

Policy Council Meeting Agenda | October 4, 2023

1. **Call to Order | Randy Heady, Chairman**
2. **Roll Call | Sherry Thurman**
3. **Approval of Minutes | Randy Heady, Chairman**
 - a. August 2, 2023
4. **UCHRA Dashboards | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Conflict of Interest
5. **Roundtable | Mark Farley, Executive Director**
 - a. Updates on Senior Expo and Caregiver Programs
 - b. Community Partnerships at the County Level
 - c. Upcoming Initiative on Fatherhood at the State Level
6. **Old/New Business | Randy Heady, Chairman**
7. **Public Comments | Randy Heady, Chairman**
8. **Adjourn | Randy Heady, Chairman**

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

DRAFT MINUTES	AUGUST 2, 2023	10:30 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady called the meeting to order.		
TYPE OF MEETING	UCHRA Policy Council		
FACILITATOR	Chairman Randy Heady		
NOTETAKER	Sherry Thurman		
MEMBERS PRESENT	Randy Heady, Keisha Richards, Cindy Putman, Kristi Paling, Marie Ferran, Bill Gibson, Anne Stamps, Michael Burton, Barbara Wheeler, Don Hollingsworth, Linda Pastrick		
MEMBERS ABSENT	Sam Gibson, Marvin Lusk, Charlene Whitaker, Brent Anderson, Terri Dunn, Katelyn Hicks, Bob Depriest, Marilyn Davis		
	CALL TO ORDER	CHAIRMAN RANDY HEADY	
CALL TO ORDER	Chairman Randy Heady called the meeting to order and welcomed everyone.		
	Don Hollingsworth gave the Policy Council an update on Mr. Marvin Lusk.		
	APPROVAL OF MINUTES	CHAIRMAN RANDY HEADY	
DISCUSSION	Chairman Randy Heady asked for a motion to approve the minutes of the April 5, 2023 Policy Council meeting.		
	A motion was made to approve the minutes.		
ACTION	<u>Motion to Approve</u> Motion made by: Anne Stamps Motion seconded by: Barbara Wheeler Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.		
	UCHRA DASHBOARDS	LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR	
DISCUSSION	LaNelle Godsey gave an update on the Community Services programs: <ul style="list-style-type: none"> • Dashboards were presented for March, April, May, and June, 2023. • The agency is struggling with supply chain issues for ensure. We have slowly increased what was received from March to June but we are no where near where we need to be to meet the needs. • The agency has LIHEAP funds available. Clients struggling with energy bills can contact the local county UCHRA office to see if they qualify for LIHEAP. • The Community Stability Program numbers continue to drop due to the funds being spent on rental assistance and food vouchers. The agency will receive more funding in October for the CSBG program. 		

- The agency has limited assistance for the LIHWAP water program and we are out of funds to administer the program. A budget revision was completed for additional funds for outreach. We had four to five counties with a waiting list and these counties had an outreach event to sign clients up for the program.
- The agency has a waiting list in most of the counties for the weatherization program. The state will tell us how many homes will be weatherized per each county.
- Commodities are staying level. The numbers in one county continues to drop at each distribution. We did research and found that there were multiple organizations donating food in that county.

DISCUSSION

LaNelle Godsey advised that the agency is expanding the Child and Adult Food (CACFP) program. Historically the agency worked with daycare homes and they were reimbursed for serving healthy food. An application was processed to expand the program. We hope to be working with the Putnam County nutrition for all the Putnam County schools to do training/monitoring and help them with the at-risk program.

LaNelle Godsey advised that the Needs Assessment has been completed. Jordan Herald is working on the Community Action Plan application. At the last meeting, we shared the top five needs for the communities: higher paying jobs; access to affordable housing; quality job opportunities; resources for individuals who are homeless; and access to mental health services. The application will be submitted to the board for approval.

UCHRA ROUNDTABLE

- *Circles Group in Upper Cumberland
- *Issues Affecting Child Care

**MARK FARLEY,
EXECUTIVE DIRECTOR**

Executive Director Mark Farley advised that there are 3,113 counties across all the fifty states. The federal government takes three major economic statistics and rates every county in the United States from the best to the worst. The list is broken into groups: distressed, at-risk, transitional, competitive and attainment. In the last twelve years, two counties fell in the transitional category and six counties were at-risk. Currently there are seven counties that are transitional; six counties are at-risk; and one county is distressed.

DISCUSSION

Megan Spurgeon advised that families can become a part of the Empower program by visiting the website - empoweruppercumberland.org or call 833-EMPWRUC. Families that receive services such as food stamps, Section 8 housing, TennCare, etc. would likely be eligible for the program. There are 275 families enrolled in the program. Upper Cumberland is the second highest number for enrollees out of the seven pilots across the state. More families are needed in Clay and Van Buren counties.

Balinda Westmoreland, Community Engagement Coordinator for Cumberland, Warren, & Fentress counties and Lehra Trobaugh, Community Engagement Coordinator for Smith, Clay, Macon and Jackson counties gave an overview of the Circles program for Empower Upper Cumberland.

DISCUSSION	Rosa Smith gave a presentation on issues affecting child care across the Upper Cumberland region.
	OLD/NEW BUSINESS CHAIRMAN RANDY HEADY
DISCUSSION	No old/new business was presented for discussion.
	PUBLIC COMMENTS CHAIRMAN RANDY HEADY
DISCUSSION	There were no public comments presented.
	ADJOURN CHAIRMAN RANDY HEADY
ADJOURN	Chairman Randy Heady advised that he would accept a motion to adjourn.
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Don Hollingsworth Motion seconded by: Marie Ferran</p> <p>The Policy Council members voted unanimously to adjourn the August 2, 2023 meeting.</p>
CONCLUSION 11:30 a.m.	

