April Financial Reports
 - b. 2022-2023 Strategic Plan and Program Improvement Plan
 - c. 2023/2024 T/TA Plan
 - d. 2022-2023 Enrollment and Waitlist Chart
 - e. 2022-2023 Slot Reduction Narrative
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
 - b. Conflict of Interest Policy
 - c. UCHRA Bylaws
7. **Action Items | Randy Heady, Chairman**
 - a. FY 2024 Budget
 - b. 2023-2024 Work Plan
 - c. Resolution 23-6-1
 - d. Community Corrections Internal Fiscal Review – Final Report
 - e. Meeting Date – Executive Committee, June 19, 2024
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	APRIL 12, 2023	11:05 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady		
TYPE OF MEETING	UCHRA Executive Committee Meeting		
FACILITATOR	Chairman Randy Heady		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Dale Reagan, Allen Foster, Matt Adcock, Randy Heady, Lloyd Williams, Steve Jones, Steven Barlow, Stephen Bilbrey, Sam Gibson, Jeff Mason, John Potts, David Sullivan, Ryle Chastain, Jerry Lowery		
MEMBERS ABSENT	Greg Mitchell, Josh Miller, Jimmy Johnson, Randy Porter, Laurin Wheaton, Terry Bell, Denny Robinson, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER	CHAIRMAN RANDY HEADY	
CALL TO ORDER	Chairman Randy Heady called the meeting to order.		
	ROLL CALL		
ROLLCALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
	APPROVAL OF CONSENT AGENDA	CHAIRMAN RANDY HEADY	
DISCUSSION	<p>Chairman Randy Heady advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • Executive Committee Meeting Minutes – February 15, 2023 • 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: Matt Adcock Motion seconded by: Allen Foster</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried with a roll call vote. Twelve members voted yes, and two members were not present to vote.</p>		
	UCHRA FINANCIAL REPORT	GINGER STOUT, FINANCE DIRECTOR	
DISCUSSION	<p>Ginger Stout presented the UCHRA financial report for July 1, 2022 through February 28, 2023.</p> <p>A motion was made to approve the financial report.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Sam Gibson Motion seconded by: Jeff Mason</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>		

	VAN BUREN COUNTY HEAD START REPORT	MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	<p>Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program.</p> <ol style="list-style-type: none"> a. January and February Financial Reports b. 2023-2024 Board of Directors Letter c. 2022-2023 COVID Response Program Policies d. Building Quote e. 2022-2023 Class Scores f. 2022-2023 Family Outcome Survey <p>A motion was made to approve the Van Buren Head Start Report.</p>	
ACTION	<p><u>Motion to Approve</u> Motion made by: Matt Adcock Motion seconded by: David Sullivan</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>	
	CSBG UPDATE	LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR
DISCUSSION	<p>LaNelle Godsey gave an update on the CSBG program.</p> <ul style="list-style-type: none"> • The dashboards for January and February, 2023 were presented. The January and February dashboard numbers were low due to the agency waiting on the state to release the energy and LIHEAP funds. Funds have been released and the numbers will go up on the March dashboards. The agency started tracking the Information and Assistance numbers in October, 2022. County offices are doing more than administering and enrolling clients in the agency programs, they do a lot of outside referrals. The agency has been struggling with supply issues for Ensure but that has improved. • The agency has entered into a partnership and a new initiative with the Tennessee Board of Regents. The partnership will provide training and education opportunities for individuals interested in pursuing careers in the health care industries specifically in-home services. The agency is also partnering with TennCare to ensure that the training program and the certification meet the needs of the CHOICES Program and workers. <p>A motion was made to approve the CSBG update.</p>	
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Stephen Bilbrey</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>	
	ACTION ITEMS	CHAIRMAN RANDY HEADY
DISCUSSION	<ol style="list-style-type: none"> a. UCHRA Line of Credit b. TCRS Employer Contribution Rate Certification c. Strategic Plan d. Performance Evaluations <ul style="list-style-type: none"> • Mark Farley, Executive Director • Ginger Stout, Finance Director <p>Executive Director Mark Farley advised that UCHRA maintains a 2.5-million-dollar</p>	

DISCUSSION	<p>line of credit. The last year or so the agency has been fortunate and really hasn't had to use it as in the past. The agency's financial situation is much better but we still need to maintain the line of credit.</p> <p>Ginger Stout advised that UCHRA's current contribution rate for TCRS is 7.54% which is above the required percentage. Ginger proposed that the board increase the TCRS contribution percentage to 8.54%. We are trying to be preempted in increasing the percentage above what is required in case there is another percentage increase in the future and we will not have a huge increase at one time.</p> <p>Executive Director Mark Farley presented the Strategic Plan for UCHRA. Some of the goals for UCHRA departments:</p> <ul style="list-style-type: none"> • Transportation - how we expand the on-demand Uber model into other communities other than Putnam County. • Community Services – how we grow and improve the in-home care program. • Community Intervention – how we expand and grow the driver education training outside Putnam County. • Empower Upper Cumberland – how to start building the argument addressing the benefits cliff to the federal and state policy makers. <p>Chairman Randy Heady advised that the evaluation committee met and evaluated Executive Director Mark Farley and Finance Director Ginger Stout. The results of the evaluations were: Executive Director's overall average was 3.73 and the Finance Director's overall average was 3.79.</p> <p>A motion was made to approve the actions items.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Allen Foster Motion seconded by: Dale Reagan</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
	<p style="text-align: center;">PROGRAM UPDATES MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>Megan Spurgeon gave an update on the Empower Upper Cumberland program. We have received 163 applications since enrollment opened in late February-early March. Forty-three of those individuals have been enrolled, fifty are in progress and the remaining were screened out due to not being eligible or they didn't follow through. There has been a lot of representation from Putnam, White, Fentress, and Cumberland counties. We haven't received a lot of applications from some of the smaller counties and Smith county. If your county utilizes social media in your office, please like, follow and share the Empower Upper Cumberland page. We are setting up table events at all the community colleges and TCAT's. We are also working with the head start families to see how we can help them. If there are any ideas or strategies that will help in your county give us a call. We are looking at simplifying the campaign.</p> <p>Megan gave an update on how families qualify for the program. If your county is fully on free reduced lunch, every family that has school age children in your county no matter their income is automatically eligible for the program. Families that are low income, going to head start, receiving food stamps or if they are on any type of assistance they are automatically eligible. We work with families that have children in the household that are under the age of eighteen or they can be eighteen if they are</p>

DISCUSSION	<p>still in post-secondary schools. There are navigators in each of the counties and they are doing great outreach.</p> <p>Chairman Randy Heady advised that if a family doesn't qualify it doesn't mean they are dropped. They will be passed on to someone who can help them.</p> <p>Executive Director Mark Farley announced that several board members are going to Washington next week. If you are going to Washington, we need to meet after the board meeting to share information for the trip.</p>
	<p>EXECUTIVE DIRECTOR REPORT EXECUTIVE DIRECTOR MARK FARLEY</p>
DISCUSSION	The Executive Director Report was covered under program updates.
	<p>OLD BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	No report was presented for discussion.
	<p>NEW BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	No new business was presented for discussion.
	<p>PUBLIC COMMENTS CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>There were no public comments presented.</p> <p>Chairman Randy Heady announced that the Tennessee County Service Association Post Legislative Conference will be held on May 23-25, 2023 in Gatlinburg. Chairman Heady encouraged all the County Mayors/Executives to attend the conference.</p> <p>Executive Director Mark Farley advised that the TML conference for the cities will be held in July.</p>
	<p>ADJOURN CHAIRMAN RANDY HEADY</p>
DISCUSSION	Chairman Randy Heady advised that he would accept a motion to adjourn.
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Dale Reagan Motion seconded by: Allen Foster</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the April 12, 2023 meeting.</p>
CONCLUSION 11:25 a.m.	

Randy Heady, Chairman

Sam Gibson, Secretary

Sub Lease Agreement

This Lease, entered into as of the 1st day July of 2023 by Upper Cumberland Development District (Lessee) and between Upper Cumberland Human Resource Agency (Lessor) a public agency created pursuant to Title 13, Chapter 26, Tennessee Code Annotated:

NOW THEREFORE, for and in consideration of the covenants and premises herein contained, the parties agree and intend to be legally bound as follows:

1. **LOCATION:** The Lessor hereby Leases unto the Lessee certain premises with the appurtenances situated in the County of Putnam County, located at 580 S. Jefferson Avenue, Cookeville, TN.
2. **DESCRIPTION:** The premises above are more particularly described as follows:

Being a portion of the building and parking lot known as Upper Cumberland Human Resource Agency, said space is identified as offices, Upper Cumberland Development District, consisting of finished office and related space, within the space identified as the Upper Cumberland Human Resource Office located in Cookeville, Tennessee.
3. **TERM.** The term of this lease shall be a one-year lease. The Lease agreement shall commence on July 1, 2023 and shall end on June 30, 2024, with such rights of termination as are hereinafter expressly set forth.
4. **RENTAL.** The Lessee shall pay the rental amount of \$700.00 per month per office rented. Rent payable hereinafter for any period of time less than one month shall be determined by prorating the monthly rental herein specified based on the actual number of days in the month. Rental shall be paid to Lessor at the address specified in Paragraph 6, or to such other address as the Lessor may designate by a notice in writing. Rent shall be payable by the 10th day of each month. Lessee
5. **TERMINATION FOR CONVENIENCE.** Lessee in its sole discretion may terminate this lease at any time for: Failure of the Lessor to provide any of the services required under the terms of this lease, failure to disclose any conflict or potential conflict of interest existing at the date of this lease or hereafter created, or any other breach of the terms of this lease by Lessor which is not adequately remedied within twenty (20) days of the mailing of written notices thereof to Lessor.
6. **NOTICES.** All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid,

and addressed as follows:

To the Lessor at:

Upper Cumberland Human Resource
Agency
Attn: Randy Heady
580 S. Jefferson Ave, Suite B
Cookeville, TN 38501
Phone: (931) 528-1127
Fax: (931)526-8305

To the Lessee at:

Upper Cumberland Development District.
Attn: Mark Farley

7. ASSIGNMENT AND SUBLETTING. The Lessee shall not assign this lease.
8. INSPECTION. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to render services and make any necessary repairs to the premises.
9. ALTERATIONS. Lessee can do alterations to the leased space only with the owner's approval. Lessee can establish a separate exterior mailbox or mail slot subject to owner's approval. Lessee has the exclusive right to place logos or signs with owner approval. Header signs will follow the general color scheme of the current signs already in place. Lessee may paint the walls of the leased space to a desired color following the professional nature of the building at Lessee's cost... All changes shall comply with local city and state codes and is subject to the owner's approval.

Any other alterations of office space or building must be approved by Owner.
10. SURRENDER OR POSSESSION. Upon termination or expiration of this lease, the Lessee will peaceably surrender to the Lessor the leased premises in as good order and condition as when received, reasonable use and wear thereof and damage by earthquake, fire, public calamity, the elements, acts of God, or circumstances over which the Lessee has no control or for which the Lessor is responsible pursuant to this lease, excepted.
11. QUIET POSSESSION. The Lessor agrees that the Lessee in keeping and performing covenants contained herein on the part of the Lessee to be kept and performed, shall at all times during the existence of the lease peaceable and quietly have, hold and enjoy the leased premises, without suit, trouble or hindrance from the Lessor, or any person claiming under Lessor.

12. REPAIR AND MAINTENANCE. During the lease term, the Lessor shall maintain the leased premises and appearances which is provided in good repair and tenantable condition, including, but not limited to, the maintenance and repair of plumbing, heating, electrical, air conditioning and ventilating equipment and fixtures to the end that all such facilities are kept in good operating condition except in case of damage arising solely from a willful or negligent act of the Lessee's agent, invitee, or employee. Lessee's obligations shall include, but are not limited to, furnishing and replacing electrical light bulbs, fluorescent tubes, ballasts and starters, and air conditioning and ventilating equipment filters. In case Lessor, after notice in writing from the Lessee, requiring the Lessor to comply with the requirements of this paragraph in regard to a specified condition, shall fail, refuse or neglect to comply therewith, or in the event of an emergency constituting a hazard to the health and safety of the Lessee's employees, property, or invitees, the Lessee may perform such maintenance or make such repair at its own cost and, in addition to any other remedy the Lessee may have, may deduct the amount thereof from the rent that may then be or thereafter become due hereunder.

13. TERMINATION: The Lessee may at its sole discretion terminate this lease at any time for the following causes: (a) Failure of Lessor to provide any of the services required under the terms of this lease; (b) Failure by the Lessor to make modifications, alterations or improvements as may be necessary to insure the leased premises are brought up to and maintained at code for building construction, health, fire and safety, and handicapped accessibility applicable to this particular premises; (c) Termination or consolidation of WIOA 7 and State operations or programs housed in the leased premises because of loss of funding; (d) Lack of funding by the appropriate Legislative Body or funding source; and can be terminated by the Lessee with 30 day notice.

14. DESTRUCTION. If the leased premises are totally destroyed by fire or other casualty, this lease shall terminate. If such casualty shall render then (10) percent or less of the floor spaces of the leased premises unusable for the purpose intended, Lessor shall effect restoration of the premises as quickly as is reasonably possible, but in any event within thirty (30) days.

In the event such casualty shall render more than ten (10) percent of such floor space unusable but not constitute total destruction, Lessor shall forthwith give notice to Lessee of the specific number of days required to repair the same. If Lessor under such circumstances shall not give such notice within fifteen (15) calendar days after such destruction, or if such notice shall specify that such repairs will require more than ninety (90) days to complete from date such notice is given, Lessee, in either such event, as its option, may terminate this lease or, upon notice to Lessor, may elect to undertake the repairs itself, deducting the cost thereof from the rental due or to become due under this lease and any other lease between Lessor and Lessee.

In the event of any such destruction other than total, when the Lessee has not terminated the lease as herein provided, or pursuant to the terms hereof has not elected to make the repairs itself, the Lessor shall diligently prosecute the repair of said leased premises and, in any event, if said repairs are not completed within the period of thirty (30) days for destruction aggregating ten (10) percent or less of the floor space, or within the period specified in Lessor's notice in connection with partial destruction aggregating more than ten (10) percent, the Lessee shall have the option to terminate this lease or complete the repairs itself, deducting the cost thereof from the rental due or to become due under this lease and any other lease between Lessor and Lessee.

In the event the Lessee remains in possession of said premises though partially destroyed, the rental as herein provided shall be reduced by the same ratio as the net square feet the Lessee is thus precluded from occupying bears to the total net square feet in the leased premises. "Net square feet" shall mean actual inside dimensions and shall not include public corridors, stairwells, elevators, and restrooms.

15. SERVICES AND UTILITIES. The Lessor shall furnish to the Lessee, during the lease term, the following services, utilities and supplies: (Enter "X" in each applicable box)

- | | |
|---|--|
| <input checked="" type="checkbox"/> 1. All utilities (except telephone) | <input checked="" type="checkbox"/> 6. Restroom Supplies |
| <input type="checkbox"/> 2. Janitorial Services & Supplies | <input checked="" type="checkbox"/> 7. Heat Equipment |
| <input checked="" type="checkbox"/> 3. Drinking Fountain | <input checked="" type="checkbox"/> 8. Air Conditioning Equipment |
| <input checked="" type="checkbox"/> 4. Elevator Service (if applicable) | <input checked="" type="checkbox"/> 9. Exterior Lawn & Parking Lot Maintenance |
| <input checked="" type="checkbox"/> 5. Hot and Cold Water Equipment | <input checked="" type="checkbox"/> 10. Waste collection & Disposal |

16. INSURANCE AND INDEMNIFICATION. Lessee, at its own cost and expense, shall maintain general liability insurance in a good and solvent insurance company or companies licensed to do business in Tennessee in the amount of One Million Dollars (\$1,000,000.00) with respect to injury or death and One Million Dollars (\$1,000,000.00) with respect to any one accident or occurrence. Lessee shall furnish to Lessor and the owner a copy of any such policy or policies and a certificate evidencing that the required insurance is in full force and effect. All such policies shall stipulate that they are primary to any other potentially applicable insurance. Lessee shall also be responsible for and maintain any and all insurance on its tangible personal property and contents located on the Leased Premises. Lessor shall maintain insurance covering the building and any improvements now or hereafter on the Leased Premises against loss or damage by fire or other casualty. Furthermore, Lessee shall indemnify

Lessor and save Lessor harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury and/or damage to the Leased Premises arising from or out of the occupancy or use by Lessee of the Leased Premises or any part thereof or any other part of Lessor's property, occasioned wholly or in part by any act or commission of Lessee, its agents, contractors, employees, clients or invitees unless such claim, action, damage, liability and/or expense arises out of the gross negligence of Lessor.

