

Executive Committee Meeting Agenda | April 17, 2024

1. **Call to Order | Randy Heady, Chairman**
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Randy Heady, Chairman**
 - a. Executive Committee Meeting Minutes – February 21, 2024
 - b. Policy Council Report
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
 - a. 2024-2025 Budget
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
 - a. February Financial Reports
 - February, 2024 Budget
 - Program 51 Budget
 - Monthly Activity Report
 - Credit Card Report
 - In Kind Report
 - b. Quality Rating and Improvement System (QRIS) Visit Notice
 - c. Van Buren Board of Education In Kind Statement
 - d. TDHS Enhancement Grant
 - e. TDHS Supplemental Safety Grant
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
 - b. UCHRA Bylaws
7. **Action Items | Randy Heady, Chairman**
 - a. Performance Evaluations
 - Mark Farley, Executive Director
 - Ginger Stout, Finance Director
 - b. Empower Upper Cumberland - Disaster Recovery/Continuation of Operations Plan
 - c. Resolution 24-04-1
 - d. Resolution 24-04-2
 - e. Dues Increase
8. **Program Updates | Mark Farley, Executive Director**
 - a. Substance Abuse Funding
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**

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| DRAFT MINUTES | FEBRUARY 21, 2024 | 11:02 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 | Greg Mitchell, Dale Reagan, Josh Miller, Jimmy Johnson, Randy Heady, Lloyd Williams, Steve Jones, Stephen Bilbrey, Laurin Wheaton, Jeff Mason, Denny Robinson | | |
| MEMBERS ABSENT | Allen Foster, Matt Adcock, Steven Barlow, Sam Gibson, Randy Porter, John Potts, David Sullivan, Alisa Farmer, Terry Bell, Jerry Lowery, 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 | Chairman Randy Heady advised that the consent agenda consist of the following: <ul style="list-style-type: none"> • Executive Committee Meeting Minutes – December 21, 2023 • Policy Council Report | | |
| | A motion was made to approve the Consent Agenda. | | |
| ACTION | <u>Motion to Approve</u> Motion made by: Greg Mitchell Motion seconded by: Laurin Wheaton Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously. | | |
| UCHRA FINANCIAL REPORT | | GINGER STOUT, FINANCE DIRECTOR | |
| DISCUSSION | Ginger Stout presented the UCHRA financial report for July 1, 2023 through December 31, 2023. | | |
| | A motion was made to approve the financial report. | | |
| ACTION | <u>Motion to Approve</u> Motion made by: Steve Jones Motion seconded by: Stephen Bilbrey | | |

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| <p>ACTION</p> | <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p> |
| <p>VAN BUREN COUNTY HEAD START REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p> | |
| <p>DISCUSSION</p> | <p>Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program.</p> <ul style="list-style-type: none"> a. October, November, December Financial Reports <ul style="list-style-type: none"> • Program 51 • Monthly Activity Report • Credit Card Reports • In-Kind Reports b. U.S. Department of Health and Human Services Certifications and Assurances c. 2023-2024 One Time Supplement Revision Budget Narrative <ul style="list-style-type: none"> • Chairman’s Letter • Budget Revision Narrative Letter d. 2024-2025 Continuation Grant Application <ul style="list-style-type: none"> • Chairman’s Letter e. 2024-2025 Application for Federal Assistance SF-424 f. 2024-2025 Contracts and Memorandums of Understanding <p>A motion was made to approve the Van Buren Head Start Report.</p> |
| <p>ACTION</p> | <p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Josh Miller</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p> |
| <p>CSBG UPDATE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</p> | |
| <p>DISCUSSION</p> | <p>Jordan Herald gave an update on the CSBG program.</p> <ul style="list-style-type: none"> • The dashboards for November, December, 2023 and January, 2024 were presented. • The agency received the 2024 contract for LIHEAP. • The THDA eviction program for rental assistance is currently paused until THDA can provide more training to the agencies across the state. • LIWAP ends on March 31st and we are currently out of funds. • The November and December commodity events went really well. Jordan thanked everyone for the support. • Currently, the CSBG, SSBG, Weatherization and LIHEAP programs in the Community Services department is being monitored. <p>Chairman Heady advised that a lot of clients took advantage of LIWAP. He suggested that we look at possibly getting additional funding from other federal or state agencies.</p> <p>A motion was made to approve the CSBG Update.</p> |

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| ACTION | <p><u>Motion to Approve</u> Motion made by: Stephen Bilbrey Motion seconded by: Steve Jones</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p> |
| | <p>ACTION ITEMS CHAIRMAN RANDY HEADY</p> |
| DISCUSSION | <p>No action items were presented for discussion.</p> |
| | <p>PUBLIC TRANSPORTATION MOU WITH EMS MARK FARLEY, EXECUTIVE DIRECTOR</p> |
| DISCUSSION | <p>Executive Director Mark Farley advised that during the recent snow/ice storm, the agency encountered numerous challenges in transporting clients to dialysis. Drivers were unable to reach the clients as our vans were ill-equipped for the severe weather conditions. There were some issues working with EMS and we wanted to discuss the possibility of entering into a mutual aid agreement or memorandum of understanding with the counties or the EMS Directors to work through issues of getting clients to dialysis when a disaster happens. County Mayor Steve Jones recommended that Executive Director Mark Farley contact the EMS Directors Association of the Upper Cumberland to schedule a meeting.</p> |
| | <p>PROGRAM UPDATES MARK FARLEY, EXECUTIVE DIRECTOR</p> |
| DISCUSSION | <p>Executive Director Mark Farley advised that the Cookeville Regional Medical Center's Foundation did an outreach fundraising event on Tuesday, February 20th, for Empower to try and start building sustainability funds. The day was a success. We are starting the Circles Chapter in the counties and encouraged the board members to attend one of the events.</p> <p>Executive Director Mark Farley advised that Cheryl Cox, Community Correction Director has been with the agency for thirty-five years. Mrs. Cox will be retiring in June and we are actively involved in getting applications to appoint her successor.</p> <p>Executive Director Mark Farley advised that Mikel Miller and a group of individuals have assembled bags filled with emergency supplies. The bags are for individuals that are homeless or individuals that are in need. We are distributing the bags locally and in the counties. If board members would like any of the bags for their office give us a call.</p> |
| | <p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p> |
| DISCUSSION | <p>No executive director report was presented for discussion.</p> |
| | <p>OLD BUSINESS CHAIRMAN RANDY HEADY</p> |
| DISCUSSION | <p>No old business was presented for discussion.</p> |
| | <p>NEW BUSINESS CHAIRMAN RANDY HEADY</p> |
| DISCUSSION | <p>No new business was presented for discussion.</p> |
| | <p>PUBLIC COMMENTS CHAIRMAN RANDY HEADY</p> |
| DISCUSSION | <p>There were no public comments presented.</p> |

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| | ADJOURN | CHAIRMAN RANDY HEADY |
| 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: Jimmy Johnson</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the February 21, 2024 meeting.</p> | |
| CONCLUSION 11:20 a.m. | | |

Randy Heady, Chairman

Sam Gibson, Secretary

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

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| DRAFT MINUTES | APRIL 3, 2024 | 10:30 A.M. | COOKEVILLE, TN |
| MEETING CALLED BY | Mayor Sam Gibson called the meeting to order. | | |
| TYPE OF MEETING | UCHRA Policy Council | | |
| FACILITATOR | Mayor Sam Gibson | | |
| NOTETAKER | Sherry Thurman | | |
| MEMBERS PRESENT | Sam Gibson, Charlene Whitaker, Keisha Richards, Zack Gilpin, Kristi Paling, Bill Gibson, Anne Stamps, Barbara Wheeler, Don Hollingsworth, Bob Depriest, Linda Pastrick, Marilyn Davis | | |
| MEMBERS ABSENT | Randy Heady, Marvin Lusk, Cindy Putman, Terri Dunn, Marie Ferran, Michael Burton, Misty Phy | | |
| | CALL TO ORDER | MAYOR SAM GIBSON | |
| CALL TO ORDER | Mayor Sam Gibson called the meeting to order and welcomed everyone. | | |
| | APPROVAL OF MINUTES | MAYOR SAM GIBSON | |
| DISCUSSION | Mayor Sam Gibson asked for a motion to approve the minutes of the February 7, 2024 Policy Council meeting. | | |
| | A motion was made to approve the minutes. | | |
| ACTION | <p><u>Motion to Approve</u> Motion made by: Linda Pastrick Motion seconded by: Don Hollingsworth Mayor Sam Gibson asked for discussion on the motion. Motion carried unanimously.</p> | | |
| | CSBG | LANELLE GODSEY, | |
| | • Dashboards | DEPUTY DIRECTOR/COMMUNITY | |
| | • Overview of Community Action Agencies | SERVICES | |
| | • UCHRA Bylaws | DIRECTOR | |
| DISCUSSION | <p>LaNelle Godsey advised that UCHRA is designated as a community action agency. The primary source of funding to be a community action agency is the Community Services Block Grant. In Tennessee, there are twenty organizations classified as community services agencies. To maintain the designation, the agency must adhere to fifty organizational standards. Requirements for accessing funds include signing conflict of interests forms, regular reporting by LaNelle at each meeting and providing the Policy Council and the board with the agency bylaws.</p> <p>LaNelle provided a dashboard update, noting that January was slow but</p> | | |