Chairman Randy Heady

August 2023 UCHRA Services Dashboard

	Total Households Served Duplicated	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	579	9	37	\$ 25,800.00	13	\$ 9,800.00	0	\$ -	0	\$ -	2		518
Putnam	821	23	13	\$ 8,848.02	32	\$ 23,000.00	0	\$ -	25	\$ 6,250.00	0	358	370
Warren	627	8	22	\$ 16,400.00	15	\$ 11,800.00	0	\$ -	11	\$ 2,750.00	1	331	239
TIER 2 COUNTIES													
DeKalb	272	8	8	\$ 5,200.00	7	\$ 5,200.00	0	\$ -	0	\$ -	0	214	35
Fentress	1,120	4	8	\$ 5,800.00	9	\$ 6,200.00	0	\$ -	35	\$ 9,461.56	0	285	779
Macon	176	10	12	\$ 9,200.00	14	\$ 10,000.00	0	\$ -	1	\$ 401.55	1		138
Overton	409	13	12	\$ 9,000.00	8	\$ 6,000.00	0	\$ -	0	\$ -	1	323	52
Smith	59	1	5	\$ 3,800.00	6	\$ 3,800.00	0	\$ -	0	\$ -	0		47
White	212	17	7	\$ 5,600.00	5	\$ 3,800.00	0	\$ -	38	\$ 9,500.00	0		145
TIER 3 Counties													
Cannon	171	3	10	\$ 7,700.00	6	\$ 4,400.00	0	\$ -	2	\$ 697.22	0	120	30
Clay	47	14	2	\$ 1,400.00	8	\$ 6,200.00	0	\$ -	5	\$ 1,786.99	0		18
Jackson	44	13	5	\$ 3,600.00	5	\$ 4,000.00	0	\$ -	2	\$ 1,208.65	0		19
Pickett	49	19	11	\$ 7,800.00	2	\$ 1,600.00	0	\$ -	0	\$ -	0		17
Van Buren	112	0	6	\$ 3,800.00	2	\$ 1,600.00	0	\$ -	2	\$ 500.00	0		102
Total:	4698	142	158	\$113,948.02	132	\$97,400.00	0	\$0.00	121	\$32,555.97	5	1,631	2,509

July 2023 UCHRA Services Dashboard

	Total Households Served Duplicated	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	775	9	13	\$ 9,600.00	11	\$ 7,314.75	0	\$ -	0	\$ -	0	334	408
Putnam	298	23	32	\$ 22,012.26	37	\$ 26,200.00	0	\$ -	1	\$ 250.00	2		203
Warren	462	8	17	\$ 12,400.00	28	\$ 20,200.00	0	\$ -	0	\$ -	1		387
TIER 2 COUNTIES													
DeKalb	71	8	5	\$ 3,400.00	5	\$ 3,592.63	0	\$ -	0	\$ -	1		52
Fentress	1537	4	16	\$ 11,800.00	9	\$ 6,800.00	0	\$ -	80	\$ 7,716.21	0		1428
Macon	265	10	6	\$ 4,400.00	1	\$ 800.00	0	\$ -	0	\$ -	0	94	154
Overton	52	13	11	\$ 8,400.00	7	\$ 5,400.00	0	\$ -	0	\$ -	2		19
Smith	198	1	6	\$ 4,400.00	11	\$ 7,600.00	0	\$ -	1	\$ 1,739.30	0	137	42
White	435	17	12	\$ 9,000.00	6	\$ 4,800.00	0	\$ -	0	\$ -	0	291	109
TIER 3 Counties													
Cannon	42	3	5	\$ 3,800.00	5	\$ 3,539.74	0	\$ -	2	\$ 500.00	1		26
Clay	234	14	6	\$ 4,400.00	3	\$ 2,400.00	0	\$ -	1	\$ 250.00	0	196	14
Jackson	225	13	10	\$ 7,000.00	7	\$ 5,600.00	0	\$ -	0		0	164	31
Pickett	181	19	4	\$ 3,200.00	1	\$ 800.00	0	\$ -	0	\$ -	0	136	21
Van Buren	276	0	12	\$ 8,900.00	3	\$ 2,200.00	0	\$ -	1	\$ 250.00	0	188	72
Total:	5051	142	155	\$112,712.26	134	\$97,247.12	0	\$0.00	86	\$10,705.51	7	1,540	2,966

CONFLICT OF INTEREST POLICY

Employees and members of the board have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which UCDD/UCHRA wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee or board member is in a position to influence a decision that may result in personal gain for that employee, board member, or for a relative as a result of UCDD/UCHRA’s business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee or board member is similar to that of persons who are related by blood or marriage.

No “presumption of guilt” is created by the mere existence of a relationship with outside firms. However, if an employee or board member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses this information as soon as possible. Disclosing the existence of any actual or potential conflicts of interest allows UCDD/UCHRA to establish safeguards to protect all parties.

Personal gain may result not only in cases where an employee, board member, or relative has significant ownership in a firm with which UCDD/UCHRA does business but also when an employee, board member, or relative receives any kickback, bribe, substantial gift, or special considerations as a result of any transaction or business dealings involving UCDD/UCHRA. If such situations exist, individuals will be asked to complete and sign a Conflict of Interest form. Employees and board members may also be asked to complete and sign a Conflict of Interest form annually to maintain compliance with auditors.

Employee Signature

Date

Printed Name