17. **TAXES.** Lessor will be responsible for all real property taxes and/or fees associated with the ownership of the Leased Premises if applicable. Lessee shall be responsible for any personal property taxes attributable for any personal property placed by the Lessee at the premises in the event such tax should be assessed.
18. **SERVICES CREDIT.** Lessor agrees that the rental provided under the terms of Paragraph 4 hereof is based in part upon the costs of the services, utilities, and supplies to be furnished by Lessor pursuant to Paragraph 15 hereof and that should the Lessee vacate the premises prior to the end of the term of this lease, or, if after notices in writing from the Lessee, all or any part of such services, utilities or supplies for any reason are not used by the Lessee, then, in such event, the monthly rental rate as to each month or portion thereof as to which such services, utilities or supplies are not used by the Lessee shall be reduced by an amount equal to the average monthly costs of such unused services, utilities or supplies during the six-month period immediately preceding the first month in which such services, utilities or supplies are not used.
19. **TIME OF ESSENCE.** Time is of the essence of this lease, and the terms and provisions of this lease shall extend to and be binding upon and inure to the benefit of the heirs, executors, administrators, successors and assigns to the respective parties hereto.
20. **HOLDING OVER.** In the event the Lessee remains in possession of the premises after the expiration of the lease term, or any extension hereof, this lease shall be automatically extended on a month to month basis, subject to thirty (30) days termination by either party, and otherwise on the terms and conditions herein specified, as far as applicable.
21. **CODES.** The Lessor shall maintain the leased premises in accordance with all fire, building and life safety codes and The Americans with Disabilities Act.
22. **SPACE AUDIT.** The Lessor certifies that the amount of space, as described in Paragraph 2 above, is accurate to the best of his knowledge. The Lessee reserves the right to perform physical measurements of said space and adjust the rental amount based upon the amount of space as measured. If the measured amount is less than the amount of space indicated in Paragraph 2

above, the adjustment in rent shall be a percentage reduction equal to the percentage difference between the space as reported by the Lessor and that actually measured by the Lessee. In all cases, the Lessee shall use the current Building Owner's and Manager's Association (BOMA) standards of measurements for either single or multi-tenant occupancy, whichever is applicable.

23. PEST CONTROL. The Lessee shall maintain the premises to a condition that is free of pests, rodents, and other vermin.

24. ADDITIONAL SERVICES. This agreement also includes:

- Use of Conference room, if scheduled with the UCHRA Administrative Office.
- Lessee staff and client use of restrooms and breakroom/kitchen areas.

25. By signing below all parties agree that in any event and for any reason that UCHRA (lessor) were to terminate its lease agreement with the building's owner, this lease can be terminated by the owner on ninety (90) days written notice to the Lessee. If such a lease termination by UCHRA were to occur, the building owner also retains the right to continue the lease and assume the role including all rights and responsibilities of the lessor of this lease.

26. The Lessee fully understands that this lease is not binding until all appropriate signatures have been obtained, and the fully executed document is returned to the Lessor.

IN WITNESS WHEREOF, said lease has been executed by the parties hereto:

LESSOR

LESSEE

Upper Cumberland Human
Resource Agency

Upper Cumberland Development District

SIGNED: _____
Randy Heady
Board Chairman

SIGNED: _____
Mark Farley
Executive Director

DATE: _____

DATE: _____

**Upper Cumberland Human Resource Agency
07/01/2022 - 04/30/2023**

Total Agency Grant Related Expenditures

Federal Grantor Revenue	\$ 18,401,539
State Grantor Revenue	\$ 2,641,654
Contract Revenues	\$ 1,740,143
Fares	\$ 306,256
Other Revenue	\$ 142,933
Inkind	\$ 263,668
TOTAL REVENUE	\$ 23,496,192

Salaries and Wages	\$ 6,708,783
Employee Benefits & Taxes	\$ 1,931,576
Total Personnel Expenses	\$ 8,640,359
Professional Fees	\$ 1,272,116
Supplies	\$ 205,018
Communication & Advertising	\$ 250,231
Postage & Shipping	\$ 6,899
Occupancy	\$ 612,282
Equipment Rental & Maintenance	\$ 41,973
Travel/Fuel	\$ 1,250,902
Training	\$ -
Vehicle Maintenance	\$ -
Transportation Trips	\$ -
Insurance	\$ 292,273
Assistance to Individuals	\$ 6,535,433
Printing	\$ 60,493
Contracted Services	\$ 809,891
Food	\$ 21,007
Miscellaneous	\$ 12,651
RTAP-Training	\$ -
Job Access Trips	\$ 236,430
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ -
Capital-Mobility Management	\$ -
Reimbursable Capital Exp.	\$ 1,501,130
In-kind / CPE	\$ 263,668
Total Non-Personnel Expenses	\$ 13,372,396
Total Direct Program Expenses	\$ 22,012,755
Administrative Expenses	\$ 1,528,423
TOTAL EXPENSES	\$ 23,541,178

Program Match \$ 44,986

Program/Matching Revenues

State Appropriation	\$ 145,890
Dues	\$ 191,120
Unrestricted Donations	\$ 135,715
Interest	\$ 1,793
TOTAL REVENUE	\$ 474,518

Non Grant Related Expenditures

Other	\$ 83,691
Lakeside	\$ -
Interest on Line of Credit	\$ 7,706
TOTAL EXPENSES	\$ 91,396
Revenue Over (Under) Exp	\$ 383,122
Match Requirement	\$ 44,986
Revenue Over (Under) Exp	\$ 428,108
Inc (Dec) Transit Fund Balance	\$ 175,186
Unrestricted Revenue	\$ 162,949

June 2023 Head Start Action Items Executive Summary

March and April Financial Reports

- Program 51 budget
- Program 51 Rescue Plan budget
- Monthly reports
- Credit Card Statements
- Inkind reports

2022-2023 Strategic Plan and Program Improvement Plan

2023-2024 T/TA Plan

2022-2023 Enrollment and Waitlist Chart

2022-2023 Slot Reduction Narrative

- Chairman's Letter

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

Apr-23

POSITION	BUDGET	MONTHLY	YTD EXP	BALANCE
a. PERSONNEL				
Child Health and Developmental Services Personnel				
1. Program Managers & Content Area Experts	-	-	-	-
2. Teachers/Infant Toddler Teachers	51,283.00	4,820.10	36,222.50	15,060.50
3. Family Child Care Personnel		-	-	-
4. Home Visitors		-	-	-
5. Teacher Aides & Other Education Personnel	95,328.00	8,509.38	82,615.65	12,712.35
6. Health/Mental Health Services Personnel		-	-	-
7. Disabilities Services Personnel	28,662.00	2,069.30	20,902.01	7,759.99
8. Nutrition Services Personnel		-	-	-
9. Other Child Services Personnel	64,103.00	5,535.75	53,970.81	10,132.19
Transition Specialist		-	-	-
Family and Community Partnerships Personnel				
10. Program Managers & Content Area Experts	31,673.00	2,639.42	25,308.02	6,364.98
11. Other Family & Comm Partnerships Personnel	25,290.00	2,062.50	17,015.16	8,274.84
Program Design and Management Personnel				
12. Executive Director		-	-	-
13. Head Start/ Early Head Start Director	59,119.00	4,926.58	47,728.47	11,390.53
14. Managers		-	-	-
15. Staff Development		-	-	-
16. Clerical Personell		-	-	-
17. Fiscal Personnel		-	-	-
18. Other Adminstrative Personell	24,012.00	2,251.15	20,760.60	3,251.40
Other Personnel				
19. Maintenance Personnel		-	-	-
20. Transportation Personnel	-	-	-	-
21. Other Personnel	24,375.00	2,062.50	15,156.25	9,218.75
TOTAL PERSONNEL	403,845.00	34,876.68	319,679.47	84,165.53
b. FRINGE BENEFITS				
1. Social Security(FICA),State Disability, Unemploy	32,308.00	2,731.24	25,451.64	6,856.36
2. Health/Dental/Life Insurance	40,555.00	3,522.24	30,747.97	9,807.03
3. Retirement	22,985.00	2,459.98	22,351.94	633.06
4. Other Fringe		-	-	-
TOTAL FRINGE BENEFITS	95,848.00	8,713.46	78,551.55	17,296.45
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	656.22	1,719.97	3,780.03
2. Child and Family Services Supplies	14,607.00	1,098.94	7,547.03	7,059.97
3. Food Service Supplies	5,000.00	-	552.20	4,447.80
4. Other Supplies	6,000.00	600.08	3,877.52	2,122.48
TOTAL SUPPLIES	31,107.00	2,355.24	13,696.72	17,410.28
f. CONTRACTUAL				
1. Administrative Services(Legal,Accounting)		-	-	-
2. Health/Disabilities Services	11,000.00	886.25	8,309.54	2,690.46
3. Food Service	2,500.00	3,571.88	29,247.56	(26,747.56)
4. USDA		(4,134.87)	(29,691.09)	29,691.09
5. Training & Technical Assistance	10,000.00	1,660.50	10,000.00	-
6. Family Child Care		-	-	-
7. Delegate Agency Costs		-	-	-
8. Other Contracts		-	-	-
TOTAL CONTRACTUAL	23,500.00	1,983.76	17,866.01	5,633.99
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	1,321.01	14,743.74	456.26
5. Building & Child Liability Insurance	5,000.00	-	4,682.27	317.73
6. Building Maintenance/Repair and Other Occupand	24,000.00	495.00	12,058.62	11,941.38
7. Incidental Alterations/Renovations		-	-	-
8. Local Travel	100.00	-	-	100.00
9. Nutrition Services	21,373.00	61.07	4,858.96	16,514.04
10. Child Services Consultants	-	-	-	-
11. Volunteers		-	-	-
12. Substitutes(if not paid benefits)		-	-	-
13. Parent Services	6,500.00	771.58	6,348.32	151.68
14. Accounting & Legal Services	1,500.00	-	-	1,500.00
15. Publications/Advertising/Printing	5,500.00	505.00	1,778.50	3,721.50
16. Training or Staff Development	15,756.00	2,110.48	9,693.87	6,062.13
17A. Vehicle Operations	29,725.00	1,743.97	16,007.41	13,717.59
17B. Administrative Cost	7,500.00	-	1,493.98	6,006.02
19. Education Incentive-Teachers	-	-	-	-
20. Training Initiatives	-	-	-	-
21. Program Improvements	-	-	-	-
TOTAL OTHER	132,154.00	7,008.11	71,665.67	60,488.33

i. TOTAL DIRECT CHARGES	686,554.00	54,937.25	501,459.42	185,094.58
j. Indirect Costs	49,600.00	7,247.87	74,000.55	(24,400.55)
TOTALS - ALL BUDGET CATEGORIES	736,154.00	62,185.12	575,459.97	160,694.03
IN-KIND	184,039.00	-	184,045.74	(6.74)

MONTHLY EXPENSES 62185.12
OVERAGE ON INDIRECT COST -7247.87
TOTAL DRAWDOWN 54937.25

Director of Finance & Administration

Date



Monthly Report

ITEMS TO BE BROUGHT TO THE ATTENTION OF THE CENTRAL OFFICE STAFF (Code each by item #)

- | | | | | |
|-------------------|------------------|--------------|------------------------|----------------------|
| 1. Administration | 4. Education | 7. Health | 10. Social Services | 13. Transition |
| 2. Personnel | 5. Disabilities | 8. Nutrition | 11. Parent Involvement | 14. Miscellaneous |
| 3. Facilities | 6. Mental Health | 9. Licensing | 12. Transportation | 15. General Comments |

Area	Comments		
Date:			
Special Activities, Events and/or Trainings of the Month			
Description	Dates	Attendees #	Notes
MVP Day	4/22/23	9	Children learned about safety.
List of Visits by Central Office Staff			
Person(s)	Dates	Purpose	Notes
Darcey Emerson	4/4/23	TECTA	Came to talk to employees about their schooling.
Elicia Puckett	4/5/23	Tennessee Department of Health	
Brian Powell	4/17/23	Bledsoe Telephone Cooperative	
Leslie Hamlett	4/21/23	TECTA	Observation
Amy Leonard	4/21/23	DHS	Licensing Visit
LaNelle Godsey	4/21/23	UCHRA	
Christina McCloud	4/24/23	TECTA	
Mark Loftis	4/24/23	Mental Health Obs.	
Bobie Viamonte	4/25/23	DCS	
Priscilla Herron	4/28/23	NAEYC	
List of Public School Contacts and Visits			
Person(s)	Dates	Purpose	
Candace Brewer	4/5/23, 4/11/23, 4/12/23, 4/19/23	Occupational Therapy	LEA
Tonya Pettit	4/13/23, 4/20/23, 4/28/23	Academic Readiness	LEA
Allison Williams	4/18/23	Speech & Language Services	LEA
Braden Powel	4/25/23	Speech & Language Services	LEA
Upcoming Special Activities, Events and/or Trainings			

Distribute to: 1 Copy to Central Office Staff 1 Copy to be filed at the Center

April 2023
 (Month/Year)

Arianna Barron
 (Staff Member Completing Report)

Van Buren
 (County or Center)



Monthly Report

ITEMS TO BE BROUGHT TO THE ATTENTION OF THE CENTRAL OFFICE STAFF (Code each by item #)

- | | | | | |
|-------------------|------------------|--------------|------------------------|----------------------|
| 1. Administration | 4. Education | 7. Health | 10. Social Services | 13. Transition |
| 2. Personnel | 5. Disabilities | 8. Nutrition | 11. Parent Involvement | 14. Miscellaneous |
| 3. Facilities | 6. Mental Health | 9. Licensing | 12. Transportation | 15. General Comments |

Description	Dates	Attendees #	Notes
Mother's Day Out	5/2/23		Female role models and their children cook together, and they learn about safety in the kitchen.

STATISTICAL INFORMATION FOR THE MONTH (Report numbers for the month not cumulative)

Home Visits by Center Edu. Staff: 0	Medical Trips # of Children: 4	Dental Trip # of Children: 1
Total Enrollment: 38	Operational Days: 19	Withdrawn: 1 Added: 0
Monthly Total Present: 608	Monthly ADA: 90.88%	Meals B: 598 L: 599 S: 576

Distribute to: 1 Copy to Central Office Staff 1 Copy to be filed at the Center

April 2023
 (Month/Year)

Arieanna Barron
 (Staff Member Completing Report)

Van Buren
 (County or Center)



**HEADSTART INKIND
APRIL 2023**

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	\$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

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

Mar-23

POSITION	BUDGET	MONTHLY	YTD EXP	BALANCE
a. PERSONNEL				
Child Health and Developmental Services Personnel				
1. Program Managers & Content Area Experts	-	-		-
2. Teachers/Infant Toddler Teachers	51,283.00	4,391.00	31,402.40	19,880.60
3. Family Child Care Personnel		-	-	-
4. Home Visitors		-	-	-
5. Teacher Aides & Other Education Personnel	95,328.00	7,756.25	74,106.27	21,221.73
6. Health/Mental Health Services Personnel		-	-	-
7. Disabilities Services Personnel	28,662.00	2,388.54	18,832.71	9,829.29
8. Nutrition Services Personnel		-	-	-
9. Other Child Services Personnel	64,103.00	5,032.51	48,435.06	15,667.94
Transition Specialist		-		-
Family and Community Partnerships Personnel				
10. Program Managers & Content Area Experts	31,673.00	2,639.42	22,668.60	9,004.40
11. Other Family & Comm Partnerships Personnel	25,290.00	1,875.00	14,952.66	10,337.34
Program Design and Management Personnel				
12. Executive Director		-	-	-
13. Head Start/ Early Head Start Director	59,119.00	4,926.58	42,801.89	16,317.11
14. Managers		-	-	-
15. Staff Development		-	-	-
16. Clerical Personell		-	-	-
17. Fiscal Personnel		-		
18. Other Adminstrative Personell	24,012.00	2,001.02	18,509.45	5,502.55
Other Personnel				
19. Maintenance Personnel		-	-	-
20. Transportation Personnel	-	-	-	-
21. Other Personnel	24,375.00	1,875.00	13,093.75	11,281.25
TOTAL PERSONNEL	403,845.00	32,885.32	284,802.79	119,042.21
b. FRINGE BENEFITS				
1. Social Security(FICA), State Disability, Unemploy	32,308.00	2,683.18	22,720.40	9,587.60
2. Health/Dental/Life Insurance	40,555.00	3,522.24	27,225.73	13,329.27
3. Retirement	22,985.00	2,328.68	19,891.96	3,093.04
4. Other Fringe		-	-	-
TOTAL FRINGE BENEFITS	95,848.00	8,534.10	69,838.09	26,009.91
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	100.94	1,063.75	4,436.25
2. Child and Family Services Supplies	14,607.00	1,845.74	6,448.09	8,158.91
3. Food Service Supplies	5,000.00	31.55	552.20	4,447.80
4. Other Supplies	6,000.00	842.59	3,277.44	2,722.56
TOTAL SUPPLIES	31,107.00	2,820.82	11,341.48	19,765.52
f. CONTRACTUAL				
1. Administrative Services(Legal,Accounting)		-	-	-
2. Health/Disabilities Services	11,000.00	544.18	7,423.29	3,576.71
3. Food Service	2,500.00	3,720.43	25,675.68	(23,175.68)
4. USDA		(4,400.60)	(25,556.22)	25,556.22
5. Training & Technical Assistance	10,000.00	518.00	8,339.50	1,660.50
6. Family Child Care		-	-	-
7. Delegate Agency Costs		-	-	-
8. Other Contracts		-	-	-
TOTAL CONTRACTUAL	23,500.00	382.01	15,882.25	7,617.75
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	1,592.52	13,422.73	1,777.27
5. Building & Child Liability Insurance	5,000.00	1,474.53	4,682.27	317.73
6. Building Maintenance/Repair and Other Occupanc	24,000.00	3,150.69	11,563.62	12,436.38
7. Incidental Alterations/Renovations		-	-	-
8. Local Travel	100.00	-	-	100.00
9. Nutrition Services	21,373.00	1,663.48	4,797.89	16,575.11
10. Child Services Consultants	-	-	-	-
11. Volunteers		-	-	-
12. Substitutes(if not paid benefits)		-	-	-
13. Parent Services	6,500.00	272.82	5,576.74	923.26
14. Accounting & Legal Services	1,500.00	-	-	1,500.00
15. Publications/Advertising/Printing	5,500.00	-	1,273.50	4,226.50
16. Training or Staff Development	15,756.00	-	7,583.39	8,172.61
17A. Vehicle Operations	29,725.00	4,234.82	14,263.44	15,461.56
17B. Administrative Cost	7,500.00	1.39	1,493.98	6,006.02
19. Education Incentive-Teachers	-	-	-	-
20. Training Initiatives	-	-	-	-
21. Program Improvements	-	-	-	-
TOTAL OTHER	132,154.00	12,390.25	64,657.56	67,496.44
i. TOTAL DIRECT CHARGES	686,554.00	57,012.50	446,522.17	240,031.83

j. Indirect Costs	49,600.00	7,140.71	66,752.68	(17,152.68)
TOTALS - ALL BUDGET CATEGORIES	736,154.00	64,153.21	513,274.85	222,879.15
IN-KIND	184,039.00	-	184,045.74	(6.74)