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| DISCUSSION | <p>February saw an increase in activity. The THDA Rental Assistance Program was paused in February but has since become busy again.</p> <p>LaNelled announced that the LIWAP program concluded in March. She commended the staff at the county offices and the utility partners for their efforts. Last Thursday, the agency allocated \$25,000 for water assistance across the fourteen counties, leaving \$55,000 remaining. A social media post by the agency received over 100 shares. Out of the \$55,000 the agency disbursed \$49,090.72 in a single day providing water assistance to those in need.</p> |
| | <p>UCHRA ROUNDTABLE</p> <p>a. Anna Lea Cothron, System Transformation Director Tennessee Division of TennCare</p> <p style="text-align: right;">MARK FARLEY, EXECUTIVE DIRECTOR</p> |
| DISCUSSION | <p>Executive Director Mark Farley introduced Holly Williams, Area Agency on Aging and Disability Director for the Upper Cumberland Development District. A program guide was distributed to the Policy Council which shows the services that are administered by AAAD. The majority of the funding for the services come through the Tennessee Commission on Aging and Disability. A bill was introduced in the legislature this session to create a new department which will be called the Tennessee Department of Disability and Aging Services. The change will go into effect July 1st.</p> <p>Holly Williams introduced Anna Lea Cothron with the Division of TennCare.</p> <p>Ms. Cothron gave an update on Tennessee’s Multisector Plan for Aging. A plan is being developed that will address the needs of older adults, people with disabilities and family caregivers. By 2030, the Upper Cumberland will be one of the oldest regions in the state. Data has been collected on aging initiatives that exist and where there is room to expand. The goals for the plan are to improve healthcare, caregiving, community choice, employment and security. Within the new few months, data will be collected from stakeholders about the work being done to help the quality of life for seniors. The plan will be presented to the Governor’s office by the fall and implementation will be handled by the new Department of Disability and Aging Services.</p> <p>Holly Williams presented the 2022 Tennessee State Aging Profile data for the Upper Cumberland region, a report compiled annually by the Tennessee Commission on Aging and Disability.</p> |
| DISCUSSION | <p>OLD/NEW BUSINESS MAYOR SAM GIBSON</p> <p>No old/new business was presented for discussion.</p> |
| | <p>PUBLIC COMMENTS MAYOR SAM GIBSON</p> |
| DISCUSSION | <p>Kristi Paling announced that TCCY’s annual legislative breakfast will be held at the Development District on Friday, April 5th, at 8:30 a.m. In collaboration with Power of Putnam, TCCY will be hosting a lunch and</p> |

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| <p>DISCUSSION</p> | <p>learn on April 17th, from 11:00-12:00 with Jacy Warrell, Executive Director of Rural Health Association. TCCY has two upcoming events scheduled at the UCDD on April 16th, there will be a child abuse awareness training, and on May 29th, in collaboration with Volunteer Behavioral Health, there will be a session focused on identifying and addressing anxiety in children and youth.</p> <p>Bill Gibson announced that the Substance Abuse Coalition and Power of Putnam will meet April 4th – 11:00 a.m., at the Cookeville Police Department.</p> |
| | <p style="text-align: center;">ADJOURN MAYOR SAM GIBSON</p> |
| <p>ADJOURN</p> | <p>Mayor Sam Gibson advised that he would accept a motion to adjourn.</p> |
| <p>ACTION</p> | <p><u>Motion to Adjourn:</u> Motion made by: Linda Pastrick Motion seconded by: Marilyn Davis</p> <p>The Policy Council members voted unanimously to adjourn the April 3, 2024 meeting.</p> |
| <p>CONCLUSION 11:25 a.m.</p> | |

Chairman Randy Heady

**Upper Cumberland Human Resource Agency
Budget July 1, 2024 - June 30, 2025**

Total Agency Grant Related Expenditures

| | |
|-------------------------|----------------------|
| Federal Grantor Revenue | \$ 23,731,769 |
| State Grantor Revenue | \$ 6,507,661 |
| Contract Revenues | \$ 2,026,477 |
| Fares | \$ 320,000 |
| Other Revenue | \$ 1,982,448 |
| Inkind | \$ 212,955 |
| TOTAL REVENUE | \$ 34,781,310 |

Program/Matching Revenues

| | |
|------------------------|-------------------|
| State Appropriation | \$ 125,050 |
| Dues | \$ 122,235 |
| Unrestricted Donations | \$ 100 |
| Interest | \$ 100 |
| TOTAL REVENUE | \$ 247,485 |

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|--------------------------------|----------------------|
| Salaries and Wages | \$ 10,145,919 |
| Employee Benefits & Taxes | \$ 3,378,303 |
| Total Personnel Expenses | \$ 13,524,222 |
| Professional Fees | \$ 3,357,424 |
| Supplies | \$ 298,916 |
| Communication & Advertising | \$ 225,033 |
| Postage & Shipping | \$ 14,258 |
| Occupancy | \$ 793,885 |
| Equipment Rental & Maintenance | \$ 51,051 |
| Travel/Fuel | \$ 1,313,575 |
| Training | \$ 180,996 |
| Vehicle Maintenance | \$ 410,500 |
| Transportation Trips | \$ - |
| Insurance | \$ 444,909 |
| Assistance to Individuals | \$ 5,470,279 |
| Printing | \$ 31,698 |
| Contracted Services | \$ 2,998,185 |
| Food | \$ 90,797 |
| Miscellaneous | \$ 76,400 |
| RTAP-Training | \$ 15,000 |
| Job Access Trips | \$ 500,000 |
| Fundraising Costs | \$ - |
| Capital-Preventive Maintenance | \$ 100 |
| Capital-Mobility Management | \$ 7,870 |
| Reimbursable Capital Exp. | \$ 2,443,359 |
| In-kind / CPE | \$ 212,955 |
| Total Non-Personnel Expenses | \$ 18,937,190 |
| Total Direct Program Expenses | \$ 32,461,412 |
| Administrative Expenses | \$ 2,472,762 |
| TOTAL EXPENSES | \$ 34,934,174 |

Non Grant Related Expenditures

| | |
|----------------------------|------------------|
| Other | \$ 38,000 |
| Lakeside | \$ - |
| Interest on Line of Credit | \$ 56,621 |
| TOTAL EXPENSES | \$ 94,621 |

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|--------------------------------|-------------|
| Revenue Over (Under) Exp | \$ 152,864 |
| Match Requirement | \$ 152,864 |
| Revenue Over (Under) Exp | \$ - |
| Inc (Dec) Transit Fund Balance | \$ - |
| Unrestricted Revenue | \$ - |

Program Match \$ 152,864

| | 5311 Transportation 1425 | 5310 Mobility Mgmt 7625 | American Rescue Plan - Fuel 7524 |
|--------------------------------|--------------------------------|-------------------------------|--|
| Federal Grantor Revenue | \$ 4,450,000 | \$ 400,000 | \$ 800,000 |
| State Grantor Revenue | \$ 2,205,000 | \$ - | \$ - |
| Contract Revenues | \$ 1,549,000 | \$ - | \$ - |
| Fares | \$ 320,000 | \$ - | \$ - |
| Other Revenue | \$ 257,000 | \$ - | \$ - |
| Inkind | \$ - | \$ - | \$ - |
| TOTAL REVENUE | \$ 8,781,000 | \$ 400,000 | \$ 800,000 |
| Salaries and Wages | \$ 4,625,000 | \$ 230,000 | \$ - |
| Employee Benefits & Taxes | \$ 1,500,000 | \$ 65,000 | \$ - |
| Total Personnel Expenses | \$ 6,125,000 | \$ 295,000.0 | \$ - |
| Dues | \$ - | \$ - | \$ - |
| Professional Fees | \$ 52,000 | \$ 1,500 | \$ - |
| Supplies | \$ 45,500 | \$ 1,000 | \$ - |
| Communication & Advertising | \$ 80,000 | \$ 2,500 | \$ - |
| Postage & Shipping | \$ 1,500 | \$ - | \$ - |
| Occupancy | \$ 225,000 | \$ 10,000 | \$ - |
| Equipment Rental & Maintenance | \$ 10,000 | \$ - | \$ - |
| Travel/Fuel | \$ - | \$ - | \$ 800,000 |
| Training | \$ 60,000 | \$ 28,000 | \$ - |
| Vehicle Maintenance | \$ 375,000 | \$ - | \$ - |
| Transportation Trips | \$ - | \$ - | \$ - |
| Insurance | \$ 240,000 | \$ 7,000 | \$ - |
| Assistance to Individuals | \$ - | \$ - | \$ - |
| Printing | \$ 2,000 | \$ - | \$ - |
| Contracted Services | \$ - | \$ - | \$ - |
| Food | \$ - | \$ - | \$ - |
| Miscellaneous | \$ 30,000 | \$ 10,000 | \$ - |
| RTAP-Training | \$ 15,000 | \$ - | \$ - |
| Job Access Trips | \$ 500,000 | \$ - | \$ - |
| Fundraising Costs | \$ - | \$ - | \$ - |
| Capital-Preventive Maintenance | \$ - | \$ - | \$ - |
| Capital-Mobility Management | \$ - | \$ - | \$ - |
| Reimbursable Capital Exp. | \$ 20,000 | \$ - | \$ - |
| In-kind / CPE | \$ - | \$ - | \$ - |
| Total Non-Personnel Expenses | \$ 1,656,000 | \$ 60,000 | \$ 800,000 |
| Total Direct Program Expenses | \$ 7,781,000 | \$ 355,000 | \$ 800,000 |
| Administrative Expenses | \$ 1,000,000 | \$ 45,000 | \$ - |
| TOTAL EXPENSES | \$ 8,781,000 | \$ 400,000 | \$ 800,000 |
| Revenue Over (Under) Expend. | \$ - | \$ - | \$ - |

| | UC Shuttle 7425 | Capital Projects - Vehicles 0925 | Warren County Hub Project 1825 |
|--------------------------------|---------------------|--|--------------------------------------|
| Federal Grantor Revenue | \$ - | \$ 1,887,878 | \$ - |
| State Grantor Revenue | \$ - | \$ 353,977 | \$ 700,000 |
| Contract Revenues | \$ 88,000 | \$ 117,992 | \$ 175,000 |
| Fares | \$ - | \$ - | \$ - |
| Other Revenue | \$ - | \$ - | \$ - |
| Inkind | \$ - | \$ - | \$ - |
| TOTAL REVENUE | \$ \$ 88,000 | \$ \$ 2,359,848 | \$ \$ 875,000 |
| Salaries and Wages | \$ 28,000 | \$ - | \$ - |
| Employee Benefits & Taxes | \$ 7,000 | \$ - | \$ - |
| Total Personnel Expenses | \$ 35,000 | \$ - | \$ - |
| Dues | \$ - | \$ - | \$ - |
| Professional Fees | \$ - | \$ - | \$ - |
| Supplies | \$ - | \$ - | \$ - |
| Communication & Advertising | \$ - | \$ - | \$ - |
| Postage & Shipping | \$ - | \$ - | \$ - |
| Occupancy | \$ - | \$ - | \$ - |
| Equipment Rental & Maintenance | \$ - | \$ - | \$ - |
| Travel/Fuel | \$ 20,000 | \$ - | \$ - |
| Training | \$ - | \$ - | \$ - |
| Vehicle Maintenance | \$ 15,000 | \$ - | \$ - |
| Transportation Trips | \$ - | \$ - | \$ - |
| Insurance | \$ 12,000 | \$ - | \$ - |
| Assistance to Individuals | \$ - | \$ - | \$ - |
| Printing | \$ - | \$ - | \$ - |
| Contracted Services | \$ - | \$ - | \$ 875,000 |
| Food | \$ - | \$ - | \$ - |
| Miscellaneous | \$ - | \$ - | \$ - |
| RTAP-Training | \$ - | \$ - | \$ - |
| Job Access Trips | \$ - | \$ - | \$ - |
| Fundraising Costs | \$ - | \$ - | \$ - |
| Capital-Preventive Maintenance | \$ - | \$ - | \$ - |
| Capital-Mobility Management | \$ - | \$ - | \$ - |
| Reimbursable Capital Exp. | \$ - | \$ 2,359,848 | \$ - |
| In-kind / CPE | \$ - | \$ - | \$ - |
| Total Non-Personnel Expenses | \$ 47,000 | \$ 2,359,848 | \$ 875,000 |
| Total Direct Program Expenses | \$ 82,000 | \$ 2,359,848 | \$ 875,000 |
| Administrative Expenses | \$ 6,000 | \$ - | \$ - |
| TOTAL EXPENSES | \$ \$ 88,000 | \$ \$ 2,359,848 | \$ \$ 875,000 |
| Revenue Over (Under) Expend. | \$ - | \$ - | \$ - |

| | Transit Development Plan 7525 | | Total Department Budget | |
|--------------------------------|-------------------------------------|-------------------|----------------------------|-------------------|
| Federal Grantor Revenue | \$ | 240,000 | \$ | 7,777,878 |
| State Grantor Revenue | \$ | 30,000 | \$ | 3,288,977 |
| Contract Revenues | \$ | 30,000 | \$ | 1,959,992 |
| Fares | \$ | - | \$ | 320,000 |
| Other Revenue | \$ | - | \$ | 257,000 |
| Inkind | \$ | - | \$ | - |
| TOTAL REVENUE | \$ | \$ 300,000 | \$ | 13,603,848 |
| Salaries and Wages | \$ | - | \$ | 4,883,000 |
| Employee Benefits & Taxes | \$ | - | \$ | 1,572,000 |
| Total Personnel Expenses | \$ | - | \$ | 6,455,000 |
| Dues | \$ | - | \$ | - |
| Professional Fees | \$ | - | \$ | 53,500 |
| Supplies | \$ | - | \$ | 46,500 |
| Communication & Advertising | \$ | - | \$ | 82,500 |
| Postage & Shipping | \$ | - | \$ | 1,500 |
| Occupancy | \$ | - | \$ | 235,000 |
| Equipment Rental & Maintenance | \$ | - | \$ | 10,000 |
| Travel/Fuel | \$ | - | \$ | 820,000 |
| Training | \$ | - | \$ | 88,000 |
| Vehicle Maintenance | \$ | - | \$ | 390,000 |
| Transportation Trips | \$ | - | \$ | - |
| Insurance | \$ | - | \$ | 259,000 |
| Assistance to Individuals | \$ | - | \$ | - |
| Printing | \$ | - | \$ | 2,000 |
| Contracted Services | \$ | 300,000 | \$ | 1,175,000 |
| Food | \$ | - | \$ | - |
| Miscellaneous | \$ | - | \$ | 40,000 |
| RTAP-Training | \$ | - | \$ | 15,000 |
| Job Access Trips | \$ | - | \$ | 500,000 |
| Fundraising Costs | \$ | - | \$ | - |
| Capital-Preventive Maintenance | \$ | - | \$ | - |
| Capital-Mobility Management | \$ | - | \$ | - |
| Reimbursable Capital Exp. | \$ | - | \$ | 2,379,848 |
| In-kind / CPE | \$ | - | \$ | - |
| Total Non-Personnel Expenses | \$ | 300,000 | \$ | 6,097,848 |
| Total Direct Program Expenses | \$ | 300,000 | \$ | 12,552,848 |
| Administrative Expenses | \$ | - | \$ | 1,051,000 |
| TOTAL EXPENSES | \$ | \$ 300,000 | \$ | 13,603,848 |
| Revenue Over (Under) Expend. | \$ | - | \$ | - |