MONTHLY EXPENSES 64153.21
OVERAGE ON INDIRECT COST -7140.71
TOTAL DRAWDOWN 57012.50

Director of Finance & Administration

Date

HEADSTART PROGRAM 51RP

4/1/2021--3/31/2023

4/1/2021--3/31/2023

4/1/2021-3/31-2023

51RP CONTRACT

MARCH 2023--FINA

POSITION	BUDGET	MONTHLY	YTD EXP	BALANCE
a. PERSONNEL				
Child Health and Developmental Services Personnel				
1. Program Managers & Content Area Experts	-	-	-	-
2. Teachers/Infant Toddler Teachers		-	-	-
3. Family Child Care Personnel		-	-	-
4. Home Visitors		-	-	-
5. Teacher Aides & Other Education Personnel		-	-	-
6. Health/Mental Health Services Personnel		-	-	-
7. Disabilities Services Personnel		-	-	-
8. Nutrition Services Personnel		-	-	-
9. Other Child Services Personnel		-	-	-
Transition Specialist		-	-	-
Family and Community Partnerships Personnel				
10. Program Managers & Content Area Experts		-	-	-
11. Other Family & Comm Partnerships Personnel		-	-	-
Program Design and Management Personnel				
12. Executive Director		-	-	-
13. Head Start/ Early Head Start Director		-	-	0.00
14. Managers		-	-	-
15. Staff Development		-	-	-
16. Clerical Personell		-	-	-
17. Fiscal Personnel		-	-	-
18. Other Administrative Personell		-	-	-
Other Personnel				
19. Maintenance Personnel		-	-	-
20. Transportation Personnel	-	-	-	-
21. Other Personnel		-	-	-
TOTAL PERSONNEL	-	-	-	-
b. FRINGE BENEFITS				
1. Social Security(FICA),State Disability, Unemploy		-	-	-
2. Health/Dental/Life Insurance		-	-	-
3. Retirement		-	-	-
4. Other Fringe		-	-	-
TOTAL FRINGE BENEFITS	-	-	-	-
c. TRAVEL				
1. Staff Out-Of-Town Travel		-	-	-
TOTAL TRAVEL	-	-	-	-
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		-	-	-
2. Child and Family Services Supplies		-	-	-
3. Food Service Supplies		-	-	-
4. Other Supplies		-	-	0.00
TOTAL SUPPLIES	-	-	-	-
f. CONTRACTUAL				
1. Administrative Services(Legal,Accounting)		-	-	-
2. Health/Disabilities Services		-	-	-
3. Food Service		-	-	0.00
4. USDA		-	-	-
5. Training & Technical Assistance		-	-	-
6. Family Child Care		-	-	-
7. Delegate Agency Costs		-	-	-
8. Other Contracts		-	-	-
TOTAL CONTRACTUAL	-	-	-	-
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		-	-	-
5. Building & Child Liability Insurance		-	-	0.00
6. Building Maintenance/Repair and Other Occupancy		-	-	0.00
7. Incidental Alterations/Renovations		-	-	-
8. Local Travel		-	-	-
9. Nutrition Services		-	-	-
10. Child Services Consultants		-	-	-
11. Volunteers		-	-	-
12. Substitutes(if not paid benefits)		-	-	-
13. Parent Services		-	-	0.00
14. Accounting & Legal Services		-	-	0.00
15. Publications/Advertising/Printing		-	-	0.00
16. Training or Staff Development		-	-	-
17A. Vehicle Operations		-	-	-
17B. Administrative Cost		-	-	-
19. Education Incentive-Teachers		-	-	-
20. Training Initiatives		-	-	-
21. Program Improvements	44,271.00	953.86	44,317.39	(46.39)
TOTAL OTHER	44,271.00	953.86	44,317.39	(46.39)

i. TOTAL DIRECT CHARGES	44,271.00	953.86	44,317.39	(46.39)
j. Indirect Costs		-	595.82	(595.82)
TOTALS - ALL BUDGET CATEGORIES	44,271.00	953.86	44,913.21	(642.21)
IN-KIND			-	-

The Balance of the Contract from the previous report

958.85

Didn't draw down 595.82 for indirect and 51.28 which was based on Salaries.

Balance of Contract on Final : 4.99

-642.21

595.82

51.28

4.99

Director of Finance & Administration

Date



Monthly Report

ITEMS TO BE BROUGHT TO THE ATTENTION OF THE CENTRAL OFFICE STAFF (Code each by item #)

- | | | | | |
|-------------------|------------------|--------------|------------------------|----------------------|
| 1. Administration | 4. Education | 7. Health | 10. Social Services | 13. Transition |
| 2. Personnel | 5. Disabilities | 8. Nutrition | 11. Parent Involvement | 14. Miscellaneous |
| 3. Facilities | 6. Mental Health | 9. Licensing | 12. Transportation | 15. General Comments |

Area	Comments		
Date:			
Special Activities, Events and/or Trainings of the Month			
Description	Dates	Attendees #	Notes
Mother's Day Out	3/1/23	10	Hairstyles, haircuts, nail styling, and food were provided.
Family Reading Night	3/2/23	2	Children were entertained with activities and family reading fun.
Derby Day	3/11/23	N/A	Male involvement. Children engaged in friendly competitive fun. Food was provided.
List of Visits by Central Office Staff			
Person(s)	Dates	Purpose	Notes
Amy Leonard	3/6/23	DHS	Licensing Visit
Joseph Gore, Michael Rogers, and Randy Brown	3/20/23	BCCX	Volunteers working on changing the playground mulch out, etc.
Randy Brown, James Robert, Michael Rogers, and Joseph Gore	3/21/23	BCCx	Volunteers working on changing the playground mulch out, etc.
Corey Garrett	3/22/23	Director of Special Education	Disability and IEP training for staff.
James Robert, Joseph Gore, Randy Brown, Michael Rogers	3/23/23	BCCX	Volunteers working on changing the playground mulch out, etc.
Ginger Start, Lanelle Godsey, Amye Anderson	3/27/23	UCHRA	
Mark Loftis	3/17/23	Mental Health Obs	
Bobie Viamonte	3/30/23	DCS	
List of Public School Contacts and Visits			
Person(s)	Dates	Purpose	
Tonya Petit	3/2/23, 3/8/23, 3/17/23, 3/31/23	Academic Readiness	LEA
Candace Brewer	3/17/23, 3/31/23	Occupational Therapy	LEA
Allison Williams	3/28/23	Speech & Language Services	LEA
Upcoming Special Activities, Events and/or Trainings			
Description	Dates	Attendees #	Notes
Family Reading Night	4/13/23	N/A	Children are entertained with activities,



Monthly Report

ITEMS TO BE BROUGHT TO THE ATTENTION OF THE CENTRAL OFFICE STAFF (Code each by item #)

- | | | | | |
|-------------------|------------------|--------------|------------------------|----------------------|
| 1. Administration | 4. Education | 7. Health | 10. Social Services | 13. Transition |
| 2. Personnel | 5. Disabilities | 8. Nutrition | 11. Parent Involvement | 14. Miscellaneous |
| 3. Facilities | 6. Mental Health | 9. Licensing | 12. Transportation | 15. General Comments |

			food, and family reading fun.
Earth Day	4/21/23		The Children will be planting a tree at Head Start in celebration of Earth Day.
MVP Day	4/22/23	N/A	Male involvement. Children engaged in friendly fun and safety learning.

STATISTICAL INFORMATION FOR THE MONTH (Report numbers for the month not cumulative)

Home Visits by Center Edu. Staff: 3	Medical Trips # of Children:	Dental Trip # of Children: 0
Monthly Volunteer Total: 4	Parent Meetings/Trainings:0	# Present:Attendance:0
Total Enrollment: 38	Operational Days: 17	Withdrawn: 1 Added: 0
Monthly Total Present: 553	Monthly ADA: 92.01%	Meals B: 546 L: 543 S: 489

Distribute to: 1 Copy to Central Office Staff 1 Copy to be filed at the Center

March 2023
 (Month/Year)

Arieanna Barron
 (Staff Member Completing Report)

Van Buren
 (County or Center)

CREDIT CARD REPORT

MARCH 2023

Vendor	Date	Item	Amount	Code
CAPITAL ONE	2/3/2023	4- SILK 5.30 OZ, 4-YOQUART, ALMOND MILK, 15- BABY FOODS	42.58	F3
		3-FACIAL TISSUE	20.52	E2
CAPITAL ONE	2/8/2023	HD ROD WH, EC NL PAIR, 4-GG PRO PWR, BASKET, 3- 8.5X11 FRAMES,	36.43	E4
		3PKS- TOMATOES	44.17	H13
		2-CULTERY	38.43	F3
	2/15/2023	TRAINING PAD	9.56	E3
		2-48CT CHIPS	13.78	E2
			38.96	H13
SAM'S CLUB	2/15/2023	BABY WIPES 115Z CT-3	61.44	E2
		30-3.25 LBS PREMIUM MASHED POTATOES, 10-52 PK INSTANT OATMEAL, 30-20AZ 4CT PINAPPLE CHUCKS, 29-2LB JUMBO SHRIMP, 29-3.8LBS FISH STICKS, 29-24OZ 2PK FIVE CHEESE TORTELINI, 16-96OZ 2PK CRAN-GRAPE JUICE DRINK, 4CT MEDITERRANEAN STYLE BROWN RICE AND QUINOA	1579.16	H9
REGIONS BANK-DROPBOX	2/27/2023	MONTHLY SUBSCRIPTION	14.98	F2
Total			\$1,900.01	

**HEADSTART INKIND
Mar-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	\$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



Program Management and Quality Improvement

FY 21/22

FOR PROGRAM YEAR 22/23

Strategic Planning and Self-Assessment

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UPPER CUMBERLAND HUMAN RESOURCE AGENCY

Grant# 04CH10011

Funding Year: 2022

During the strategic planning, Self-Assessment goals were developed to inspire and drive the program to achieve the success of implementing the overall objectives of providing quality services to children, families and the community. The strategic planning system enhances and builds upon the Self-Assessment. The following assemblages were involved:

- Mentor Coach/Education Supervisor
- Family/Community Partnership Specialist
- Health/Disability Services Specialist
- Director
- Grantee Finance Staff
- Governing Board
- Policy Council/Parents

During a year long process, an extensive amount of effort has been implemented in monitoring the program, collecting data and analyzing the results to design the goals within the self-assessment utilizing the following systems:

- Community Assessment
- Child Outcomes
- Family Outcomes
- Most Recent Tri-Annual Federal Review
- Self-Assessment/Analyzed Program/Services Data Collection
- State Quality Child Care Program
- NAEYC Accreditation Process
- Trends from the Parent Intake
- PIR data
- Fidelity Tool Checklist
- Dual Language Learners Program Assessment

A structured approach was implemented in collecting data from all the instruments used in monitoring the systems. Indicators are noted and analyzed to determine objectives that will allow the goals to be assembled from organized, collaborative information. Through the combination of the Governing Board, Grantee, Policy Council and the Head Start Staff, a collective conclusion was reached in determining the overall goals prioritized to enhance continuation of

high quality services to children and families. Plans were designed to enable programs to develop and implement a systematic, ongoing process consistent with Head Start philosophy and be reflective of overall indicators.

To accomplish and maintain the plans, goals and objectives, a mission, vision and values statement must be developed in order to allow all bodies concerned a usable purpose to set the ideology of the overall objectives of the program.

- **Vision Statement** To enhance positive transformation for our children, families, staff and community through partnerships which allow for the entire group to benefit from each other for a thriving society for future growth and generations to succeed.
- **Mission Statement** Foster individual development for children, families and staff to sustain positive transitions into the future.
- **Value Statement** Impossible dreams; **Hand in Hand, Together We Can.**

Data is collected throughout the 2021- 2022 school term to be implemented in the 2022-2023 school term to include findings from the previous school term that were not included in the previous Strategic plan/Self Assessment that were determined at year end while collecting data for analysis. As always, you can request and receive a copy of this report or visit our website at: www.ucvbheadstart.org and locate under "Governing Bodies". We continually strive to improve our program and this is evident in our Strategic Plan. The compiled goals should be attainable as designated by the timelines-Short Term/ Long Term. The established program objectives include activities and documentation that support, governing regulations, to include Head Start Performance Standards, 2007 Head Start Act, and State Child Care Licensing.

Self-Assessment Narrative

In cohesive agreement with Head Start Performance Standard 1302.102 and 641A of the Head Start Act and the Region IV Office of the Administration for Children and Families, the following Self-Assessment Plan is submitted for the continued progression of improvement of the Program to maintain a high level of quality services provided to children and families.

Self-Assessment Preparation and Process

The Policy Council and governing body were trained on the purpose of the Self-Assessment. The program aggregates and analyzes data to include child assessment data and professional development and parent and family engagement data. Governing body and Policy Council are presented with the results of all data collected, identified needs, and quality improvement plans throughout the year.

Self-Assessment Objectives

The objective of the Self-Assessment is to approach quality improvement and program management through a systematic approach. Through the data collection process identify needs, design and implement goals to set the stage for a new year of ongoing monitoring and self-assessment activities to include challenges of the program, to strengthen current practices, and enable staff to better achieve the goal of providing high quality service to children and families.

Plan and Process

Program will form a self-assessment team utilizing program director, service delivery managers and input from the governing body, policy council and parents. Each service area is carefully examined and the outcome is analyzed. These findings and /or recommendations identify areas that need improvement and are incorporated into program goals setting the stage for T/TA Plans and budget justifications. A QIP plan is developed to improve the areas identified. Although the program continually seeks ways to improve program service delivery and program design and management, the accountability of the self-assessment process allows for an unbiased view of program operations through exploration of systemic issues and challenges. Progress will be examined on goals and objectives throughout the year to determine corrective actions are implemented.

Effectiveness and Challenges

Effectiveness:

- High quality services
- Community partners
- Staff dedication
- Maintain high standards of safety

Program Challenges

- Size/topography of service delivery area
- Accessibility to obtain local vendors/resources
- Accessibility to quality staff due to location and population
- Location of center in proximity of major population area
- Lack of Early Head Start

Service Delivery Area: ERSEA 1 of 1

Goal: Upper Cumberland Human Resource Agency Head Start (UCHRA) will ensure Eligibility, Recruitment, Selection, Enrollment, and Attendance systems are in place to enroll the neediest families in a timely manner and maintain full enrollment and waitlist throughout the program year.

Desired Outcome: All efforts are made to maintain enrollment.

Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD
Increased ads in local papers to support funded enrollment is met and an adequate wait list is maintained by intensifying recruitment efforts through marketing and public education.	FCPS	Aug 2023	Recruitment Log, Child Applications, Waitlist, Marketing Tools, and Community Outreach Participation Opportunities	Completed	Program Dollars	Objective met: The program has advertised on social media, flyers, word of mouth and door to door (following COVID guidelines by staying outside and wearing masks) etc.
Enhance recruitment efforts by addressing COVID concerns families may have and providing information on all the steps taken by our program to ensure children will learn in a safe, nurturing environment.	FCPS	Aug 2023	Recruitment Log, Recruitment notes	Completed	N/A	Objective Met: Discussed with community partners and families the steps we are taking to keep our program sanitized and disinfected.

Service Delivery Area: Education and Child Development Program Services 1 of 1

Goal: Upper Cumberland Human Resource Agency Head Start (UCHRA) Head Start will deliver high quality early education and child development services to meet the expectations across the domain to improve the child's readiness for kindergarten.

Desired Outcome: All teaching staff will increase their knowledge to ensure appropriate engagement, curriculum implementation, and environments conducive to support individualized goals, school readiness and positive child outcomes.

Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD
Implement newly added Creative Curriculum that include arts, science and social studies to enhance school readiness outcomes.	Education Supervisor/ Teachers	Aug 2023	Lesson Plans	Completed	Creative Curriculum	Progressions are now defined as no evidence yet, emerging or meets program standards.
Implement STEAM tool kit concentrating on Technology	Education Supervisor/ Teachers	Aug 2023	Lesson Plans	Completed	Proslutions	Installed new interactive technology in the classroom will utilize educational experiences.

Service Delivery Area: Health Program Services 1 of 1

Goal: Upper Cumberland Human Resource Agency Head Start (UCHRA) staff will support health services in school readiness by identifying health and safety strategies that will support children's learning and development.

Desired Outcome: To provide high quality safety, health, oral health, mental health and nutrition services that are developmentally, culturally and linguistically appropriate that supports children's growth and school readiness.

Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD
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Due to increasing severe behaviors in the classroom staff will train in positive behavior modification.	HDSS/Education Supervisor/ Mentor Coach	2023	Training logs/in kind	CCR&R	
Implementation of a monthly backpack weekend feeding program to address nutrition disparities of Identified enrolled families.	HDSS	2023	Invoices/checklist	Program dollars	Objective not met due to rise in cost of food backpack weekend feeding program has been reduced to monthly.

Service Delivery Area: Safety Practices 1 of 1

Goal: Upper Cumberland Human Resource Agency Head Start (UCHRA) Head Start will implement a system of health and safety practices that ensure children are kept safe at all times.

Desired Outcome: Develop and maintain a "culture of safety" in which all staff are engaged stakeholders.

Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD
Address Playground surfacing original installation issues (poor drainage/labor maintenance) by replacing playground surfacing to ensure increased ECERS score and improve physical/mental health of staff by not requiring as much upkeep of the playground maintenance	Director/HDSS	2025	Invoices/checklist	Still in progress	When program dollars are available	Timeline reflects the 2025 date. Will write for additional funding within the following funding years.
Replace all smoke detectors in the building with newer models (as advised by system inspector) to support the safety of staff and children with warning signals in case of a fire.	Director/HDSS	2023	Invoices	Still in progress	Program Dollars, FCFFD	Been in contact with local fire department about installing new fire detectors

Implementation of local drug coalition in partnership with the local American Legion and correspondence with the healthier Van Buren Committee/HSAC. Due to COVID this needs to be carried over.	FCPS/HDSS	December 2023	Advisory Minutes, Agendas	Still in progress	Active Drug Coalition Committee	Had first meeting to discuss forming a drug coalition on 5/16/23
Redesign & Construct building entrance for a more secure layout that will prohibit visitors from having immediate access to classrooms.	Director/HDSS	July 2025	Invoices	Still in progress	When Program Dollars are Available	Timeline reflects the 2025 date. Will write for additional funding within the following funding years

Service Delivery Area: Family/Community Engagement Program Services 1 of 1

Goal: UCHRA Head Start staff will increase family engagement by providing activities based on the Family's interest and needs that will lead to positive outcomes for the child and family.

Desired Outcome: Parents/Families will access resources and systems of support that meet family needs and goals. Relationships will be developed that are helpful in supporting the goals they have established for themselves/their children.

Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/IBOD
Increase parent understanding of in kind opportunities to achieve program goals and increase parent as lifelong educator skills.	FCPS/Education Staff	July 2023	Training Logs/Home Visits/PTC	Objective has been met.	N/A	Parents obtained training during in-service and provided with home activities to support parents as lifelong educators
Develop & Implement a custom reading report to ensure tracking of parent involvement in home reading activities	FCPS/FSW	July 2023	ChildPlus	Objective has been met.	ChildPlus	Completed
Train staff on accessing resource guides and creating new partnerships that will	FCPS	Ongoing	Completion of family goals/Staffing/Child	Objective has been	N/A	Done during in-service

Increase opportunities for families to complete goals.			Plus Reports/Partnerships	met./Ongoing		training.
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Service Delivery Area: Human Resource Management 1 of 1

<p>Goal: Upper Cumberland Human Resource Agency Head Start (UCHRA) Head Start will ensure all staff consultants and contractors engaged in the delivery of program services have knowledge, training, experience and competencies to fulfill roles and responsibilities of their positions.</p> <p>Desired Outcome: Ensure high quality service delivery is provided in accordance with program performance standards.</p>						
Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD
Education staff that do not hold at a minimum an Associates Degree in Early Childhood or equivalent will obtain and/or maintain a CDA. New hire education staff will pursue through an accelerated process and apply for their CDA certificate within 2 year of hire date acquiring knowledge to foster positive teacher child interactions. .	Education Supervisor	Within 2 years of hire/ Ongoing	Degrees and certifications	Ongoing	Quorum, Council of Child Development and Local Colleges, TECTA, NHSA, CCEI	New staff are enrolled in courses to obtain CDA and AAS.
Design and implement a more cohesive payscale that reflects the increase in pay rates in our area to support retention of staff	Director/Grantee Finance Director	July 2023		Still in progress	N/A	Objective not met due to still analyzing information
Maintain certified class observers.	Education Supervisor	Yearly/ Ongoing	Certification	Still in progress	Teachstone	Objective not met due to staff who are in the process of obtaining

									certification
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Program Management and Quality Improvement Systems 1 of 1

Goal: UCHRA Head Start program will provide management and a process of ongoing monitoring and continuous improvement for achieving program goals.

Desired Outcome: Ensure child safety and delivery of effective high-quality program services.

Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD
Utilize Child Plus training team to increase staff's knowledge of the ChildPlus data management system to ensure comprehensive data collection for PIR report.	Director	July 2023	Invoices, Training Logs, Agendas	Still in progress	Childplus and When program dollars are available	Obtained training in July 2024
All staff will be trained in mindset skills to raise awareness, enhance skills, build employer/employee/peer relationships and increase professional development opportunities.	Director/HDSS/ Education Supervisor	December 2022/ Ongoing	Invoices, Training Logs, In-service Agenda	Objective has been met.	Program Dollars	October Fall Break Training

Financial and Administrative Requirements 1 of 1

Goal: UCHRA Head Start will participate in the development of sound management practices, including financial management.

Desired Outcome: Ensure strong fiscal controls are implemented that meet financial requirements and are in compliance with laws and regulations.

Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD

Include Grantee Director of finance and finance staff in fiscal training opportunities.	Director/ Grantee Finance Director	July 2022/Ongoing	Training Agendas and Invoices	Objective has been met./Ongoing	Local, State, National Trainings, TA, Communication with Regional Office	Training information provided
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Service Delivery Area: Program Goals/Outcome that support the program's mission to serve children families and community 1 of 2

Goal: Upper Cumberland Human Resource Agency Head Start (UCHRA) Head Start will advocate for and provide high-quality mental health services that are respectful and responsive through strengths-based and family-centered approaches to parents/children to ensure awareness and identification of the effects of Adverse Childhood Trauma and ensure a foundation of resilience is established for later developmental outcomes.

Desired Outcome: To build resilience for parent and child promoting staff and family growth through positive relationships.

Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD
Due to staff turnover will continue to train Education staff on implementing strategies to aid children experiencing adverse childhood trauma in building resilience factors essential to high quality professional practice, through self-reflection, improve their skills in working with children and families, improve their ability to communicate and work with fellow staff members, understand how their own experiences and beliefs influence their work, sound decision-making, staff skill development, and appropriate service delivery.	HDSS/ All Education Staff	June 2023	Reduction in documented related issues and Documentation of	Completed /Ongoing	Mental Health Provider/State, Local and National Conferences, CCEI	Obtained training in July 2022
Train Parents to be knowledgeable of the effects of adult/child adverse childhood trauma allowing for them to implement strategies in building	HDSS/ Mental Health Consultant	June 2023/ Ongoing	Agenda/Sign-in sheet	Objective has been met./Ongoing	Mental Health Provider	Adverse childhood trauma provided to parents on February 16, 2023

resilience factors in their child and themselves.									
Develop partnerships and seek resources for staff to obtain ACES certifications that will provide support to children and families concerning Adverse Childhood Trauma.	HDSS/ Education Supervisor	June 2024	Partnership/ Mental Health Services Certificate	Objective has been met.	Staff Time/ ACES	Certification obtained from Mental Health professional			
Establish a system of support that provides education/awareness/ intervention to staff, families, children, and community concerning awareness of substance abuse/opioid crisis including but not limited to, (intervention).	HDSS/ FCPS	June 2025	Policies and Procedures	Still in progress	State, Local and National Conferences				
Developing partnerships with entities addressing drug addiction.	HDSS/ FCPS	June 2025	Partnerships	Still in progress	Staff Time				

Service Delivery Area: Program Goals/Outcome that support the program's mission to serve children families and community 2 of 2

<p>Goal: Upper Cumberland Human Resource Agency Head Start (UCHRA) program will ensure all staff, consultants, and contractors have sufficient knowledge, training, experience, and competencies to fulfill the roles and duties of their position. gaining new knowledge, skills, and abilities, along with experience and competencies that relate to one's profession, job responsibilities, or work environment.</p> <p>Desired Outcome: High quality early education and child development services promoting children's growth for later success in school. Increased emotional well-being of the classroom due to reduction of challenging behaviors. Progress toward achieving school readiness goals.</p>									
Action Steps	Staff Responsibility	Timeline	Documentation	Status of Completion	Resources	Report to PC/BOD			
Education staff with scores falling below the OHS National threshold for CLASS will be trained utilizing Teachstone Video library, ECKLC webinars, and NCQTL suites, in addition to all staff receiving PBC method through an enhanced training	Education Supervisor	Ongoing- as needed	Agendas/ Training Logs	Still in progress/ Ongoing	In-House, State, Local and National Conferences ECKLC, NCQTL, Teachstone, CCEI	100 % completed on a need to need basis			

<p>process where education staff will identify learning methods for a more individualized training approach, (ie: model, side-by-side verbal or gestural support, provide resources, observe and reflect, role play.) They will also receive PBC training on strategies to provide effective teacher-child interactions through video recording/review and reflection.</p>						
<p>Training for education staff in area of Instructional Learning formats in the classroom to deepen their understanding and build consistency in regards to effective facilitation-expanding children's involvement, using a variety of modalities and materials to effectively interest students, and the importance of focusing students' attention toward learning objectives with advanced organizer, summary, & reorientation statements.</p>	<p>Education Supervisor</p>	<p>June 2023</p>	<p>Agendas/ Training Logs and CLASS scores</p>	<p>Completed</p>	<p>Teachstone</p>	<p>100 % completed</p>
<p>Training for education staff in area of Concept development in the classroom to deepen their understanding and build consistency in regards to using discussions and activities that encourage analysis and reasoning; providing opportunities for students to be creative and/or generate their own ideas and products; linking concepts and activities to one another and to previous learning; relating concepts to the students' actual lives.</p>	<p>Education Supervisor</p>	<p>July 2024</p>	<p>Agendas/ Training Logs and CLASS scores</p>	<p>Still in progress</p>	<p>Teachstone</p>	<p>Training to occur October 2023</p>

<p>Training for education staff in area of quality of feedback/language modeling in the classroom to deepen their understanding and build consistency in regards to how to provide hints and assistance, feedback loops, prompting, expansion, clarification, encouragement and affirmation. How the use of frequent and purposeful mixed conversation in the classroom -language is used to ask questions requiring more than one word responses, to repeat or extend the student's responses, to map own or student's actions with description, or to connect familiar words.</p>	<p>Education Supervisor</p>	<p>June 2025</p>	<p>Agendas/ Training Logs and CLASS scores</p>	<p>Still in progress</p>	<p>Teachstone</p>	<p>.</p>
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**UPPER CUMBERLAND
HUMAN RESOURCE AGENCY
HEAD START**

Grant # 04CH10011

Funding Year: 2023

T/TA PLAN
T/TA Plan Narrative

Preparation

The management team met to review the previous TA plan and analyze the progress made toward the goals and objectives prior to developing the 2021 plan. The team met in early February to review and prioritize goals identified during the management meeting. In order to achieve these goals TA dollars allocated in the amount of \$10,000.00 and projected program operation dollars in the amount of \$26,000.

Comprehensive Self Analysis

Through the Self-Assessment and development of our Strategic Plan we were able to conduct a comprehensive self assessment analysis of our program. Once the processes were completed we were able to incorporate the findings into our T/TA Plan.

System-Focused Goal Development

Staff, Policy Council and Board Members were trained in aggregation of data and systems of program self-assessment. Through the methods used to monitor services and systems and analyze the information brought to light during these processes, the program was able to set and maintain realistic goals. During our processes many sources of monitoring tools are used to give staff the necessary knowledge required in order to approach the development of goals in a manner that includes all spectrums of requirements in order to provide quality services. The instruments included in the process of goal development included STARS state evaluation, NAEYC self-study, Self assessment, Community assessment, Staff performance evaluations, Outcome analysis. During the analysis, goals were set based on the information compiled from these sources. Goals to be addressed are as follows:

TTA Plan Strategic Plan- With the combined efforts of staff we prioritized our needs and set goals in the following areas:

1. Eligibility, Recruitment, Selection, Enrollment, and Attendance systems are in place.
Analyze recruitment systems to utilize effective recruitment strategies.
Revise, train staff, and implement procedures pertaining to attendance.
Train all staff on the importance of promoting the process of recruitment.
Education and Child Development Program Services- deliver high quality early education and child development services:
Provide Training for all Education staff to implement Creative Curriculum Tracking System.
Promote parent engagement.
Implement an early childhood drug intervention curriculum.
3. Health Program Services support health services in school readiness that will support children's learning and development:
Revise Health Procedures related to PIR regarding EPSDT.
Develop & Maintain, (Snack Program) after school and weekend feeding program.
Design and Implement a system of early identification of children with behavior needs.
Obtain Narcan training for staff.
Implementation of the local drug coalition.
4. Safety Practices implement a system of safety practices that ensure children are kept safe at all times:
Install shade canopies in outdoor gross-motor.
Repair weather damage by replacing the roof of Lending House.
Replace gutters on the Lending House and playground pavilion.
Install Spring hinges/automatic door closures.
Purchase a small lawn tractor and wagon to haul mulch to the playground.
Train and implement the Office of Head Start Six Strategy Active Supervision.
5. Family Engagement increase family engagement by providing activities based on the Family's interest and needs:
Enhance the process of promoting/training parents/guardians in understanding the importance of actively engaging.
Encourage parents to become engaged by volunteering.
Enhance the family partnership agreement process.
6. Human Resource Management provide staff opportunities to gain knowledge, training, experience to fulfill roles and responsibilities of their duties:
Maintain certified class observers.
7. Management and Quality Improvement Systems provide management ongoing monitoring and continuous improvement for achieving program goals:

- Apply and Implement Early Head Start.
- Purchase, train and implement Childplus data management system.
- 8. Financial and Administrative Requirements provide sound management practices, including financial oversight:
 - Include Grantee Director of finance and finance staff in fiscal training opportunities.
- 9. Program Goals/Outcomes that support the program's mission to serve children families and community:
 - Building resilience for parent and child promoting staff and family growth through positive relationships.
 - High quality early education and child development services promote children's growth for later success in school.
 - Increased emotional well-being of the classroom due to reduction of challenging behaviors.
 - Progress toward achieving school readiness goals.

<u>Participants:</u> Head Start Director Fiscal Manager	Elsie Blaylock Ginger Stout	Health Specialist Family/Community Specialist	Jamie Goforth Carrie Swafford	Education Staff Rita Mayfield
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**UPPER CUMBERLAND HUMAN RESOURCE AGENCY
HEAD START
T/TA PLAN**

PART 1 IDENTIFIED GOALS

2023

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2023/2024
Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Health and Safety: Implement a system of health and safety practices that ensure children are kept safe at all times. Head Start staff will support health services in school readiness by identifying health and safety strategies that will support children’s learning and development.

Expected Outcomes (Short &/or Long Term)	Indicators	Documentation/ Frequency of Measurement
Building resilience for parent and child promoting staff and family growth through positive relationships.	Child outcomes, Decreased documented child behaviors Increased documented Mental Health Services	3 times yearly Monthly
Ensure a system of early identification of children with behavior needs.	Behavior Plans/ Referrals	Yearly/Ongoing

T/TA Strategies Events/Activities	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Est. Cost	Completion Date
Ensure staff is promoting positive mental health by implementing strategies obtained from training and observations completed by mental health professionals.	Contracted Mental Health provider, T/TA Systems, ECLKC Modules, State, Local and National conferences	All Staff	HDSS/ Education Supervisor	PY 2023	\$5,000	
Due to increasing severe behaviors in the classroom staff will train on developmentally appropriate reactions to adverse situations.	CCR&R	All Staff	Director/Education Supervisor/HDSS	PY 2023	N/A	

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2023/2024
Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Professional Development: Head Start programs must ensure all staff, consultants, and contractors have sufficient knowledge, training, experience, and competencies to fulfill the roles and duties of their position. gaining new knowledge, skills, and abilities, along with experience and competencies that relate to one's profession, job responsibilities, or work environment.

Expected Outcomes (Short &/or Long Term)	Indicators	Documentation/ Frequency of Measurement
High quality early education and child development services promote children's growth for later success in school. Increased emotional well-being of the classroom due to reduction of challenging behaviors. Progress toward achieving school readiness goals.	CLASS Scores	Agendas/Training Logs
Increased CLASS scores that are conducive to learning.	Increased CLASS Scores	3 times Yearly
Ensure that state standards are met to maintain high quality scores.	ECERS Score, STAR Quality Child Care Report Card	2 times Yearly/Annually

T/TA Strategies Events/Activities	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Est. Cost	Completion Date
Education staff that do not hold at a minimum an Associates Degree in Early Childhood or equivalent will obtain and/or maintain a CDA. New hire education staff will pursue through an accelerated process and apply for their CDA certificate within 1 year of hire date acquiring knowledge to foster positive teacher child interactions.	Quorum, Council of Child Development and Local Colleges, TECTA, National Head Start Association	Education Staff	Education Supervisor	PY 2023	TECTA	
Maintain certified class observers.	Teachstone	CLASS Observers	Education Supervisor	PY 2023	\$150 x 2	
Education staff with scores falling below the OHS National threshold for CLASS will be trained utilizing Teachstone Video library, ECKLC webinars, and NCQTL suites, in addition to all staff receiving PBC method through an enhanced training process where education staff will identify learning methods for a more individualized training approach, (ie: model, side-by-side verbal or gestural support, provide resources, observe and reflect, role play.) They will also receive PBC training on strategies to provide effective teacher- child interactions through video recording/review and reflection.	T/TA Systems State Local and National conferences ECKLC	Education Staff	Education Supervisor	PY 2023	N/A	
Training for education staff in area of Concept development in the classroom to deepen their understanding and build consistency in regards to using discussions and activities that encourage analysis and reasoning; providing opportunities for students to be creative	Teachstone	Education Staff	Education Supervisor	PY 2023	N/A	

and/or generate their own ideas and products; linking concepts and activities to one another and to previous learning; relating concepts to the students' actual lives.						
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Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2023/2024
Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Finance: Ensure an effective system of fiscal management to support the implementation of quality services to children and families.