| | Empower 29 | Total Department Budget |
|--------------------------------|-----------------------|------------------------------------|
| Federal Grantor Revenue | \$ 8,335,469 | \$ 8,335,469 |
| State Grantor Revenue | \$ - | \$ - |
| Contract Revenues | \$ - | \$ - |
| Fares | \$ - | \$ - |
| Other Revenue | \$ - | \$ - |
| Inkind | \$ - | \$ - |
| TOTAL REVENUE | \$ 8,335,469 | \$ 8,335,469 |
| Salaries and Wages | \$ 1,725,250 | \$ 1,725,250 |
| Employee Benefits & Taxes | \$ 603,838 | \$ 603,838 |
| Total Personnel Expenses | \$ 2,329,088 | \$ 2,329,088 |
| Professional Fees | \$ 2,912,837 | \$ 2,912,837 |
| Supplies | \$ 120,768 | \$ 120,768 |
| Communication & Advertising | \$ 86,263 | \$ 86,263 |
| Postage & Shipping | \$ 4,500 | \$ 4,500 |
| Occupancy | \$ 165,933 | \$ 165,933 |
| Equipment Rental & Maintenance | \$ 10,000 | \$ 10,000 |
| Travel/Fuel | \$ 310,545 | \$ 310,545 |
| Training | \$ - | \$ - |
| Vehicle Maintenance | \$ - | \$ - |
| Transportation Trips | \$ - | \$ - |
| Insurance | \$ 86,262 | \$ 86,262 |
| Assistance to Individuals | \$ 1,800,000 | \$ 1,800,000 |
| Printing | \$ 26,797 | \$ 26,797 |
| Contracted Services | \$ - | \$ - |
| Food | \$ - | \$ - |
| Miscellaneous | \$ 1,000 | \$ 1,000 |
| RTAP-Training | \$ - | \$ - |
| Job Access Trips | \$ - | \$ - |
| Fundraising Costs | \$ - | \$ - |
| Capital-Preventive Maintenance | \$ - | \$ - |
| Capital-Mobility Management | \$ - | \$ - |
| Reimbursable Capital Exp. | \$ 32,911 | \$ 32,911 |
| In-kind / CPE | \$ - | \$ - |
| Total Non-Personnel Expenses | \$ 5,557,816 | \$ 5,557,816 |
| Total Direct Program Expenses | \$ 7,886,904 | \$ 7,886,904 |
| Administrative Expenses | \$ 448,565 | \$ 448,565 |
| TOTAL EXPENSES | \$ 8,335,469 | \$ 8,335,469 |
| Revenue Over (Under) Expend. | \$ - | \$ - |

| | DRC 16 | JJPP 17 | Chance 57 | Drivers Ed 48 | DUI 83 |
|--------------------------------|---------------------|-------------------|-------------------|------------------|-----------------|
| Federal Grantor Revenue | \$ - | \$ - | \$ 24,000 | \$ - | \$ - |
| State Grantor Revenue | \$ 1,325,213 | \$ 191,418 | \$ 750,000 | \$ - | \$ - |
| Contract Revenues | \$ - | \$ - | \$ - | \$ 62,485 | \$ 4,000 |
| Fares | \$ - | \$ - | \$ - | \$ - | \$ - |
| Other Revenue | \$ - | \$ - | \$ - | \$ - | \$ - |
| Inkind | \$ - | \$ - | \$ - | \$ - | \$ - |
| TOTAL REVENUE | \$ 1,325,213 | \$ 191,418 | \$ 774,000 | \$ 62,485 | \$ 4,000 |
| Salaries and Wages | \$ 679,626 | \$ 104,953 | \$ 416,601 | \$ 29,700 | \$ - |
| Employee Benefits & Taxes | \$ 258,258 | \$ 28,047 | \$ 154,142 | \$ 4,875 | \$ - |
| Total Personnel Expenses | \$ 937,883 | \$ 133,000.0 | \$ 570,743 | \$ 34,575 | \$ - |
| Professional Fees | \$ 12,111 | \$ 2,000 | \$ 5,500 | \$ 500 | \$ 100 |
| Supplies | \$ 25,000 | \$ 10,500 | \$ 11,000 | \$ 2,000 | \$ 500 |
| Communication & Advertising | \$ 10,000 | \$ 3,000 | \$ 8,000 | \$ 500 | \$ - |
| Postage & Shipping | \$ 100 | \$ 158 | \$ 1,000 | \$ 40 | \$ 25 |
| Occupancy | \$ 133,842 | \$ 2,000 | \$ 35,000 | \$ 2,000 | \$ - |
| Equipment Rental & Maintenance | \$ - | \$ - | \$ 2,000 | \$ - | \$ - |
| Travel/Fuel | \$ 2,000 | \$ 6,260 | \$ 5,000 | \$ 3,500 | \$ 150 |
| Training | \$ 8,290 | \$ 2,000 | \$ 13,465 | \$ 100 | \$ 150 |
| Vehicle Maintenance | \$ 2,000 | \$ 2,000 | \$ 5,000 | \$ 3,000 | \$ - |
| Transportation Trips | \$ - | \$ - | \$ - | \$ - | \$ - |
| Insurance | \$ 43,000 | \$ 4,000 | \$ 22,000 | \$ 3,300 | \$ - |
| Assistance to Individuals | \$ 100 | \$ - | \$ 6,000 | \$ - | \$ - |
| Printing | \$ 100 | \$ 500 | \$ - | \$ 100 | \$ - |
| Contracted Services | \$ - | \$ - | \$ - | \$ - | \$ 2,000 |
| Food | \$ - | \$ - | \$ 30,000 | \$ - | \$ - |
| Miscellaneous | \$ - | \$ - | \$ - | \$ - | \$ 600 |
| RTAP-Training | \$ - | \$ - | \$ - | \$ - | \$ - |
| Job Access Trips | \$ - | \$ - | \$ - | \$ - | \$ - |
| Fundraising Costs | \$ - | \$ - | \$ - | \$ - | \$ - |
| Capital-Preventive Maintenance | \$ 100 | \$ - | \$ - | \$ - | \$ - |
| Capital-Mobility Management | \$ - | \$ - | \$ - | \$ 7,870 | \$ - |
| Reimbursable Capital Exp. | \$ - | \$ - | \$ - | \$ - | \$ - |
| In-kind / CPE | \$ - | \$ - | \$ - | \$ - | \$ - |
| Total Non-Personnel Expenses | \$ 236,643 | \$ 32,418 | \$ 143,965 | \$ 22,910 | \$ 3,525 |
| Total Direct Program Expenses | \$ 1,174,526 | \$ 165,418 | \$ 714,708 | \$ 57,485 | \$ 3,525 |
| Administrative Expenses | \$ 150,687 | \$ 26,000 | \$ 90,819 | \$ 5,000 | \$ - |
| TOTAL EXPENSES | \$ 1,325,213 | \$ 191,418 | \$ 805,527 | \$ 62,485 | \$ 3,525 |
| Revenue Over (Under) Expend. | \$ - | \$ - | \$ (31,527) | \$ - | \$ 475 |

| | SAS Donations 30 | | Opioid Abatement | | TN ARP 44 | |
|--------------------------------|---------------------|-----------------|------------------|---------------------|--------------|-------------------|
| Federal Grantor Revenue | \$ | - | \$ | - | \$ | - |
| State Grantor Revenue | \$ | - | \$ | - | \$ | 121,000 |
| Contract Revenues | \$ | - | \$ | - | \$ | - |
| Fares | \$ | - | \$ | - | \$ | - |
| Other Revenue | \$ | 5,000 | \$ | 1,658,848 | \$ | - |
| Inkind | \$ | - | \$ | - | \$ | - |
| TOTAL REVENUE | \$ | \$ 5,000 | \$ | \$ 1,658,848 | \$ | \$ 121,000 |
| Salaries and Wages | \$ | - | \$ | 635,090 | \$ | - |
| Employee Benefits & Taxes | \$ | - | \$ | 250,000 | \$ | - |
| Total Personnel Expenses | \$ | - | \$ | 885,090 | \$ | - |
| Professional Fees | \$ | - | \$ | 344,850 | \$ | - |
| Supplies | \$ | - | \$ | 10,000 | \$ | - |
| Communication & Advertising | \$ | - | \$ | 5,000 | \$ | - |
| Postage & Shipping | \$ | - | \$ | 500 | \$ | - |
| Occupancy | \$ | - | \$ | 20,060 | \$ | - |
| Equipment Rental & Maintenance | \$ | - | \$ | 2,500 | \$ | - |
| Travel/Fuel | \$ | - | \$ | 64,856 | \$ | - |
| Training | \$ | - | \$ | - | \$ | - |
| Vehicle Maintenance | \$ | - | \$ | - | \$ | - |
| Transportation Trips | \$ | - | \$ | - | \$ | - |
| Insurance | \$ | - | \$ | 6,000 | \$ | - |
| Assistance to Individuals | \$ | 5,000 | \$ | 132,500 | \$ | 111,000 |
| Printing | \$ | - | \$ | - | \$ | - |
| Contracted Services | \$ | - | \$ | - | \$ | 10,000 |
| Food | \$ | - | \$ | - | \$ | - |
| Miscellaneous | \$ | - | \$ | - | \$ | - |
| RTAP-Training | \$ | - | \$ | - | \$ | - |
| Job Access Trips | \$ | - | \$ | - | \$ | - |
| Fundraising Costs | \$ | - | \$ | - | \$ | - |
| Capital-Preventive Maintenance | \$ | - | \$ | - | \$ | - |
| Capital-Mobility Management | \$ | - | \$ | - | \$ | - |
| Reimbursable Capital Exp. | \$ | - | \$ | 30,600 | \$ | - |
| In-kind / CPE | \$ | - | \$ | - | \$ | - |
| Total Non-Personnel Expenses | \$ | 5,000 | \$ | 616,866 | \$ | 121,000 |
| Total Direct Program Expenses | \$ | 5,000 | \$ | 1,501,956 | \$ | 121,000 |
| Administrative Expenses | \$ | - | \$ | 156,892 | \$ | - |
| TOTAL EXPENSES | \$ | \$ 5,000 | \$ | \$ 1,658,848 | \$ | \$ 121,000 |
| Revenue Over (Under) Expend. | \$ | - | \$ | (1) | \$ | - |