Expected Outcomes (Short &/or Long Term)	Indicators	Documentation/ Frequency of Measurement
Federal regulations regarding fiscal management are met.	Use Fiscal Checklist to ensure accountability.	Daily reference and adherence to daily checklist
Program goals and objectives are supported through budget development and approval.	Board and Policy Council Approval	Financial statements from audit reports
Expenditures are monitored and analyzed and the budget is reflective of fiscal and program accountability.	Board and Policy Council Minutes	Monthly financial reports provided to the governing bodies.

T/TA Strategies Events/Activities	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Est. Cost	Completion Date
Include Grantee Director of finance and finance staff in fiscal training opportunities.	State, Regional and National trainings,	Grantee Fiscal Management Staff	HS Director	As they occur	\$2,000	
Continue to incorporate fiscal checklists into fiscal policies and procedures.	Fiscal Checklist	Fiscal Management System.	Fiscal Officer, HS Director	Daily	-0-	

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2023/2024
Part 1: Identified T/TA Goals

T/TA Goal: (From IPP and AI process): Program Management and Quality Improvement: Ensure a process of ongoing monitoring and continuous improvement for achieving program goals that ensures child safety and the delivery of effective; high-quality program services.

Expected Outcomes (Short &/or Long Term)	Indicators	Documentation/ Frequency of Measurement
Collect and utilize data to ensure compliance and program oversight.	Reports	Daily/Monthly
Ongoing monitoring to achieve program goals.	Reports	Daily/Monthly
Track services provided to children and families.	Reports	Daily/Monthly

T/TA Strategies Events/Activities	T/TA Resource	Target Audience or HS Mgt. System	Responsible Manager	Timeline	Est. Cost	Completion Date
Utilize Child Plus Training opportunities to ensure correct data collections in the PIR area.	Childplus	All Staff	Director	PY 2023	\$6000	

**UPPER CUMBERLAND HUMAN RESOURCE AGENCY
HEAD START
REQUIRED TRAININGS**

2023/2024

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2023/2024

Part 2 Required Head Start Training

Required Training	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p>1301.5 Training. An agency must provide appropriate training and technical assistance or orientation including performance standards and</p> <p>1302.12 Determining, verifying, and documenting eligibility. Training to include :</p> <p>(i) methods on how to collect complete accurate eligibility information from families and third party sources</p> <p>(ii) strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy;</p> <p>(iii) Program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.</p>	<p>State, Regional, and/or National Conference</p> <p>T/A System</p>	<p>Governing Body, HSAC, Policy Council All Staff</p>	<p>Ensure the members understand the information they receive and can effectively oversee and participate in the programs in the Head Start agency.</p>	<p>Director/ FCPS</p>	<p>Within 180 days for Governing Bodies, Policy Council and HSAC</p> <p>90 days for new staff</p> <p>Yearly In Service</p>	<p>\$3000.00</p>
<p>1302.21 Center-based Option training</p> <p>(b)ratios and group size</p> <p>(Staff and volunteers who do not meet teacher qualifications during</p>	<p>N/A</p>	<p>All Staff/ Volunteers /Parents</p>	<p>Ensure quality services</p>	<p>Education Supervisor</p>	<p>In service, Mid year in service, upon hire and prior to volunteering</p>	<p>Included Above</p>

<p>naptime must be trained in staff/child ratios and nap time procedures.</p>						
<p>1302.31 Teaching and Learning environment. (a) Teaching and the learning environment Head Start Early Learning Outcomes Framework: Ages Birth to Five, including Children with Disabilities (b) Effective Teaching Practices. Implementation of such an environment with integration of regular and ongoing supervision and a system of individualized and ongoing professional development. (2)Dual Language Learners and (ii) Dual Language Volunteers Developing skills in working with children from non-English backgrounds to support children in the continued development of the home language.</p>	<p>State, Local and/or National Conference T/A System</p>	<p>All Staff, Consultants and Volunteers</p>	<p>Ensure to provide responsive care, effective teaching, and an organized learning environment that promotes healthy development and children's skills growth. Provide a system of staff Professional Development.</p>	<p>Education Supervisor/ Asst. Mentor Coach</p>	<p>In-service, Orientation Ongoing</p>	<p>Included Above</p>
<p>1302.32 Curricula (a)Curricula (1) Standardized training procedures for the implementation of curriculum materials to support implementation 1302.32 (2) & 1302.40 (a) Provide effective professional development for all staff to understand how they support school readiness</p>	<p>State, Regional and/or National Conference</p>	<p>Education Staff/ Volunteers/Par ents/ All Staff</p>	<p>Higher quality performance by teachers and support staff for future academic success of children</p>	<p>Education Supervisor/ Asst. Mentor Coach</p>	<p>In-service, Ongoing</p>	<p>\$2000 \$600 All other costs projected previously</p>
<p>1302.33 (c) (1) Staff who perform screening and assessment must be trained in its use</p>	<p>Consultants/ Content Service Area Staff</p>	<p>Education Staff / All Staff</p>	<p>Staff can implement developmentally appropriate research-based early</p>	<p>Education Supervisor/ Asst. Mentor Coach</p>	<p>Yearly/ As Needed</p>	<p>Included Above</p>

<p>1302.46 Training to aid in (a) parent collaboration and (b) opportunities that promote Family support services for health, nutrition, and mental health.</p>	<p>N/A</p>	<p>All Staff</p>	<p>Ensure children's health and well- being by providing medical, oral, nutrition, and mental health education.</p>	<p>HDSS</p>	<p>Orientation and Ongoing</p>	<p>\$250.00</p>
<p>1302.47 (4) Safety Training (a) A program must train on, implement and enforce a system of health and safety practices as indicated in Caring for our children's Basics (b) (4) All staff with or without regular child contact have initial orientation training within three months of hire and ongoing training in all state, local, tribal, federal and program-developed health, safety and child care requirements to ensure the safety of children in their care; including, at a minimum, and as appropriate based on staff roles and ages of children they work with, training in: (A) The prevention and control of infectious diseases; (B) Prevention of sudden infant death syndrome and use of safe sleeping practices; (C) Administration of medication, consistent with standards for parental consent; (D) Prevention and response to emergencies due to food and allergic reactions. (E) Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic; (F) Prevention of shaken baby syndrome, abusive head trauma, and child maltreatment; (G) Emergency</p>	<p>Local, State, Regional Conferences Trainings</p>	<p>All Staff, Governing Bodies, Volunteers and Parents</p>	<p>Ensure a system of Health and Safety</p>	<p>HDSS</p>	<p>Yearly/ Upon Hire</p>	<p>\$3000.00</p>

<p>preparedness and response planning for emergencies; (H) Handling and storage of hazardous materials and the appropriate disposal of bio contaminants; (I) Appropriate precautions in transporting children, if applicable; (J) First aid and cardiopulmonary resuscitation; and, (K) Recognition and reporting of child abuse and neglect, and (L) ACES</p>	<p>All Staff and Area Consultants</p>	<p>All Staff and Parents</p>	<p>Promote successful transitions to kindergarten.</p>	<p>Education Supervisor/ Asst. Mentor Coach</p>	<p>As Available</p>	<p>\$700.00</p>
<p>1302.71 Transitions from Head Start to Kindergarten. (c) (2) (iii) Joint training and professional development activities for Head Start and kindergarten teachers and staff.</p>	<p>All Staff and Area Consultants</p>	<p>All Staff, Consultants and Volunteers</p>	<p>Program Staff and Consultants and Contractors will acquire or increase the knowledge and skills they need to fulfill their job responsibilities.</p>	<p>Education Supervisor /Asst Mentor Coach</p>	<p>Pre-Service, In-Service Trainings Trainings as Requested or Upon Determination of Need</p>	<p>As Need is Determined</p>
<p>1302.92 Training and Professional Development (a) A program must provide to all new staff, consultants, and volunteers an orientation that focuses on, at a minimum, the goals and underlying philosophy of the program and on the ways they are</p>	<p>Local, State, Regional, National Conferences Institute of Higher Learning</p>	<p>New Staff, Consultants and Volunteers</p>	<p>(b) A program must establish and implement a systematic approach to staff training and professional development designed to assist</p>	<p>Grantee HR Director, Head Start Director and Content Area Experts.</p>	<p>Fall and Winter for Staff, Fall for Volunteers and Consultants Upon Hire For New Staff.</p>	<p>\$2500.00</p>

<p>implemented. Must include at a minimum the system must include: (1) Staff completing a minimum of 15 clock hours of professional development per year. For teaching staff, such professional development must meet the requirements described in section 648A (a)(5) of the Act. (2) Training on methods to handle suspected or known child abuse and neglect cases, that comply with applicable federal, state, local, and tribal laws; (3) Training for child and family services staff on best practices for implementing family engagement strategies in a systematic way, as described throughout this part; (4) Training for child and family services staff, including staff that work on family services, health, and disabilities, that builds their knowledge, experience, and competencies to improve child and family outcomes; (5) Research-based approach that focus on effective curriculum implementation, knowledge of the content in Head Start Early Learning Outcomes Framework: <u>Ages Birth to Five</u>, partnering with families, supporting children with disabilities and their families, providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate, addressing challenging behaviors, preparing children and families for transitions, and use of data to individualize learning experiences to improve outcomes for all children.</p>	<p>N/A</p>	<p>Education Staff</p>	<p>To drive coaching strategies aligned with program performance goals</p>	<p>Mentor Coach/Asst. Mentor Coach</p>	<p>When Available</p>	<p>\$200.00</p>
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<p>learning and in using assessment data</p>	<p>N/A</p>	<p>All Staff</p>	<p>To ensure effective management and oversight</p>	<p>Director and Education Supervisor</p>	<p>In Service, Mid service, upon hire, ongoing</p>	<p>\$1000.00</p>
<p>1302.101 Management system (a)(b) Provide supervision support and sufficient time for individual Professional Development 1302.102 Achieving program goals. Assess effectiveness of Professional development in program self-assessment using multiple data sources. 1302.103 Implementation of Program Performance Standards. (b) Training on any curriculum, assessment, or other materials, as needed, assessment of program-wide professional development needs, assessment of staffing patterns, the development of coordinated approaches described in 1302.101(b), and the development of appropriate protections for data sharing; children are not displaced during services to facilitate transitions to other programs.</p>	<p>Content Area Specialist, Agency Transportation Education Staff</p>	<p>Drivers</p>	<p>Transportation services provided to safely and efficiently, to prevent incidents of injury</p>	<p>HS Director/ Trans. Manager and Agency Trans. Safety Manager.</p>	<p>Prior to assuming duty and ongoing Fall and Mid-Year In-service and Mid-Year 2 Times Annually at a Minimum</p>	<p>Program Funds/ Staff Time \$600.00 and \$90.00 for Each DOT Renewal and \$80.00 for Each Random Drug/</p>
<p>1303.72 Vehicle Operation (d) Driver Training A program must ensure any person employed as a driver receives training prior to transporting any enrolled child and receives refresher training each year. Operate the vehicle in a safe and efficient manner (2) Training must include: (i) Classroom instruction and behind-the-wheel instruction sufficient to enable the driver to operate the vehicle in a safe and</p>						

<p>efficient manner, to safely run a fixed route, to administer basic first aid in case of injury, and to handle emergency situations, including vehicle evacuation, operate any special equipment, such as wheelchair lifts, assistance devices or special occupant restraints, conduct routine maintenance and safety checks of the vehicle, and maintain accurate records as necessary; and, (ii) Instruction on the topics listed in §1303.75 related to transportation services for children with disabilities. (3) A program must ensure the annual evaluation of each driver of a vehicle used to provide such services includes an on-board observation of road performance.</p>					<p>Agency Safety Rodeo Upon Request</p>	<p>Alcohol Test Upon Request.</p>
<p>1303.72 (e) Bus monitor training. A program must train each bus monitor before the monitor begins work on child boarding and exiting procedures, how to use child restraint systems, completing any required paperwork, how to respond to emergencies and emergency evacuation procedures, how to use special equipment, child pick-up and release procedures, how to conduct and pre-and post-trip vehicle checks. Bus monitors are also subject to staff safety training requirements in §1302.47(b)(4) of this chapter including Cardiopulmonary Resuscitation (CPR) and first aid.</p>	<p>HDSS Consultants Local, State, Regional, National Conferences and Trainings</p>	<p>All Staff</p>	<p>Ensure staff maintain knowledge and skills needed to provide high-quality, comprehensive services within the scope of their job responsibilities</p>	<p>Transportation Services Staff/ HDSS</p>	<p>At a Minimum Yearly, Upon Hire In Service and Mid Service</p>	<p>1040.00</p>
<p>1303.75 Children with Disabilities Train Staff in Providing Services/Transportation to Children with Special Needs</p>	<p>Local, State, Regional, National Conferences and Trainings</p>	<p>HDSS/ All Staff</p>	<p>Ensure special transportation requirements in a child's IEP or IFSP are followed, including special</p>	<p>Transportation Specialist with HDSS</p>	<p>In Service, Mid Service, Upon Hire, Upon Need</p>	<p>1000.00</p>

			pick-up and drop-off requirements, seating requirements, equipment needs, any assistance that may be required, and any necessary training for bus drivers and monitors.			
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UPPER CUMBERLAND HUMAN RESOURCE AGENCY
STATE
REQUIRED TRAININGS

Region IV Head Start T/TA Plan
Grantee: Upper Cumberland Human Resource Agency
YEAR: 2023/2024

Part 3: Required State Training

Required Training (Including size & scope)	T/TA Resource	Target Audience	Expected Outcomes	Responsible Manager	Timeline	Estimated Cost
<p><u>List of Required training from state regulations</u> <u>Up to four (4) clock hours training credit annually may be earned by conducting training.</u></p> <p><u>Prior to assuming duties each new employee shall be trained and have a working knowledge of:</u></p> <ol style="list-style-type: none"> 1. Program Philosophy and policies 2. Job Description 3. Emergency health and safety procedures 4. Behavior management procedures 5. Detection, reporting, and prevention of child abuse 6. Procedures for receiving and releasing children 7. Safe sleep procedures 8. Shaken Baby syndrome/abusive head trauma 9. Meal service and safe food preparation policies 10. Supervision during high risk activities such as eating and outdoor play 11. Food allergies 12. Expectations for communications with parent/guardian 13. Disease control and health promotion, including childhood obesity and the beneficial health impacts of physical activity 14. An overview of licensing requirements 15. Information on risks of cytomegalovirus (CMV) to female employees of childbearing age <p>A minimum of two (2) hours pre service training as recognized by the Department.</p>	N/A	All Staff/ Volunteers	To ensure staff and volunteers have the knowledge to provide high quality services	Service Delivery Specialist	Prior to assuming duties	Staff salary prior to working in addition to regular hours at a minimum of 340.00 per staff ProSolutions 750.00

<p><i>Within the first two weeks on the job each employee shall receive training in:</i></p> <ol style="list-style-type: none"> 1. Child abuse detection, reporting and prevention 2. Therapeutic safe-hold method of temporarily restraining a child who is at imminent risk of serious self-inflicted injury which is performed by trained personnel after all other methods of alleviating the danger to the child have failed. 3. Parent-center communication 4. Disease control and health promotion 5. Overview of licensing requirements with written proof the employee has read the full set of applicable licensure rules 6. Information on risks of infection to female employees of childbearing age. 7. A general overview of the agency's medical protocols 	<p>N/A</p>	<p>All Staff/ Volunteers</p>	<p>To ensure staff and volunteers have the knowledge to provide high quality services</p>	<p>Service Delivery Specialist</p>	<p>Prior to assuming duties</p>	<p>Inclusive of original costs in new hire before you begin</p>
<p><u>Ongoing training requirements:</u></p> <ol style="list-style-type: none"> 1. Prevention and control of infectious diseases (including immunizations) 2. Prevention of sudden infant death syndrome and use of safe sleeping practices 3. Administration of medication 4. Prevention of and response to emergencies due to food and allergic reactions 5. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water and vehicular traffic 6. Prevention of Shaken Baby syndrome and abusive head trauma 7. Emergency preparedness and response planning for emergencies resulting from an actual disaster, or a man caused event (such as violence at child care facility), 8. Handling and storage of hazardous materials and appropriate disposal of bio contaminants 9. Precautions in transporting children 10. First aid and pediatric cardiopulmonary resuscitation -<i>must occur within 90 days of hire.</i> 11. All agency staff, including non-caregiving staff, shall receive training every six (6) 	<p>N/A</p>	<p>All Staff/ Volunteers</p>	<p>To ensure staff and volunteers have the knowledge to provide high quality services</p>	<p>Service Delivery Specialist</p>	<p>Ongoing</p>	<p>Allow for additional staff salary in addition to regular scheduled hours on all non-year round staff For in-service and mid-year in service.</p> <p><u>ProSolutions</u> online training Inclusive of original costs in new hire before you begin</p>

months regarding procedures to report child abuse and neglect. 12. Gold Sneaker Initiative												
<u>During the first year of employment a new Director</u> Shall have evidence of at least thirty hours of administrator training through TECTA program OR earn credit during the year in one academic course and complete at least six hours of health and safety training.	N/A	Director	To ensure Director has the knowledge to provide high quality services	Director	Ongoing	Cost associated to attending Head Start Trainings under required Head Start Training						
<u>After the first year of employment a new Director</u> shall earn 1 credit during the year in one course OR have 24 training hours												
Directors shall have evidence of completing training in Adverse Childhood Experiences every five (5) years.												
<u>During the first year of employment a new assistant Director</u> must earn credit during the year in one academic course OR have 18 clock hours of which 6 should be in administration, management, or supervisory training and 6 should be in health and safety.	N/A	Asst. Director	To ensure Asst. Director has the knowledge to provide high quality services	Director	Upon Hire	Cost associated to attending Head Start Trainings under required Head Start Training						
<u>After the first year of employment a new assistant Director</u> shall earn credit during the year in one course OR have 18 training hours	N/A	Asst. Director	To ensure Asst. Director has the knowledge to provide high quality services	Director	Ongoing	Cost associated to attending Head Start Trainings under required Head Start Training						
Assist Directors shall have evidence of completing training in Adverse Childhood Experiences every five (5) years.												
<u>Training for Educators During the first year of employment</u> must complete 16 clock hours of which (6) are completed within the first six months and (6) must be health & safety.	N/A	Education Staff	To ensure educators has the knowledge to provide high quality services	Education Supervisor	Upon Hire	Cost associated to attending Head Start Trainings under required Head Start Training						
<u>Training for Educators after the first year of employment</u> 12 clock hours annually at a minimum A maximum of two hours training annually for CACFP	N/A	All Staff/ Volunteers	To ensure staff and volunteers have the knowledge to provide high quality services	Service Delivery Specialist	Ongoing	Inclusive of original costs						