| | TOPS 58 | Sped Edu. 54 | Total Department Budget |
|--------------------------------|-----------------|-----------------|----------------------------|
| Federal Grantor Revenue | \$ - | \$ - | \$ 24,000 |
| State Grantor Revenue | \$ 9,300 | \$ 2,500 | \$ 2,399,431 |
| Contract Revenues | \$ - | \$ - | \$ 66,485 |
| Fares | \$ - | \$ - | \$ - |
| Other Revenue | \$ - | \$ - | \$ 1,663,848 |
| Inkind | \$ - | \$ - | \$ - |
| TOTAL REVENUE | \$ 9,300 | \$ 2,500 | \$ 4,153,764 |
| Salaries and Wages | \$ 2,750 | \$ 1,700 | \$ 1,870,420 |
| Employee Benefits & Taxes | \$ 750 | \$ 500 | \$ 696,572 |
| Total Personnel Expenses | \$ 3,500.0 | \$ 2,200 | \$ 2,566,992 |
| Professional Fees | \$ - | \$ - | \$ 365,061 |
| Supplies | \$ 5,800 | \$ 300 | \$ 65,100 |
| Communication & Advertising | \$ - | \$ - | \$ 26,500 |
| Postage & Shipping | \$ - | \$ - | \$ 1,823 |
| Occupancy | \$ - | \$ - | \$ 192,902 |
| Equipment Rental & Maintenance | \$ - | \$ - | \$ 4,500 |
| Travel/Fuel | \$ - | \$ - | \$ 81,766 |
| Training | \$ - | \$ - | \$ 24,005 |
| Vehicle Maintenance | \$ - | \$ - | \$ 12,000 |
| Transportation Trips | \$ - | \$ - | \$ - |
| Insurance | \$ - | \$ - | \$ 78,300 |
| Assistance to Individuals | \$ - | \$ - | \$ 254,600 |
| Printing | \$ - | \$ - | \$ 700 |
| Contracted Services | \$ - | \$ - | \$ 12,000 |
| Food | \$ - | \$ - | \$ 30,000 |
| Miscellaneous | \$ - | \$ - | \$ 600 |
| RTAP-Training | \$ - | \$ - | \$ - |
| Job Access Trips | \$ - | \$ - | \$ - |
| Fundraising Costs | \$ - | \$ - | \$ - |
| Capital-Preventive Maintenance | \$ - | \$ - | \$ 100 |
| Capital-Mobility Management | \$ - | \$ - | \$ 7,870 |
| Reimbursable Capital Exp. | \$ - | \$ - | \$ 30,600 |
| In-kind / CPE | \$ - | \$ - | \$ - |
| Total Non-Personnel Expenses | \$ 5,800 | \$ 300 | \$ 1,188,427 |
| Total Direct Program Expenses | \$ 9,300 | \$ 2,500 | \$ 3,755,419 |
| Administrative Expenses | \$ - | \$ - | \$ 429,398 |
| TOTAL EXPENSES | \$ 9,300 | \$ 2,500 | \$ 4,184,816 |
| Revenue Over (Under) Expend. | \$ - | \$ - | \$ (31,053) |

| | SSBG 20 | Commodities 39 | SCSEP 66 |
|--------------------------------|-------------------|-------------------|----------------------|
| Federal Grantor Revenue | \$ | \$ | \$ 210,317 |
| State Grantor Revenue | \$ 311,550 | \$ 90,000 | \$ - |
| Contract Revenues | \$ - | \$ - | \$ - |
| Fares | \$ - | \$ - | \$ - |
| Other Revenue | \$ - | \$ - | \$ 11,600 |
| Inkind | \$ - | \$ - | \$ 15,000 |
| TOTAL REVENUE | \$ 311,550 | \$ 90,000 | \$ \$ 236,917 |
| Salaries and Wages | \$ 164,579 | \$ 45,000 | \$ 180,000 |
| Employee Benefits & Taxes | \$ 55,957 | \$ 17,100 | \$ 13,500 |
| Total Personnel Expenses | \$ 220,536 | \$ 62,100.0 | \$ 193,500 |
| Professional Fees | \$ 3,500 | \$ 500 | \$ 500 |
| Supplies | \$ 500 | \$ 5,000 | \$ 2,500 |
| Communication & Advertising | \$ 1,800 | \$ 500 | \$ 2,500 |
| Postage & Shipping | \$ 100 | \$ 15 | \$ 1,500 |
| Occupancy | \$ 13,000 | \$ 15,000 | \$ 7,000 |
| Equipment Rental & Maintenance | \$ 801 | \$ - | \$ 1,000 |
| Travel/Fuel | \$ 33,513 | \$ 1,000 | \$ 1,500 |
| Training | \$ - | \$ - | \$ 1,500 |
| Vehicle Maintenance | \$ - | \$ 6,000 | \$ - |
| Transportation Trips | \$ - | \$ - | \$ - |
| Insurance | \$ 1,700 | \$ 1,000 | \$ 1,047 |
| Assistance to Individuals | \$ 8,000 | \$ - | \$ - |
| Printing | \$ - | \$ - | \$ - |
| Contracted Services | \$ - | \$ - | \$ - |
| Food | \$ - | \$ - | \$ - |
| Miscellaneous | \$ - | \$ - | \$ - |
| RTAP-Training | \$ - | \$ - | \$ - |
| Job Access Trips | \$ - | \$ - | \$ - |
| Fundraising Costs | \$ - | \$ - | \$ - |
| Capital-Preventive Maintenance | \$ - | \$ - | \$ - |
| Capital-Mobility Management | \$ - | \$ - | \$ - |
| Reimbursable Capital Exp. | \$ - | \$ - | \$ - |
| In-kind / CPE | \$ - | \$ - | \$ 15,000 |
| Total Non-Personnel Expenses | \$ 62,914 | \$ 29,015 | \$ 34,047 |
| Total Direct Program Expenses | \$ 283,450 | \$ 91,115 | \$ 227,547 |
| Administrative Expenses | \$ 28,100 | \$ 9,810 | \$ 9,370 |
| TOTAL EXPENSES | \$ 311,550 | \$ 100,925 | \$ 236,917 |
| Revenue Over (Under) Expend. | \$ (0) | \$ (10,925) | \$ - |

| | THDA ERA_EPP 79 | | Head Start 51 | | Ensure 08 | |
|--------------------------------|--------------------|----------------|------------------|------------------|--------------|---------------|
| Federal Grantor Revenue | \$ | - | \$ | 791,019 | \$ | - |
| State Grantor Revenue | \$ | 417,703 | \$ | - | \$ | - |
| Contract Revenues | \$ | - | \$ | - | \$ | - |
| Fares | \$ | - | \$ | - | \$ | - |
| Other Revenue | \$ | - | \$ | - | \$ | 50,000 |
| Inkind | \$ | - | \$ | 197,955 | \$ | - |
| TOTAL REVENUE | \$ \$ | 417,703 | \$ \$ | 988,974 | \$ \$ | 50,000 |
| Salaries and Wages | \$ | 20,000 | \$ | 439,417 | \$ | 2,470 |
| Employee Benefits & Taxes | \$ | 7,000 | \$ | 104,442 | \$ | 890 |
| Total Personnel Expenses | \$ | 27,000 | \$ | 543,859 | \$ | 3,360 |
| Professional Fees | \$ | - | \$ | - | \$ | 1 |
| Supplies | \$ | 500 | \$ | 24,500 | \$ | 100 |
| Communication & Advertising | \$ | 100 | \$ | 1,500 | \$ | 20 |
| Postage & Shipping | \$ | 25 | \$ | - | \$ | 20 |
| Occupancy | \$ | 700 | \$ | 28,000 | \$ | 350 |
| Equipment Rental & Maintenance | \$ | - | \$ | - | \$ | 100 |
| Travel/Fuel | \$ | 450 | \$ | 200 | \$ | 200 |
| Training | \$ | - | \$ | 24,190 | \$ | 1 |
| Vehicle Maintenance | \$ | - | \$ | - | \$ | - |
| Transportation Trips | \$ | - | \$ | - | \$ | - |
| Insurance | \$ | 250 | \$ | 6,000 | \$ | 50 |
| Assistance to Individuals | \$ | 386,318 | \$ | - | \$ | - |
| Printing | \$ | - | \$ | 1,200 | \$ | 1 |
| Contracted Services | \$ | - | \$ | 45,070 | \$ | - |
| Food | \$ | - | \$ | 15,000 | \$ | 45,797 |
| Miscellaneous | \$ | - | \$ | 34,800 | \$ | - |
| RTAP-Training | \$ | - | \$ | - | \$ | - |
| Job Access Trips | \$ | - | \$ | - | \$ | - |
| Fundraising Costs | \$ | - | \$ | - | \$ | - |
| Capital-Preventive Maintenance | \$ | - | \$ | - | \$ | - |
| Capital-Mobility Management | \$ | - | \$ | - | \$ | - |
| Reimbursable Capital Exp. | \$ | - | \$ | - | \$ | - |
| In-kind / CPE | \$ | - | \$ | 197,955 | \$ | - |
| Total Non-Personnel Expenses | \$ | 388,343 | \$ | 378,415 | \$ | 46,640 |
| Total Direct Program Expenses | \$ | 415,343 | \$ | 922,274 | \$ | 50,000 |
| Administrative Expenses | \$ | 4,360 | \$ | 95,793 | \$ | 538 |
| TOTAL EXPENSES | \$ | 419,703 | \$ | 1,018,067 | \$ | 50,538 |
| Revenue Over (Under) Expend. | \$ | (2,000) | \$ | (29,093) | \$ | (538) |

| | CSBG 21, 23, & 28 | | CACFP 45 | | At Risk Feeding 43 | |
|--------------------------------|----------------------|----------------|--------------|----------------|-----------------------|----------------|
| Federal Grantor Revenue | \$ | 823,677 | \$ | 796,565 | \$ | 598,068 |
| State Grantor Revenue | \$ | - | \$ | - | \$ | - |
| Contract Revenues | \$ | - | \$ | - | \$ | - |
| Fares | \$ | - | \$ | - | \$ | - |
| Other Revenue | \$ | - | \$ | - | \$ | - |
| Inkind | \$ | - | \$ | - | \$ | - |
| TOTAL REVENUE | \$ \$ | 823,677 | \$ \$ | 796,565 | \$ \$ | 598,068 |
| Salaries and Wages | \$ | 377,276 | \$ | 53,100 | \$ | 38,184 |
| Employee Benefits & Taxes | \$ | 143,365 | \$ | 18,585 | \$ | 14,510 |
| Total Personnel Expenses | \$ | 520,641 | \$ | 71,685 | \$ | 52,694 |
| Professional Fees | \$ | 20,000 | \$ | 825 | \$ | 200 |
| Supplies | \$ | 15,000 | \$ | 2,700 | \$ | 700 |
| Communication & Advertising | \$ | 6,000 | \$ | 1,500 | \$ | 550 |
| Postage & Shipping | \$ | 500 | \$ | 700 | \$ | 50 |
| Occupancy | \$ | 80,000 | \$ | 3,000 | \$ | 3,000 |
| Equipment Rental & Maintenance | \$ | 10,000 | \$ | 1,500 | \$ | 50 |
| Travel/Fuel | \$ | 30,490 | \$ | 7,500 | \$ | 2,500 |
| Training | \$ | 25,300 | \$ | - | \$ | - |
| Vehicle Maintenance | \$ | 2,500 | \$ | - | \$ | - |
| Transportation Trips | \$ | - | \$ | - | \$ | - |
| Insurance | \$ | 5,000 | \$ | 1,500 | \$ | - |
| Assistance to Individuals | \$ | 25,000 | \$ | - | \$ | - |
| Printing | \$ | 1,000 | \$ | - | \$ | - |
| Contracted Services | \$ | - | \$ | 700,000 | \$ | 530,000 |
| 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 | \$ | 220,790 | \$ | 719,225 | \$ | 537,050 |
| Total Direct Program Expenses | \$ | 741,431 | \$ | 790,910 | \$ | 589,744 |
| Administrative Expenses | \$ | 82,246 | \$ | 11,576 | \$ | 8,324 |
| TOTAL EXPENSES | \$ | 823,677 | \$ | 802,486 | \$ | 598,068 |
| Revenue Over (Under) Expend. | \$ | (0) | \$ | (5,921) | \$ | - |

| | WAP 02 | LIHEAP Wx 11 | LIHEAP 81 | Total Department Budget |
|--------------------------------|----------------------|----------------------|------------------------|----------------------------|
| Federal Grantor Revenue | \$ 389,128 | \$ 326,866 | \$ 3,658,782 | \$ 7,594,422 |
| State Grantor Revenue | \$ - | \$ - | \$ - | \$ 819,253 |
| Contract Revenues | \$ - | \$ - | \$ - | \$ - |
| Fares | \$ - | \$ - | \$ - | \$ - |
| Other Revenue | \$ - | \$ - | \$ - | \$ 61,600 |
| Inkind | \$ - | \$ - | \$ - | \$ 212,955 |
| TOTAL REVENUE | \$ \$ 389,128 | \$ \$ 326,866 | \$ \$ 3,658,782 | \$ 8,688,230 |
| Salaries and Wages | \$ 40,293 | \$ 41,930 | \$ 265,000 | \$ 1,667,249 |
| Employee Benefits & Taxes | \$ 18,870 | \$ 13,625 | \$ 98,050 | \$ 505,894 |
| Total Personnel Expenses | \$ 59,163 | \$ 55,555 | \$ 363,050 | \$ 2,173,143 |
| Professional Fees | \$ - | \$ - | \$ 500 | \$ 26,026 |
| Supplies | \$ 6,048 | \$ 1,000 | \$ 8,000 | \$ 66,548 |
| Communication & Advertising | \$ 300 | \$ - | \$ 15,000 | \$ 29,770 |
| Postage & Shipping | \$ 25 | \$ - | \$ 3,500 | \$ 6,435 |
| Occupancy | \$ - | \$ - | \$ 50,000 | \$ 200,050 |
| Equipment Rental & Maintenance | \$ 100 | \$ - | \$ 13,000 | \$ 26,551 |
| Travel/Fuel | \$ 5,000 | \$ 13,911 | \$ 5,000 | \$ 101,264 |
| Training | \$ - | \$ 18,000 | \$ - | \$ 68,991 |
| Vehicle Maintenance | \$ - | \$ - | \$ - | \$ 8,500 |
| Transportation Trips | \$ - | \$ - | \$ - | \$ - |
| Insurance | \$ 300 | \$ 1,000 | \$ 3,500 | \$ 21,347 |
| Assistance to Individuals | \$ - | \$ - | \$ 2,996,361 | \$ 3,415,679 |
| Printing | \$ - | \$ - | \$ - | \$ 2,201 |
| Contracted Services | \$ 309,085 | \$ 227,030 | \$ - | \$ 1,811,185 |
| Food | \$ - | \$ - | \$ - | \$ 60,797 |
| Miscellaneous | \$ - | \$ - | \$ - | \$ 34,800 |
| RTAP-Training | \$ - | \$ - | \$ - | \$ - |
| Job Access Trips | \$ - | \$ - | \$ - | \$ - |
| Fundraising Costs | \$ - | \$ - | \$ - | \$ - |
| Capital-Preventive Maintenance | \$ - | \$ - | \$ - | \$ - |
| Capital-Mobility Management | \$ - | \$ - | \$ - | \$ - |
| Reimbursable Capital Exp. | \$ - | \$ - | \$ - | \$ - |
| In-kind / CPE | \$ - | \$ - | \$ - | \$ 212,955 |
| Total Non-Personnel Expenses | \$ 320,858 | \$ 260,941 | \$ 3,094,861 | \$ 6,093,099 |
| Total Direct Program Expenses | \$ 380,021 | \$ 316,496 | \$ 3,457,911 | \$ 8,266,242 |
| Administrative Expenses | \$ 9,832 | \$ 10,370 | \$ 273,480 | \$ 543,799 |
| TOTAL EXPENSES | \$ 389,853 | \$ 326,866 | \$ 3,731,391 | \$ 8,810,041 |
| Revenue Over (Under) Expend. | \$ (725) | \$ - | \$ (72,609) | \$ (121,811) |

April 2024 Head Start Action Items Executive Summary

February Financial Reports

- February, 2024 Budget
- Program 51 Budget
- Monthly Activity Report
- Credit Card Report
- In Kind Report