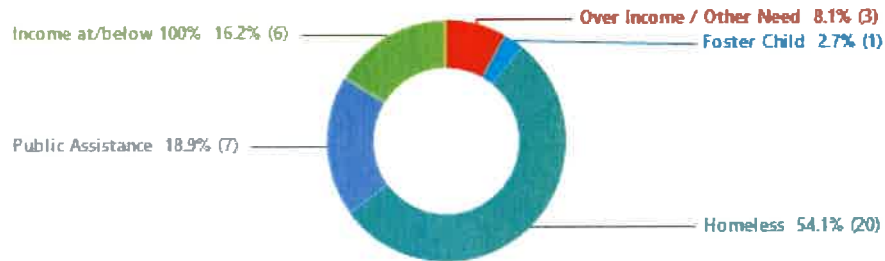
<p>At least three (3) hours of training on the applicable developmental learning standards within the first three months.</p> <p>At least six (6) hours must be health and safety</p> <p>At least three (3) hours of training on pre-literacy and literacy skills and education implementation.</p> <p>At least six (6) clock hours of the required training shall be non-agency based, e.g., obtained from sources other than training resources developed within the center itself.</p> <p>Educators shall have evidence of completing training in Adverse Childhood Experiences every five (5) years.</p> <p><i>Credit for TECTA 30 hour orientation</i></p>						
<p><u>Transportation Training:</u></p> <p>All bus staff shall be required to obtain annual training that is utilized for school bus drivers offered by the Dept. Of Safety</p> <p><u>Prior to assuming duties, and no less often than every six (6) months thereafter any person responsible or who may in the course of their duties become responsible at any time for transporting children shall complete training in:</u></p> <ol style="list-style-type: none"> 1. All department transportation rules (i.e. cell phone use is prohibited while in enroute; etc.) 2. Proper daily safety inspection of the vehicles 3. Proper use of child safety restraints 4. Proper loading, unloading, and tracking of children 5. Proper use of blood-borne pathogens kit, first aid kit and other required vehicle emergency equipment 6. The proper procedures for the evacuation of the vehicle -Drills must occur at a minimum Quarterly. 7. Developmentally appropriate practices applicable to behavior management and supervision of children during transportation 	N/A	All Staff	To ensure staff and volunteers have the knowledge to provide high quality services	Service Delivery Specialist/ Consultants	Ongoing	<p>Renewal to maintain CDL 84.00 on a five year rotation for 8 staff at a minimum 84.00 year</p> <p>Yearly DOT physical and random drug test average \$90.00 per staff 8 staff yearly 13 yearly random drug test and 1 to 2 staff physicals and all new employees Average cost \$1200.00 yearly</p>

<p>All persons responsible (including all drivers and monitors), or who in the course of their duties may become responsible at any time, for the transportation of children shall hold a current certification in:</p> <ol style="list-style-type: none"> 1. Infant/Pediatric Cardiopulmonary Resuscitation (CPR) 2. A first aid course <p><u>On-going Training for all staff</u></p> <ol style="list-style-type: none"> 1. Staff training for maintaining compliance with the responsibilities for loading, unloading, and tracking each child 2. Training plans for attaining and maintaining compliance with all applicable child safety restraint requirements 3. Staff training for the emergency evacuation of the vehicle. 4. Persons transporting children for a child care agency shall have documentation of any training and testing required and provided by the Department of Safety. 5. Persons Transporting children shall be required to obtain annual training that is utilized for school bus drivers offered by the Department of Safety or such other equivalent training as the Department of Safety <p><i>*All staff shall have training on transportation rules every 6 months by state licensing</i></p>					<p>Pay salaries in addition to regular scheduled time at a minimum of \$250.00 for each new staff for yearly state certification to operate a bus</p>
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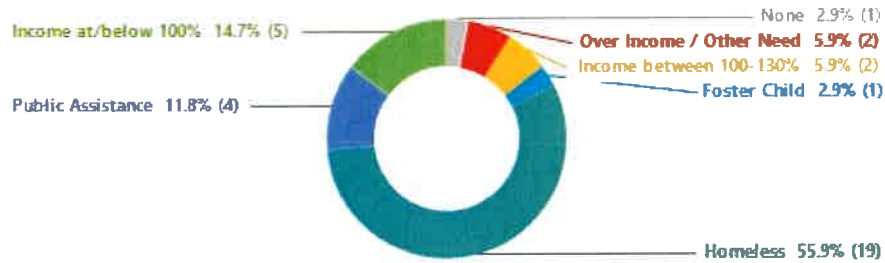
Upper Cumberland HRA 2250 - Enrollment and Waitlist Charts

Program Term: HS 2022 - 2023, Site: Van Buren County Head Start

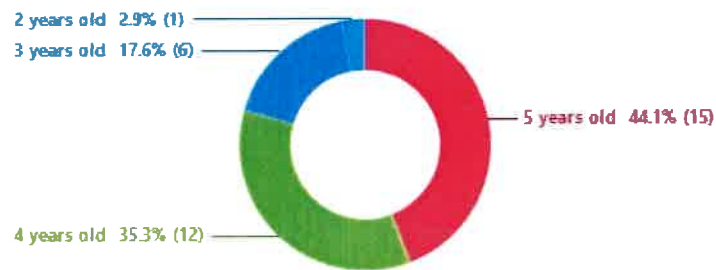
Enrolled Participants by Income Status
All Locations



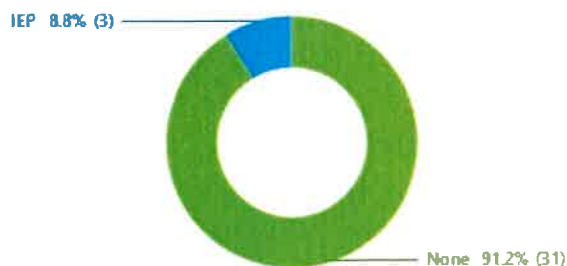
Waitlisted Participants by Income Status
All Locations



Waitlisted Participants by Age
All Locations



Waitlisted Participants by Disability
All Locations



Slot Reduction Request

[Abstract](#)

Reducing by 5 preschool slots to stabilize child enrollment and workforce

04CH011574 Slot Reduction

Total Preschool Slot Reduction Requested: 5

Upper Cumberland Human Resource Agency is requesting a slot reduction of 5 preschool slots to stabilize child enrollment and workforce retention. The requested effective date for reduction is July 1, 2023. Funds will be repurposed to provide the classroom support to our teachers require to maintain well-being while tending to the mental health and behavioral needs of a class of children traumatized by a global pandemic – a trauma response that has consequently changed the way early childhood professionals must do business today

Not only do the children have more complex needs, so does the workforce – both veterans and newly hired. Research suggests that working with children who have experienced trauma (Kwon et al., 2021) or who exhibit challenging behavior appears to increase the level of stress and emotional burnout amongst early childhood educators (Logan et al., 2020). Not only is this important to consider when thinking about supporting and retaining teachers, but this also directly impacts young children; when teachers experience high levels of stress they can attend less effectively to the children in their care (Zinsser et al., 2013). For instance, Kwon et al. (2019) looked at teacher psychological distress in a sample of Early Head Start teachers and found a relationship between teacher psychological stress and an increase in child behavioral problems and a lesser quality of teacher-provided emotional support. This is the vicious cycle Upper Cumberland Human Resource Agency is attempting to break by decreasing class size and reimagining classroom spaces. By reducing the current class size from 19 to 18 children to 16 in

each class, as recognized by quality early childhood standards as more appropriate for learning environments. Both classrooms are attending 1020 hours each school year. In conjunction with the Van Buren County School system all children who require services are being served. Van Buren County Preschool has three classrooms with 50 available slots. County data shows that in this county there are a total of 330 children ages 0 to 5 years old. It is becoming a trend that families are keeping children home with family members and/or homeschooling. Maintaining enrollment every year is a challenge with numbers that show that 68 % of the children were new enrollees. Previous children who attended Head Start transition to preschool, homeschooling or private preschool.

Each year, we lose more children to preschool than we do to kindergarten. Parents enjoy the convenience of having their children at the same school.

	Funded Enrollment	Transition to Preschool	Transitioned to Kindergarten
2022-2023	37	13	12
2021-2022	37	12	9
2020-2021	37	17	9

As always all considerations in this matter are appreciated.

Sincerely,

Elsie Blaylock

Head Start Director

UCHRA Head Start

June 21, 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 Director Chairperson, the request to approve the 2023/2024 Slot Reduction Request was approved as indicated.

Sincerely,

Randy Heady
UCHRA Van Buren County Head Start

April 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 I Counties													
Cumberland	779	14	71	\$ 49,000.00	10	\$ 6,400.00	9	\$ 2,108.53	1	\$ 250.00	7		667
Putnam	811	21	68	\$ 47,600.00	33	\$ 23,600.00	1	\$ 1,500.00	2	\$ 1,662.63	8	339	339
Warren	874	14	71	\$ 51,400.00	12	\$ 9,000.00	8	\$ 4,523.39	0	\$ -	8	320	441
TIER 2 COUNTIES													
DeKalb	300	8	7	\$ 5,000.00	2	\$ 1,007.95	0	\$ -	0	\$ -	0	226	57
Fentress	975	1	47	\$ 34,000.00	22	\$ 16,000.00	0		0	\$ -	0	314	591
Macon	197	8	26	\$ 18,600.00	11	\$ 8,000.00	3	\$ 2,175.00	1	\$ 250.00	1		147
Overton	428	17	30	\$ 22,200.00	8	\$ 6,200.00	0	\$ -	4	\$ 1,000.00	0	329	40
Smith	59	4	14	\$ 10,400.00	8	\$ 6,200.00	0	\$ -	0	\$ -	1		32
White	140	12	32	\$ 22,000.00	11	\$ 8,400.00	0	\$ -	0	\$ -	1		84
TIER 3 Counties													
Cannon	176	1	14	\$ 10,600.00	8	\$ 5,800.00	1	\$ 650.00	0	\$ -	0	124	28
Clay	99	21	31	\$ 22,000.00	5	\$ 3,800.00	21	\$ 3,440.00	3	\$ 1,012.48	2		16
Jackson	79	11	40	\$ 30,600.00	9	\$ 6,600.00	15	\$ 3,857.08	1	\$ 250.00	1		2
Pickett	50	18	29	\$ 19,000.00	0	\$ -	0	\$ -	0	\$ -	0		3
Van Buren	119	0	22	\$ 16,400.00	2	\$ 1,200.00	3	\$ 850.00	0	\$ -	0		92
Total:	5086	150	502	\$358,800.00	141	\$102,207.95	61	\$19,104.00	12	\$4,425.11	29	1,652	2,539

March 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	1118	21	35	\$ 26,200.00	14	\$ 10,400.00	11	\$ 4,573.09	18	\$ 3,842.00	4	346	669
Putnam	455	15	39	\$ 28,600.00	18	\$ 13,559.67	3	\$ 845.15	42	\$ 8,000.00	1		337
Warren	541	20	35	\$ 25,400.00	12	\$ 9,400.00	8	\$ 5,566.00	17	\$ 2,500.00	2		447
TIER 2 COUNTIES													
DeKalb	91	8	13	\$ 9,400.00	1	\$ 696.51	3	\$ 633.00	0	\$ -	1		65
Fentress	1066	0	35	\$ 26,000.00	20	\$ 14,600.00	2	\$ 1,011.00	104	\$ 9,473.42	0		905
Macon	325	6	16	\$ 12,000.00	8	\$ 6,000.00	0	\$ -	6	\$ 1,500.00	0	109	180
Overton	60	18	24	\$ 17,200.00	8	\$ 6,200.00	0	\$ -	9	\$ 2,250.00	0		1
Smith	202	2	11	\$ 7,800.00	1	\$ 600.00	2	\$ 1,000.00	4	\$ 1,000.00	0	131	51
White	378	12	22	\$ 17,000.00	2	\$ 1,600.00	2	\$ 775.00	8	\$ 2,000.00	0	274	58
TIER 3 Counties													
Cannon	88	0	11	\$ 8,000.00	7	\$ 5,200.00	5	\$ 2,200.00	6	\$ 1,500.00	0		59
Clay	266	6	28	\$ 21,200.00	6	\$ 4,600.00	26	\$ 4,100.00	10	\$ 2,586.58	0	184	6
Jackson	262	2	24	\$ 18,000.00	12	\$ 9,200.00	18	\$ 4,650.00	10	\$ 2,899.40	0	179	17
Pickett	184	19	16	\$ 12,000.00	1	\$ 800.00	0	\$ -	5	\$ 1,250.00	0	140	3
Van Buren	349	0	23	\$ 16,800.00	2	\$ 1,400.00	2	\$ 300.00	16	\$ 4,000.00	1	185	120
Total:	5385	129	332	\$245,600.00	112	\$84,196.18	82	\$25,653.74	255	\$42,801.40	9	1,548	2,918

April EFS Dashboard- Phase 39

County	Rent	Utilities	Food Vouchers	Food Pantry	Total HH Served	Total Funds Spent
Cannon	3	0	18	0	21	\$5,134.50
Clay	4	2	8	0	14	\$3,628.86
Cumberland	5	5	0	0	10	\$4,365.52
Jackson	0	0	0	0	0	already spent phase 39
Warren	0	0	0	0	0	already spent phase 39
White	8	0	15	16	39	\$8,061.50

**Upper Cumberland Human Resource Agency
Budget July 1, 2023 - June 30, 2024**

Total Agency Grant Related Expenditures

Federal Grantor Revenue	\$ 21,845,655
State Grantor Revenue	\$ 4,894,235
Contract Revenues	\$ 2,340,063
Fares	\$ 300,000
Other Revenue	\$ 122,294
Inkind	\$ 229,971
TOTAL REVENUE	\$ 29,732,218

Program/Matching Revenues

State Appropriation	\$ 125,050
Dues	\$ 92,921
Unrestricted Donations	\$ -
Interest	\$ 100
TOTAL REVENUE	\$ 218,071

Salaries and Wages	\$ 9,794,687
Employee Benefits & Taxes	\$ 3,054,635
Total Personnel Expenses	\$ 12,849,322
Professional Fees	\$ 3,002,761
Supplies	\$ 268,729
Communication & Advertising	\$ 215,402
Postage & Shipping	\$ 14,583
Occupancy	\$ 822,300
Equipment Rental & Maintenance	\$ 80,823
Travel/Fuel	\$ 1,323,871
Training	\$ 150,411
Vehicle Maintenance	\$ -
Transportation Trips	\$ -
Insurance	\$ 379,798
Assistance to Individuals	\$ 5,068,969
Printing	\$ 31,560
Contracted Services	\$ 1,226,937
Food	\$ 86,474
Miscellaneous	\$ 32,881
RTAP-Training	\$ 10,000
Job Access Trips	\$ 500,000
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ 389,000
Capital-Mobility Management	\$ 15,000
Reimbursable Capital Exp.	\$ 791,010
In-kind / CPE	\$ 229,971
Total Non-Personnel Expenses	\$ 14,640,478
Total Direct Program Expenses	\$ 27,489,799
Administrative Expenses	\$ 2,358,300
TOTAL EXPENSES	\$ 29,848,099

Non Grant Related Expenditures

Other	\$ 38,789
Lakeside	\$ -
Interest on Line of Credit	\$ 63,400
TOTAL EXPENSES	\$ 102,189

Revenue Over (Under) Exp	\$ 115,882
Match Requirement	\$ 115,882
Revenue Over (Under) Exp	\$ -
Inc (Dec) Transit Fund Balance	\$ -
Unrestricted Revenue	\$ -

Program Match \$ 115,882

	Empower 2923	SSBG 20	Title V 66
Federal Grantor Revenue	\$ 8,335,467	\$ 311,549	\$ 217,549
State Grantor Revenue	\$ -	\$ -	\$ -
Contract Revenues	\$ -	\$ -	\$ -
Fares	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ 12,400
Inkind	\$ -	\$ -	\$ 32,016
TOTAL REVENUE	\$ 8,335,467	\$ 311,549	\$ \$ 261,965
Salaries and Wages	\$ 1,725,250	\$ 168,695	\$ 190,379
Employee Benefits & Taxes	\$ 603,837	\$ 50,000	\$ 14,291
Total Personnel Expenses	\$ 2,329,087	\$ 218,695.0	\$ 204,670
Professional Fees	\$ 2,912,836	\$ 2,500	\$ -
Supplies	\$ 120,768	\$ 7,000	\$ 2,500
Communication & Advertising	\$ 86,263	\$ -	\$ 2,500
Postage & Shipping	\$ 4,500	\$ 100	\$ 1,500
Occupancy	\$ 165,933	\$ 17,000	\$ 7,000
Equipment Rental & Maintenance	\$ 10,000	\$ 1,000	\$ 1,000
Travel/Fuel	\$ 310,545	\$ 35,000	\$ 1,500
Training	\$ -	\$ -	\$ 1,500
Vehicle Maintenance	\$ -	\$ -	\$ -
Transportation Trips	\$ -	\$ -	\$ -
Insurance	\$ 86,262	\$ -	\$ 3,814
Assistance to Individuals	\$ 1,800,000	\$ 8,000	\$ -
Printing	\$ 26,797	\$ 100	\$ -
Contracted Services	\$ -	\$ -	\$ -
Food	\$ -	\$ -	\$ -
Miscellaneous	\$ 1,000	\$ -	\$ -
RTAP-Training	\$ -	\$ -	\$ -
Job Access Trips	\$ -	\$ -	\$ -
Fundraising Costs	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ -	\$ -
Capital-Mobility Management	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	\$ 32,911	\$ -	\$ -
In-kind / CPE	\$ -	\$ -	\$ 32,016
Total Non-Personnel Expenses	\$ 5,557,815	\$ 70,700	\$ 53,330
Total Direct Program Expenses	\$ 7,886,902	\$ 289,395	\$ 258,000
Administrative Expenses	\$ 448,565	\$ 37,418	\$ 3,965
TOTAL EXPENSES	\$ 8,335,467	\$ 326,813	\$ 261,965
Revenue Over (Under) Expend.	\$ -	\$ (15,264)	\$ -