Quality Rating and Improvement System (QRIS) Visit Notice

Van Buren Board of Education In Kind Statement

TDHS Enhancement Grant

TDHS Supplemental Safety Grant

HEADSTART 07/01/23-06/30/24
Feb-24

| | | Monthly | Previous YTD | YTD |
|---|--------------|-----------------|------------------|------------------|
| A-PERSONNEL | | | | |
| A-2 Teachers/Infant Toddler Teachers | | | | |
| | | 2,449.04 | | |
| | | 2,958.72 | | |
| | | | | |
| | TOTAL | 5,407.76 | 32,576.32 | 37,984.08 |
| A-5 Teacher Aides & Other Ed Personnel | | | | |
| | | 598.95 | | |
| | | 2,365.85 | | |
| | | 2,395.80 | | |
| | | 2,449.04 | | |
| | | | | |
| | TOTAL | 7,809.64 | 58,633.89 | 66,443.53 |
| A-7 Disabilities Serv Personnel | | | | |
| | | 2,811.00 | | |
| | | | | |
| | TOTAL | 2,811.00 | 10,528.40 | 13,339.40 |
| A-9 Other Child Services Personnel | | | | |
| | | 3,724.16 | | |
| | | 2,773.32 | | |
| | | 762.50 | | |
| | | | | |
| | TOTAL | 7,259.98 | 46,648.47 | 53,908.45 |
| A-10 Program Managers & Area Expert | | | | |
| | | 2,555.66 | | |
| | | | | |
| | TOTAL | 2,555.66 | 17,850.99 | 20,406.65 |
| A-11 Other - Family Service Worker | | | | |
| | | 1,875.00 | | |
| | | | | |
| | TOTAL | 1,875.00 | 10,092.73 | 11,967.73 |
| A-13 Head Start/ Early Head Start Director | | | | |
| | | 5,246.80 | | |
| | | | | |
| | TOTAL | 5,246.80 | 36,104.20 | 41,351.00 |
| A-18. Other Administrative Personnel | | | | |
| | | 2,251.15 | | |
| | | | | |
| | TOTAL | 2,251.15 | 14,007.15 | 16,258.30 |
| A-21 Other Personnel | | | | |
| | | | | |
| | | | | |
| | TOTAL | - | 6,576.78 | 6,576.78 |

B-FRINGE BENEFITS

YTD YTD

| | | | | |
|----------|------|----------|--|--|
| B-1 Fica | 8151 | 2,601.54 | | |
|----------|------|----------|--|--|

| | TOTAL | 2,601.54 | 17,127.16 | 19,728.70 |
|----------------------------------|--------------|-----------------|------------------|------------------|
| B-2 Health/Dental/Life Insurance | 8150 | 183.54 | | |
| | 8153 | 2,354.44 | | |
| | 8156 | 116.37 | | |
| | TOTAL | 2,654.35 | 19,623.56 | 22,277.91 |
| B-3 Retirement | 8152 | 93.75 | | |
| | 8160 | 2,590.06 | | |
| | TOTAL | 2,683.81 | 18,041.20 | 20,725.01 |
| B-4 Other Fringe-Withholding | | | | |
| | TOTAL | - | - | - |
| B-5 Unemployment Insurance | 8154 | 252.81 | | |
| | TOTAL | 252.81 | 350.71 | 603.52 |
| B-6 Workman's Compensation | 8155 | 98.64 | | |
| | TOTAL | 98.64 | 679.37 | 778.01 |

C-TRAVEL

Monthly YTD YTD

| C-1 Staff Out of Town Travel | TOTAL | - | - | - |
|------------------------------|-------|---|---|---|
| | | | | |

D-EQUIPMENT

Monthly YTD YTD

D-2 Classroom/Outdoor/Home-based/FCC

| | TOTAL | - | - | - |
|---------------------|--------------|----------|----------|----------|
| D-4 Other Equipment | | - | | |
| | TOTAL | - | - | - |

E-SUPPLIES

Monthly YTD YTD

| | | | | |
|--------------------------------------|-----------------|---------------|-----------------|-----------------|
| E-1 Office Supplies | CAPITAL ONE | | | |
| | REGIONS | 81.52 | | |
| | CAPITAL ONE | | | |
| | TOTAL | 81.52 | 543.39 | 624.91 |
| E-2 Child & Family Services Supplies | CAPITAL ONE | | | |
| | COAST TO COAST | | | |
| | SCHOLASTIC, INC | | | |
| | REGIONS | 139.57 | | |
| | CAPITAL ONE | 101.92 | | |
| | TOTAL | 241.49 | 2,072.52 | 2,314.01 |
| E-3 Food Service Supplies | REGIONS BANK | 53.23 | | |
| | CAPITAL ONE | 17.87 | | |
| | SAMS CLUB | | | |

**HEADSTART PROGRAM 51
7/01/2023-6/30/2024**

| | | | | Feb-24 |
|--|-------------------|------------------|-------------------|-------------------|
| 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 | 56,635.00 | 5,407.76 | 37,984.08 | 18,650.92 |
| 3. Family Child Care Personnel | | - | - | - |
| 4. Home Visitors | | - | - | - |
| 5. Teacher Aides & Other Education Personnel | 100,368.00 | 7,809.64 | 66,443.53 | 33,924.47 |
| 6. Health/Mental Health Services Personnel | | - | - | - |
| 7. Disabilities Services Personnel | 30,668.00 | 2,811.00 | 13,339.40 | 17,328.60 |
| 8. Nutrition Services Personnel | | - | - | - |
| 9. Other Child Services Personnel | 82,559.00 | 7,259.98 | 53,908.45 | 28,650.55 |
| Transition Specialist | | - | | - |
| Family and Community Partnerships Personnel | | | | |
| 10. Program Managers & Content Area Experts | 33,732.00 | 2,555.66 | 20,406.65 | 13,325.35 |
| 11. Other Family & Comm Partnerships Personnel | 33,228.00 | 1,875.00 | 11,967.73 | 21,260.27 |
| Program Design and Management Personnel | | | | |
| 12. Executive Director | | - | - | - |
| 13. Head Start/ Early Head Start Director | 62,962.00 | 5,246.80 | 41,351.00 | 21,611.00 |
| 14. Managers | | - | - | - |
| 15. Staff Development | | - | - | - |
| 16. Clerical Personell | | - | - | - |
| 17. Fiscal Personnel | | - | | |
| 18. Other Adminstrative Personell | 25,692.00 | 2,251.15 | 16,258.30 | 9,433.70 |
| Other Personnel | | | | |
| 19. Maintenance Personnel | | - | - | - |
| 20. Transportation Personnel | | - | - | - |
| 21. Other Personnel | 23,958.00 | - | 6,576.78 | 17,381.22 |
| TOTAL PERSONNEL | 449,802.00 | 35,216.99 | 268,235.92 | 181,566.08 |
| b. FRINGE BENEFITS | | | | |
| 1. Social Security(FICA),State Disability, Unemploy | 35,984.00 | 2,952.99 | 21,110.23 | 14,873.77 |
| 2. Health/Dental/Life Insurance | 43,924.00 | 2,654.35 | 22,277.91 | 21,646.09 |
| 3. Retirement | 26,989.00 | 2,683.81 | 20,725.01 | 6,263.99 |
| 4. Other Fringe | | - | - | - |
| TOTAL FRINGE BENEFITS | 106,897.00 | 8,291.15 | 64,113.15 | 42,783.85 |
| 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 | 34,120.00 | - | - | 34,120.00 |
| 3. Vehicle Purchase | | - | - | - |
| 4. Other Equipment | 29,450.00 | - | - | 29,450.00 |
| 5. Equipment Maintenance/Repair | | - | - | - |
| TOTAL EQUIPMENT | 63,570.00 | - | - | 63,570.00 |
| e. SUPPLIES | | | | |
| 1. Office Supplies | 3,500.00 | 81.52 | 624.91 | 2,875.09 |
| 2. Child and Family Services Supplies | 13,500.00 | 241.49 | 2,314.01 | 11,185.99 |
| 3. Food Service Supplies | 2,000.00 | 71.10 | 398.73 | 1,601.27 |
| 4. Other Supplies | 6,500.00 | 366.17 | 2,062.04 | 4,437.96 |
| TOTAL SUPPLIES | 25,500.00 | 760.28 | 5,399.69 | 20,100.31 |
| f. CONTRACTUAL | | | | |
| 1. Administrative Services(Legal,Accounting) | | - | - | - |
| 2. Health/Disabilities Services | 15,896.00 | 801.33 | 5,918.09 | 9,977.91 |
| 3. Food Service | 2,000.00 | 2,907.63 | 19,898.07 | (17,898.07) |
| 4. USDA | - | (8,671.51) | (20,535.63) | 20,535.63 |
| 5. Training & Technical Assistance | 10,000.00 | 1,977.89 | 6,828.89 | 3,171.11 |
| 6. Family Child Care | | - | - | - |
| 7. Delegate Agency Costs | | - | - | - |
| 8. Other Contracts | | - | - | - |
| TOTAL CONTRACTUAL | 27,896.00 | (2,984.66) | 12,109.42 | 15,786.58 |
| 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 | 13,000.00 | 1,699.43 | 11,291.27 | 1,708.73 |
| 5. Building & Child Liability Insurance | 6,500.00 | 1,606.39 | 3,811.56 | 2,688.44 |
| 6. Building Maintenance/Repair and Other Occupanc | 141,770.00 | 275.00 | 21,558.11 | 120,211.89 |
| 7. Incidental Alterations/Renovations | | - | - | - |
| 8. Local Travel | 100.00 | - | - | 100.00 |
| 9. Nutrition Services | 15,391.00 | 2,533.56 | 5,893.73 | 9,497.27 |
| 10. Child Services Consultants | - | - | - | - |
| 11. Volunteers | | - | - | - |
| 12. Substitutes(if not paid benefits) | | - | - | - |
| 13. Parent Services | 7,000.00 | 795.22 | 5,825.80 | 1,174.20 |
| 14. Accounting & Legal Services | | - | - | 0.00 |
| 15. Publications/Advertising/Printing | 2,500.00 | 50.00 | 796.68 | 1,703.32 |
| 16. Training or Staff Development | 15,000.00 | - | 569.56 | 14,430.44 |
| 17A. Vehicle Operations | 21,000.00 | 5,957.20 | 15,178.11 | 5,821.89 |
| 17B. Administrative Cost | 500.00 | - | 24.02 | 475.98 |
| 19. Education Incentive-Teachers | - | - | - | - |
| 20. Training Initiatives | - | - | - | - |
| 21. Program Improvements | - | - | - | - |
| TOTAL OTHER | 222,761.00 | 12,916.80 | 64,948.84 | 157,812.16 |