	Van Buren SC		Choices		LIHEAP	
	SC		80		81	
Federal Grantor Revenue	\$	40,000	\$	-	\$	3,748,268
State Grantor Revenue	\$	16,000	\$	-	\$	-
Contract Revenues	\$	-	\$	102,776	\$	-
Fares	\$	-	\$	-	\$	-
Other Revenue	\$	-	\$	-	\$	-
Inkind	\$	-	\$	-	\$	-
TOTAL REVENUE	\$ \$	56,000	\$ \$	102,776	\$ \$	3,748,268
Salaries and Wages	\$	18,514	\$	70,000	\$	520,519
Employee Benefits & Taxes	\$	6,109	\$	12,000	\$	171,771
Total Personnel Expenses	\$	24,623	\$	82,000	\$	692,290
Professional Fees	\$	100	\$	500	\$	500
Supplies	\$	500	\$	500	\$	5,500
Communication & Advertising	\$	700	\$	100	\$	12,500
Postage & Shipping	\$	50	\$	50	\$	3,500
Occupancy	\$	500	\$	1,500	\$	60,000
Equipment Rental & Maintenance	\$	500	\$	50	\$	12,500
Travel/Fuel	\$	500	\$	500	\$	3,000
Training	\$		\$	500	\$	-
Vehicle Maintenance	\$	-	\$	-	\$	-
Transportation Trips	\$	-	\$	-	\$	-
Insurance	\$	500	\$	1,500	\$	3,000
Assistance to Individuals	\$	-	\$	-	\$	2,826,471
Printing	\$	100	\$	50	\$	-
Contracted Services	\$	-	\$	-	\$	-
Food	\$	21,474	\$	-	\$	-
Miscellaneous	\$		\$	-	\$	2,000
RTAP-Training	\$	-	\$	-	\$	-
Job Access Trips	\$	-	\$	-	\$	-
Fundraising Costs	\$	-	\$	-	\$	-
Capital-Preventive Maintenance	\$	-	\$	-	\$	-
Capital-Mobility Management	\$	-	\$	-	\$	-
Reimbursable Capital Exp.	\$	-	\$	-	\$	-
In-kind / CPE	\$	-	\$	-	\$	-
Total Non-Personnel Expenses	\$	24,924	\$	5,250	\$	2,928,971
Total Direct Program Expenses	\$	49,547	\$	87,250	\$	3,621,261
Administrative Expenses	\$	6,453	\$	15,526	\$	127,007
TOTAL EXPENSES	\$	56,000	\$	102,776	\$	3,748,268
Revenue Over (Under) Expend.	\$	(0)	\$	-	\$	0

	LIWAP 82		WAP 11		LIHEAP Wx 02	
Federal Grantor Revenue	\$	83,637	\$	306,614	\$	222,869
State Grantor Revenue	\$	-	\$	-	\$	-
Contract Revenues	\$	-	\$	-	\$	-
Fares	\$	-	\$	-	\$	-
Other Revenue	\$	-	\$	-	\$	-
Inkind	\$	-	\$	-	\$	-
TOTAL REVENUE	\$ \$	83,637	\$ \$	306,614	\$ \$	222,869
Salaries and Wages	\$	5,000	\$	43,333	\$	24,246
Employee Benefits & Taxes	\$	1,650	\$	20,000	\$	8,225
Total Personnel Expenses	\$	6,650	\$	63,333	\$	32,471
Professional Fees	\$	50	\$	50	\$	50
Supplies	\$	100	\$	1,500	\$	2,642
Communication & Advertising	\$	500	\$	3,500	\$	500
Postage & Shipping	\$	50	\$	500	\$	-
Occupancy	\$	2,000	\$	4,500	\$	500
Equipment Rental & Maintenance	\$	200	\$	15,500	\$	-
Travel/Fuel	\$	100	\$	6,000	\$	5,000
Training	\$	-	\$	15,846	\$	-
Vehicle Maintenance	\$	-	\$	-	\$	-
Transportation Trips	\$	-	\$	-	\$	-
Insurance	\$	500	\$	1,500	\$	-
Assistance to Individuals	\$	72,267	\$	-	\$	152,754
Printing	\$	-	\$	-	\$	-
Contracted Services	\$	-	\$	189,041	\$	20,000
Food	\$	-	\$	-	\$	-
Miscellaneous	\$	-	\$	-	\$	-
RTAP-Training	\$	-	\$	-	\$	-
Job Access Trips	\$	-	\$	-	\$	-
Fundraising Costs	\$	-	\$	-	\$	-
Capital-Preventive Maintenance	\$	-	\$	-	\$	-
Capital-Mobility Management	\$	-	\$	-	\$	-
Reimbursable Capital Exp.	\$	-	\$	-	\$	5,000
In-kind / CPE	\$	-	\$	-	\$	-
Total Non-Personnel Expenses	\$	75,767	\$	237,937	\$	186,446
Total Direct Program Expenses	\$	82,417	\$	301,270	\$	218,917
Administrative Expenses	\$	1,220	\$	9,612	\$	5,737
TOTAL EXPENSES	\$	83,637	\$	310,882	\$	224,654
Revenue Over (Under) Expend.	\$	-	\$	(4,268)	\$	(1,785)

	Nutrition 08		CSBG 23/28/21		Commodities 39	
Federal Grantor Revenue	\$	-	\$	1,046,377	\$	90,000
State Grantor Revenue	\$	-	\$	-	\$	-
Contract Revenues	\$	-	\$	-	\$	-
Fares	\$	-	\$	-	\$	-
Other Revenue	\$	30,000	\$	-	\$	-
Inkind	\$	-	\$	-	\$	-
TOTAL REVENUE	\$ \$	30,000	\$ \$	1,046,377	\$ \$	90,000
Salaries and Wages	\$	-	\$	497,101	\$	56,445
Employee Benefits & Taxes	\$	-	\$	164,043	\$	16,041
Total Personnel Expenses	\$	-	\$	661,144	\$	72,486
Professional Fees	\$	-	\$	19,450	\$	50
Supplies	\$	-	\$	6,050	\$	5,000
Communication & Advertising	\$	-	\$	14,913	\$	500
Postage & Shipping	\$	-	\$	325	\$	-
Occupancy	\$	-	\$	77,051	\$	15,000
Equipment Rental & Maintenance	\$	-	\$	12,428	\$	500
Travel/Fuel	\$	-	\$	25,000	\$	2,500
Training	\$	-	\$	-	\$	-
Vehicle Maintenance	\$	-	\$	-	\$	-
Transportation Trips	\$	-	\$	-	\$	-
Insurance	\$	-	\$	5,750	\$	1,000
Assistance to Individuals	\$	-	\$	102,500	\$	-
Printing	\$	-	\$	475	\$	-
Contracted Services	\$	-	\$	-	\$	-
Food	\$	30,000	\$	-	\$	-
Miscellaneous	\$	-	\$	-	\$	-
RTAP-Training	\$	-	\$	-	\$	-
Job Access Trips	\$	-	\$	-	\$	-
Fundraising Costs	\$	-	\$	-	\$	-
Capital-Preventive Maintenance	\$	-	\$	-	\$	-
Capital-Mobility Management	\$	-	\$	-	\$	-
Reimbursable Capital Exp.	\$	-	\$	-	\$	-
In-kind / CPE	\$	-	\$	-	\$	-
Total Non-Personnel Expenses	\$	30,000	\$	263,941	\$	24,550
Total Direct Program Expenses	\$	30,000	\$	925,085	\$	97,036
Administrative Expenses	\$	-	\$	121,293	\$	12,520
TOTAL EXPENSES	\$	30,000	\$	1,046,377	\$	109,556
Revenue Over (Under) Expend.	\$	-	\$	(0)	\$	(19,556)

	Child Food Care 45		TN ARP 44	
Federal Grantor Revenue	\$	796,565	\$	-
State Grantor Revenue	\$	-	\$	111,000
Contract Revenues	\$	-	\$	-
Fares	\$	-	\$	-
Other Revenue	\$	8,046	\$	-
Inkind	\$	-	\$	-
TOTAL REVENUE	\$ \$	804,611	\$ \$	111,000
Salaries and Wages	\$	55,139	\$	32,754
Employee Benefits & Taxes	\$	16,793	\$	12,500
Total Personnel Expenses	\$	71,932	\$	45,254
Professional Fees	\$	825	\$	1,000
Supplies	\$	2,700	\$	500
Communication & Advertising	\$	1,500	\$	2,293
Postage & Shipping	\$	700	\$	100
Occupancy	\$	3,000	\$	6,551
Equipment Rental & Maintenance	\$	1,500	\$	983
Travel/Fuel	\$	7,500	\$	1,836
Training	\$	-	\$	1,000
Vehicle Maintenance	\$	-	\$	-
Transportation Trips	\$	-	\$	-
Insurance	\$	1,500	\$	-
Assistance to Individuals	\$	-	\$	43,492
Printing	\$	-	\$	-
Contracted Services	\$	700,000	\$	-
Food	\$	-	\$	-
Miscellaneous	\$	-	\$	-
RTAP-Training	\$	-	\$	-
Job Access Trips	\$	-	\$	-
Fundraising Costs	\$	-	\$	-
Capital-Preventive Maintenance	\$	-	\$	-
Capital-Mobility Management	\$	-	\$	-
Reimbursable Capital Exp.	\$	-	\$	-
In-kind / CPE	\$	-	\$	-
Total Non-Personnel Expenses	\$	719,225	\$	57,754
Total Direct Program Expenses	\$	791,157	\$	103,008
Administrative Expenses	\$	13,454	\$	7,992
TOTAL EXPENSES	\$	804,611	\$	111,000
Revenue Over (Under) Expend.	\$	-	\$	(0)

	One TN 25	Total Department Budget
Federal Grantor Revenue	\$ -	\$ 15,198,895
State Grantor Revenue	\$ -	127,000
Contract Revenues	\$ 102,500	\$ 205,276
Fares	\$ -	-
Other Revenue	\$ -	50,446
Inkind	\$ -	32,016
TOTAL REVENUE	\$ \$ 102,500	\$ 15,613,633
Salaries and Wages	\$ 15,000	\$ 3,422,374
Employee Benefits & Taxes	\$ 7,340	\$ 1,104,601
Total Personnel Expenses	\$ 22,340	\$ 4,526,975
Professional Fees	\$ 3,000	\$ 2,940,911
Supplies	\$ 3,000	\$ 158,260
Communication & Advertising	\$ 100	\$ 125,869
Postage & Shipping	\$ 100	\$ 11,475
Occupancy	\$ 4,800	\$ 365,334
Equipment Rental & Maintenance	\$ 500	\$ 56,660
Travel/Fuel	\$ 1,000	\$ 399,981
Training	\$ 1,000	\$ 19,846
Vehicle Maintenance	\$ -	-
Transportation Trips	\$ -	-
Insurance	\$ 2,000	\$ 107,326
Assistance to Individuals	\$ 45,000	\$ 5,050,484
Printing	\$ -	\$ 27,522
Contracted Services	\$ -	\$ 909,041
Food	\$ -	\$ 51,474
Miscellaneous	\$ 16,000	\$ 19,000
RTAP-Training	\$ -	-
Job Access Trips	\$ -	-
Fundraising Costs	\$ -	-
Capital-Preventive Maintenance	\$ -	-
Capital-Mobility Management	\$ -	-
Reimbursable Capital Exp.	\$ -	\$ 37,911
In-kind / CPE	\$ -	\$ 32,016
Total Non-Personnel Expenses	\$ 76,500	\$ 10,313,110
Total Direct Program Expenses	\$ 98,840	\$ 14,840,085
Administrative Expenses	\$ 3,660	\$ 814,421
TOTAL EXPENSES	\$ 102,500	\$ 15,654,506
Revenue Over (Under) Expend.	\$ -	\$ (40,874)

	DRC 16	JJPP 17	Driver's Ed 48
Federal Grantor Revenue	\$ -	\$ -	\$ -
State Grantor Revenue	\$ 1,325,213	\$ 191,418	\$ -
Contract Revenues	\$ -	\$ -	\$ 65,117
Fares	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 1,325,213	\$ 191,418	\$ \$ 65,117
Salaries and Wages	\$ 686,343	\$ 103,440	\$ 29,700
Employee Benefits & Taxes	\$ 240,220	\$ 34,135	\$ 4,875
Total Personnel Expenses	\$ 926,563	\$ 137,575.2	\$ 34,575
Professional Fees	\$ 12,111	\$ 1,900	\$ 500
Supplies	\$ 20,000	\$ 950	\$ 325
Communication & Advertising	\$ 10,058	\$ 3,500	\$ 700
Postage & Shipping	\$ 1,000	\$ 50	\$ 40
Occupancy	\$ 115,001	\$ 18,340	\$ 4,000
Equipment Rental & Maintenance	\$ 5,000	\$ 500	\$ -
Travel/Fuel	\$ 22,290	\$ 8,000	\$ 6,500
Training	\$ -	\$ 1,500	\$ 100
Vehicle Maintenance	\$ -	\$ -	\$ -
Transportation Trips	\$ -	\$ -	\$ -
Insurance	\$ 44,922	\$ 4,000	\$ 3,300
Assistance to Individuals	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -
Contracted Services	\$ -	\$ -	\$ -
Food	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ -
RTAP-Training	\$ -	\$ -	\$ -
Job Access Trips	\$ -	\$ -	\$ -
Fundraising Costs	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ -	\$ -
Capital-Mobility Management	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	\$ 1,269	\$ -	\$ 7,830
In-kind / CPE	\$ -	\$ -	\$ -
Total Non-Personnel Expenses	\$ 231,651	\$ 38,740	\$ 23,295
Total Direct Program Expenses	\$ 1,158,214	\$ 176,315	\$ 57,870
Administrative Expenses	\$ 167,468	\$ 25,239	\$ 7,247
TOTAL EXPENSES	\$ 1,325,681	\$ 201,555	\$ 65,117
Revenue Over (Under) Expend.	\$ (468)	\$ (10,137)	\$ 0

	DUI 83	Head Start 51	Chance 57
Federal Grantor Revenue	\$ -	\$ 791,819	\$ 47,000
State Grantor Revenue	\$ -	\$ -	\$ 743,696
Contract Revenues	\$ 4,000	\$ -	\$ -
Fares	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -
Inkind	\$ -	\$ 197,955	\$ -
TOTAL REVENUE	\$ \$ 4,000	\$ \$ 989,774	\$ \$ 790,696
Salaries and Wages	\$ -	\$ 449,802	\$ 399,931
Employee Benefits & Taxes	\$ -	\$ 106,897	\$ 139,976
Total Personnel Expenses	\$ -	\$ 556,699	\$ 539,907
Professional Fees	\$ 2,100	\$ -	\$ 10,000
Supplies	\$ 500	\$ 25,500	\$ 11,000
Communication & Advertising	\$ -	\$ 9,300	\$ 15,000
Postage & Shipping	\$ -	\$ 500	\$ 1,000
Occupancy	\$ 25	\$ 13,700	\$ 50,000
Equipment Rental & Maintenance	\$ -	\$ 4,500	\$ 2,000
Travel/Fuel	\$ 300	\$ 21,100	\$ 5,000
Training	\$ -	\$ 43,000	\$ 13,465
Vehicle Maintenance	\$ -	\$ -	\$ -
Transportation Trips	\$ -	\$ -	\$ -
Insurance	\$ -	\$ 6,500	\$ 25,000
Assistance to Individuals	\$ -	\$ 7,485	\$ 11,000
Printing	\$ -	\$ 2,500	\$ -
Contracted Services	\$ -	\$ 17,896	\$ -
Food	\$ -	\$ -	\$ 35,000
Miscellaneous	\$ 600	\$ 8,006	\$ -
RTAP-Training	\$ -	\$ -	\$ -
Job Access Trips	\$ -	\$ -	\$ -
Fundraising Costs	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ -	\$ 5,000
Capital-Mobility Management	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	\$ -	\$ -	\$ -
In-kind / CPE	\$ -	\$ 197,955	\$ -
Total Non-Personnel Expenses	\$ 3,525	\$ 357,942	\$ 183,465
Total Direct Program Expenses	\$ 3,525	\$ 914,641	\$ 723,372
Administrative Expenses	\$ -	\$ 109,752	\$ 97,583
TOTAL EXPENSES	\$ 3,525	\$ 1,024,393	\$ 820,955
Revenue Over (Under) Expend.	\$ 475	\$ (34,619)	\$ (30,259)

	CASA		Total Department	
	Program Code		Budget	
Federal Grantor Revenue	\$	-	\$	838,819
State Grantor Revenue	\$	30,000	\$	2,290,327
Contract Revenues	\$	-	\$	69,117
Fares	\$	-	\$	-
Other Revenue	\$	3,615	\$	3,615
Inkind	\$	-	\$	197,955
TOTAL REVENUE	\$	\$ 33,615	\$	3,399,833
Salaries and Wages	\$	18,597	\$	1,687,813
Employee Benefits & Taxes	\$	3,556	\$	529,659
Total Personnel Expenses	\$	22,152	\$	2,217,472
Professional Fees	\$	239	\$	26,850
Supplies	\$	944	\$	59,219
Communication & Advertising	\$	825	\$	39,383
Postage & Shipping	\$	18	\$	2,608
Occupancy	\$	3,750	\$	204,816
Equipment Rental & Maintenance	\$	163	\$	12,163
Travel/Fuel	\$	700	\$	63,890
Training	\$	-	\$	58,065
Vehicle Maintenance	\$	-	\$	-
Transportation Trips	\$	-	\$	-
Insurance	\$	250	\$	83,972
Assistance to Individuals	\$	-	\$	18,485
Printing	\$	38	\$	2,538
Contracted Services	\$	-	\$	17,896
Food	\$	-	\$	35,000
Miscellaneous	\$	-	\$	8,606
RTAP-Training	\$	-	\$	-
Job Access Trips	\$	-	\$	-
Fundraising Costs	\$	-	\$	-
Capital-Preventive Maintenance	\$	-	\$	5,000
Capital-Mobility Management	\$	-	\$	-
Reimbursable Capital Exp.	\$	-	\$	9,099
In-kind / CPE	\$	-	\$	197,955
Total Non-Personnel Expenses	\$	6,925	\$	845,543
Total Direct Program Expenses	\$	29,078	\$	3,063,014
Administrative Expenses	\$	4,538	\$	411,826
TOTAL EXPENSES	\$	33,615	\$	3,474,841
Revenue Over (Under) Expend.	\$	(0)	\$	(75,008)

	SOS/Van Pool Program 74	TDOT-5311 Program 14	Mobility Management Program 76
Federal Grantor Revenue	\$ -	\$ 4,583,236	\$ 400,000
State Grantor Revenue	\$ -	\$ 2,287,112	\$ -
Contract Revenues	\$ 70,520	\$ 1,903,652	\$ -
Fares	\$ -	\$ 300,000	\$ -
Other Revenue	\$ -	\$ 68,233	\$ -
Inkind	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 70,520	\$ 9,142,233	\$ 400,000
Salaries and Wages	\$ 30,000	\$ 4,378,000	\$ 241,500
Employee Benefits & Taxes	\$ 6,400	\$ 1,350,000	\$ 53,475
Total Personnel Expenses	\$ 36,400	\$ 5,728,000.0	\$ 294,975
Professional Fees	\$ -	\$ 35,000	\$ -
Supplies	\$ -	\$ 35,000	\$ 750
Communication & Advertising	\$ 150	\$ 25,000	\$ 25,000
Postage & Shipping	\$ -	\$ 500	\$ -
Occupancy	\$ 150	\$ 240,000	\$ 12,000
Equipment Rental & Maintenance	\$ 12,000	\$ -	\$ -
Travel/Fuel	\$ -	\$ 860,000	\$ -
Training	\$ -	\$ 60,000	\$ 12,500
Vehicle Maintenance	\$ -	\$ -	\$ -
Transportation Trips	\$ -	\$ -	\$ -
Insurance	\$ 6,500	\$ 180,000	\$ 2,000
Assistance to Individuals	\$ -	\$ -	\$ -
Printing	\$ -	\$ 1,500	\$ -
Contracted Services	\$ -	\$ -	\$ -
Food	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ 5,275
RTAP-Training	\$ -	\$ 10,000	\$ -
Job Access Trips	\$ -	\$ 500,000	\$ -
Fundraising Costs	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ 384,000	\$ -
Capital-Mobility Management	\$ -	\$ 15,000	\$ -
Reimbursable Capital Exp.	\$ 8,000	\$ -	\$ -
In-kind / CPE	\$ -	\$ -	\$ -
Total Non-Personnel Expenses	\$ 26,800	\$ 2,346,000	\$ 57,525
Total Direct Program Expenses	\$ 63,200	\$ 8,074,000	\$ 352,500
Administrative Expenses	\$ 7,320	\$ 1,068,232	\$ 47,500
TOTAL EXPENSES	\$ 70,520	\$ 9,142,232	\$ 400,000
Revenue Over (Under) Expend.	\$ -	\$ 1	\$ -

	IMPROVE Act EV		5339 (b) - Vehicles	
	Program 09		Program 09	
Federal Grantor Revenue	\$	240,000	\$	514,705
State Grantor Revenue	\$	30,000	\$	159,796
Contract Revenues	\$	30,000	\$	61,498
Fares	\$	-	\$	-
Other Revenue	\$	-	\$	-
Inkind	\$	-	\$	-
TOTAL REVENUE	\$ \$	300,000	\$ \$	735,999
Salaries and Wages	\$	-	\$	-
Employee Benefits & Taxes	\$	-	\$	-
Total Personnel Expenses	\$	-	\$	-
Professional Fees	\$	-	\$	-
Supplies	\$	-	\$	-
Communication & Advertising	\$	-	\$	-
Postage & Shipping	\$	-	\$	-
Occupancy	\$	-	\$	-
Equipment Rental & Maintenance	\$	-	\$	-
Travel/Fuel	\$	-	\$	-
Training	\$	-	\$	-
Vehicle Maintenance	\$	-	\$	-
Transportation Trips	\$	-	\$	-
Insurance	\$	-	\$	-
Assistance to Individuals	\$	-	\$	-
Printing	\$	-	\$	-
Contracted Services	\$	300,000	\$	-
Food	\$	-	\$	-
Miscellaneous	\$	-	\$	-
RTAP-Training	\$	-	\$	-
Job Access Trips	\$	-	\$	-
Fundraising Costs	\$	-	\$	-
Capital-Preventive Maintenance	\$	-	\$	-
Capital-Mobility Management	\$	-	\$	-
Reimbursable Capital Exp.	\$	-	\$	736,000
In-kind / CPE	\$	-	\$	-
Total Non-Personnel Expenses	\$	300,000	\$	736,000
Total Direct Program Expenses	\$	300,000	\$	736,000
Administrative Expenses	\$	-	\$	-
TOTAL EXPENSES	\$	300,000	\$	736,000
Revenue Over (Under) Expend.	\$	-	\$	(1)

	Ride to Recovery Program 05		Total Transportation Budget	
Federal Grantor Revenue	\$	70,000	\$	5,807,941
State Grantor Revenue	\$	-	\$	2,476,908
Contract Revenues	\$	-	\$	2,065,670
Fares	\$	-	\$	300,000
Other Revenue	\$	-	\$	68,233
Inkind	\$	-	\$	-
TOTAL REVENUE	\$ \$	70,000	\$	10,718,752
Salaries and Wages	\$	35,000	\$	4,684,500
Employee Benefits & Taxes	\$	10,500	\$	1,420,375
Total Personnel Expenses	\$	45,500	\$	6,104,875
Professional Fees	\$	-	\$	35,000
Supplies	\$	15,500	\$	51,250
Communication & Advertising	\$	-	\$	50,150
Postage & Shipping	\$	-	\$	500
Occupancy	\$	-	\$	252,150
Equipment Rental & Maintenance	\$	-	\$	12,000
Travel/Fuel	\$	-	\$	860,000
Training	\$	-	\$	72,500
Vehicle Maintenance	\$	-	\$	-
Transportation Trips	\$	-	\$	-
Insurance	\$	-	\$	188,500
Assistance to Individuals	\$	-	\$	-
Printing	\$	-	\$	1,500
Contracted Services	\$	-	\$	300,000
Food	\$	-	\$	-
Miscellaneous	\$	-	\$	5,275
RTAP-Training	\$	-	\$	10,000
Job Access Trips	\$	-	\$	500,000
Fundraising Costs	\$	-	\$	-
Capital-Preventive Maintenance	\$	-	\$	384,000
Capital-Mobility Management	\$	-	\$	15,000
Reimbursable Capital Exp.	\$	-	\$	744,000
In-kind / CPE	\$	-	\$	-
Total Non-Personnel Expenses	\$	15,500	\$	3,481,825
Total Direct Program Expenses	\$	61,000	\$	9,586,700
Administrative Expenses	\$	9,000	\$	1,132,052
TOTAL EXPENSES	\$	70,000	\$	10,718,752
Revenue Over (Under) Expend.	\$	-	\$	-

Program of Work FY 23-24

The four major departments of the Upper Cumberland Human Resource Agency (UCHRA) are committed to assisting individuals and communities to improve their quality of life. In pursuit of this goal, here are the points of emphasis for the coming fiscal year:

Empower Upper Cumberland

We have moved from implementation to being fully operational in administering the Tennessee Opportunity Act Pilot project. We are now established across all 14 counties with enrollments of eligible families occurring as well as bringing in partner programs to provide services as needed. As we execute this program we will establish best practices and new techniques to assist families in moving up the economic ladder with the ultimate goal of stability. Circles chapters will be started across the region to provide support to the families. *(Circles USA gathers middle-income and high-income volunteers to support families in poverty. Surrounded by people who have landed jobs, negotiated a lease, or managed credit card debt, for example, people experiencing poverty are more equipped to achieve long-term financial stability.)*

Community Services

The Community Services Department's programs and services focus on assisting our Community's low-income and vulnerable populations.

- **Low Income Household Water Assistance**
- **Low Income Home Energy Assistance**
Continue outreach and provide assistance with energy bills.
- **Weatherization**
With our new partnership with ICAST, we hope that multi-units will have the option to be weatherized. Through UCHRA only single units can receive weatherization services.
- **Child & Adult Care Food Program**
We are expanding the program to include At Risk Feeding Program. We will be implementing the program with the Putnam County School Nutrition. We will also begin exploring the summer feeding program. The goal is to start with Putnam County and then grow the program to other interested counties.
- **Senior Community Service Employment**
We will continue to recruit participants and host sites in the following UC counties: Clay, Cumberland, Overton, Pickett, Putnam and White.
- **Home and Community Services (CHOICES) & Social Services Block Grant**
With our new partnership with the Tennessee Board of Regents and Tennessee Tech University we hope to increase the number of potential employees available to not only our program but to other service providers across the region. At this time the needs of the region far exceed the available staffing capacity.
- **Commodities**

We will work on securing funding for a box truck to deliver commodities, due to the age and mileage of the current box truck. The commodities program provides bi monthly food to low income households in the Upper Cumberland.

- **Community Services Block Grant**

The focus is shifting to align this grant with poverty alleviation, rather than poverty management.

- **UC Recovery**

In our substance abuse work will continue to build partnerships with outside agencies and organizations in an effort to grow available resources and to stabilize funding opportunities.

- **Van Buren County Head Start**

Continue to provide a safe and enriching environment for children to help prepare them for school.

Transportation

The UCHRA Public Transportation program, operated by the Upper Cumberland Human Resource Agency, strives to provide safe, affordable, and dependable public transportation to residents of all ages in the 14-county Upper Cumberland area of Tennessee. It is our goal to move to an on demand model as the needs of the region continue to shift in that direction.

Community Intervention

The Community Intervention Department provides programs that target and support justice involved adults and juveniles. It is our plan to continue buildout of the day reporting model to supplement the substance abuse issues of the region.

County Offices

It is our goal to provide services at the county level.

RESOLUTION 23-6-1
DIRECTORS OF THE UPPER CUMBERLAND HUMAN RESOURCE AGENCY

WHEREAS, Upper Cumberland Human Resource Agency has administered the Court Appointed Special Advocates program (CASA) in Putnam, Overton and Cumberland Counties for many years; and

WHEREAS, in a desire to see this program grow and flourish for many more years by aligning it with another CASA program thus strengthening both.

NOW, BE IT THEREFORE, that the Upper Cumberland Human Resource Agency, in cooperation with the CASA of Tennessee Valley program, relinquish administration of the program and hereby transfers oversight to CASA of Tennessee Valley as of October 1, 2023. UCHRA will also transfer all property and fund-raising reserves as of that date.

DULY PASSED AND ADOPTED this 21ST day of June, 2023.

Randy Heady, Chairman

Date

Jeff Mason, Vice Chairman

Date

MEMORANDUM

TO: Cheryl Davis, Manager – Upper Cumberland Human Resource Agency
FROM: Mandy Richardson, Assistant Director – Community Supervision Compliance
DATE: May 3, 2023
SUBJECT: Final Report – Internal Fiscal review
Upper Cumberland Human Resource Agency Community Corrections (UCHRA)

The Office of the Inspector General completed an internal fiscal review on UCHR Community Corrections on April 19, 2023. The review period was July 1, 2022 thru March 31, 2023.

Copies of this report are distributed as noted. I would like to express my appreciation to Cheryl Davis, and staff for the assistance and cooperation provided to the internal review team during the fiscal review.

Please let me know if additional information is needed, or if I can be of further assistance.

MR: KG

PC:

Joe Moorhead
Bo Irvin
Kimberly Gulden
Lisa Helton
Lisa Parks
Ashraf Gabous
Terry Burr
John Parker
Matt Panter
Donna Burke

Upper Cumberland Human Resource Agency Community Corrections

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OBJECTIVES OF THE REVIEW

The objectives of the review were:

1. To assess the adequacy of the systems and procedures for financial accounting and internal control at UCHR.
2. To determine the accountability for revenues, the propriety of expenditures and the extent to which funds have been expended in accordance with the UCHR contract, applicable statutes, and acceptable accounting guidelines.
3. To recommend appropriate actions to correct any deficiencies.

SCOPE OF THE REVIEW

The scope of this review was limited to the examination of the financial records for the period July 1, 2022 thru March 31, 2023 and such other tests considered necessary in the circumstances.

REVIEW SUMMARY

The review revealed the overall fiscal operation of UCHR is sound. During the review the following areas were reviewed, with the following results noted:

- **Fiscal Management** - The agency is operating under an annually written budget and is in compliance with annual reviews by an independent auditor. The agency has policies that include inventory control, purchasing, insurance coverage procedures, practices, internal controls, signature controls, offender funds, receipting and employee expense reimbursements. The agency also has written policies that dictate that the governing authority's agencies and individuals receive the following documents: income and expenditure statements, funding source financial reports and independent review reports. All monies collected are placed in a secure location and deposit sample reviewed made within 72 hours of collection.

- **Vehicle Management** - Vehicles purchased with State grant funds are not assigned directly to a Community Corrections agency employee. The vehicles are pooled and available to all staff. Each vehicle has a sign in/out log. The vehicles are listed on the agency inventory and all titles to all vehicles were available. Vehicles purchased with state funds were not used as trade-ins for a newer vehicle. All employees had a valid driver's license on file.

- **Fiscal: Cash Receipts and Disbursements** - An independent review was completed by an independent contractor and submitted To TDOC within 9 months after the end of the last fiscal year and revealed no significant issues of concern for this program. Selected samples of expenditures were properly documented and traced back to the general ledger for accuracy along with canceled checks and vendor invoices, etc. Expenditures were assessed and recorded to the proper line item. The monthly expenditure reports for reimbursement were promptly sent to TDOC. Total expenditures for fiscal year 21/22 as reported on the June 30th, expenditures report was within the actual contracted budget. All monies received on or before June 30th, were deposited on that day. Offender fees are not collected in the form of cash, only money orders or certified checks. Pre-numbered receipts were prepared for individual fees collected. Accounting records are kept about the collection of offender fees and the total fees collected are used to reduce the amount of expenditures reported for reimbursement.

- **Fiscal Procedures Petty Cash** – This agency does not have a petty cash fund.

- **Attributes for Property and Equipment Tests** - The inventory and property list captured data required by the contract such as description of item, location, and cost. Items inventoried were found to be used in the correct program. Leases were not paid in advance.

- **Compliance Tests: Allowable Cost and Cost Principles** - The agency uses purchase orders for expenses over \$400. They have a voucher/invoice system that is utilized the majority of the time. Tests were conducted for purchased items. All expenditures were allowable cost and approved for payment. Invoices had signatures or initials, coded with the proper account codes, charged to the appropriate general ledger account and mathematically correct. Two signatures appear on all checks.

- **Compliance Test: Travel** - Travel claims were reviewed for authorization, destination, documentation for travel, and per diem amounts allowed by regulations. Travel claims for mileage were reviewed and those reviewed were in compliance.

- **Compliance Test: Time and Attendance** – Two items were tested, an employee and the director. Written time sheets are kept. Salaries were charged correctly to the general ledger account. The Manager’s salary is 90% funded by the community corrections grant. Time for the employee and manager were charged correctly to the general ledger account. Leave balances for UCHR employees reset July 1, 2022 and leave accrued is taken in the year that it was earned.

- **Solvency Test** – The agency has a positive fund balance, and the agency appears to be solvent.

- **Attributes for Cost Allocation Plans (CAP) and Indirect Cost Rate Agreement** – The agency has an approved cost allocation plan and indirect cost agreement plan. The methods used to compute charges are appropriate.

- **Accounting Systems** – The system in Place for UCHR does segregate revenue and expenses for the Community Corrections Program. The supervision fees are coded correctly, and the reimbursable monthly grant amount is reduced by fees collected. The agency operates from two bank accounts (One Bank, Cookeville, TN for regular expenditures and Regions Bank for credit cards) and the accounting systems appear to be functioning properly.

- **Review Report Review** – All leases are on file and have been paid on time. There are no related party transactions, and the program is supported by one revenue source: The State of TN Community Corrections Grant.

FINDINGS- There were no findings from the prior year. There are no findings for the current review period.