| | | | | |
|---------------------------------------|-------------------|------------------|-------------------|-------------------|
| | | | | |
| i. TOTAL DIRECT CHARGES | 896,526.00 | 54,200.56 | 414,807.02 | 481,718.98 |
| j. Indirect Costs | 75,133.00 | 6,212.64 | 57,328.82 | 17,804.18 |
| | | | | |
| TOTALS - ALL BUDGET CATEGORIES | 971,659.00 | 60,413.20 | 472,135.84 | 499,523.16 |
| | | | | |
| IN-KIND | 197,955.00 | 7,028.16 | 197,955.00 | (0.00) |

| | |
|----------------------------------|---------------|
| Monthly Expenses | \$60,413.20 |
| <u>YTD ADMIN CALCULATION</u> | <u>\$0.00</u> |
| Total Drawdown for February 2024 | \$60,413.20 |

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 |

| | Date: | Area | Comments |
|---|-----------------|--------------------|--------------|
| Special Activities, Events and/or Trainings of the Month | | | |
| Description | Dates | Attendees # | Notes |
| State licensing visit | 1/1/24 | 1 | |
| Black history month | 2/1/24-2/29/24 | | |
| Valentine's Day | 2/14/24 | | |
| MVP Meeting | 2/16/24 | 6 | |
| President's Day (No school) | 2/19/24 | | |
| Van Buren Imagination Library | 2/20/24 | | |
| Health Fair | 2/22/24 | | |
| List of Visits by Central Office Staff | | | |
| Person(s) | Dates | Purpose | Notes |
| Lanelle Godsey | 2/5/24 | UCHRA | |
| Lanelle Godsey | 2/14/24 | UCHRA | |
| List of Public School Contacts and Visits | | | |
| Person(s) | Dates | Purpose | |
| Lauren Smith | 2/1/24 | DCS | |
| Jennifer Eldridge | 2/1/24 | LC | |
| Tonya Pettit | 2/1/24 | SpEd | |
| Megan Humber | 2/1/24 | SpEd | |
| Brandon Powell | 2/6/24 | SLPA | |
| Megan Humber | 2/8/24 | SpEd | |
| Drew Bouldin | 2/13/24 | CCR&R | |
| Upcoming Special Activities, Events and/or Trainings | | | |
| Description | Dates | Attendees # | Notes |
| Women's history month | 3/1/24-3/31/24 | | |
| Family Reading night | 3/1/24 | | |
| Child Health Monthly Meeting | 3/16/24 | | |
| Spring Break (No School) | 3/18/24-3/29/24 | | |
| Good Friday (No School) | 3/29/24 | | |

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

| | | |
|-------------------------------------|--------------------------------|------------------------------|
| Home Visits by Center Edu. Staff: 2 | Medical Trips # of Children: 2 | Dental Trip # of Children: 3 |
| Monthly Volunteer Total: 0 | Parent Meetings/Trainings:0 | # Present:Attendance:0 |
| Total Enrollment: 40 | Operational Days:16 | Withdrawn: Added: 0 |

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

February 2024
 (Month/Year)

Ann Wakefield
 (Staff Member Completing Report)

Van Buren
 (County or Center)

HEADSTART INKIND
Feb-24

PERSONNEL PROF GOODS & SERVICES OCCUPANCY EQUIP MILEAGE TOTAL

| | | | | | | | |
|--------------|--------------------|--------------------|--------------------|--------------------|---------------|--------------------|---------------------|
| July | \$1,858.52 | \$0.00 | \$1,477.13 | \$0.00 | \$0.00 | \$80.17 | \$3,415.82 |
| August | \$6,552.06 | \$0.00 | \$556.69 | \$0.00 | \$0.00 | \$333.13 | \$7,441.88 |
| September | \$8,430.35 | \$0.00 | \$1,468.46 | \$0.00 | \$0.00 | \$6,103.56 | \$16,002.37 |
| October | \$8,254.62 | \$290.07 | \$324.48 | \$0.00 | \$0.00 | \$4,990.01 | \$13,859.18 |
| Oct-revisor | -\$1,635.06 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$1,635.06 |
| November | \$26,662.00 | \$348.05 | \$1,218.20 | \$0.00 | \$0.00 | \$4,231.61 | \$32,459.86 |
| December | \$11,536.78 | \$0.00 | \$5,864.36 | \$0.00 | \$0.00 | \$4,636.07 | \$22,037.21 |
| Dec-correct | \$1,635.06 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,635.06 |
| January | \$11,657.08 | \$54,011.00 | \$1,589.53 | \$26,274.00 | \$0.00 | \$2,178.91 | \$95,710.52 |
| February | \$5,961.93 | \$0.00 | \$844.67 | \$0.00 | \$0.00 | \$221.56 | \$7,028.16 |
| 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 | \$80,913.34 | \$54,649.12 | \$13,343.52 | \$26,274.00 | \$0.00 | \$22,775.02 | \$197,955.00 |

QRIS Visit Notice

| | | | | | |
|--------------------------|---|-------|---------------|------------------------|---------------------|
| Provider Name: | VAN BUREN COUNTY HEAD START CENTER | | FEIN: | 620906260 | |
| Provider Address: | 24038 STATE ROUTE 30 E, SPENCER, Van Buren, TN, 38585 | | County: | Van Buren | |
| Licensing Consultant(s): | Jennifer Eldridge | | Type of Care: | Child Care Center | |
| Licensing Time Frame: | 02/01/2023 | thru: | 01/31/2024 | Visit Score: | 100 |
| Visit Start Date & Time: | 02-01-2024 10:00 AM | | | Visit End Date & Time: | 02-01-2024 11:45 AM |
| Visit Purpose: | QRIS Monitoring Visit | | | | |

| Classroom Ages (and Name if applicable) | Ratio | Educator Name(s) | Classroom Observation |
|---|-------|--|--|
| 3 yr - 5 yr olds | 3:17 | Rebecka Songer, Jamie Wood and Hilda Starkey | Children eating lunch |
| 3 yr to 5 yr olds | 3:17 | Briana Huddleston, Dollie Thompson and Audrey McDaniel | Free play in indoor gym/outside playground is wet from weather |

Health and Safety Practices Classroom Observation Tool (57 Elements/Indicators) Value 60%

| Rating | Point Value (33) | Elements and Indicators | Required Evidence |
|---|------------------|---|--|
| HEALTH AND SAFETY PRACTICES | | | |
| Critical Items (CI): Must be monitored during each visit | | | |
| Met | 3 | CI 1.1: Administration of medication Health and Safety 1240-04-01-.12(12) | <ul style="list-style-type: none"> • Medication and preventative products authorized by proper parental documentation, received, and administered by designated staff. All unused medications returned to parent. • Documentation of date when medication is returned to parent. (Medication log required – see "Tennessee Department of Human Services Child Care Agency Emergency Preparedness Plan Template") • View medication forms and ask about medication policy. |
| Met | 3 | CI 1.2: Emergency preparedness and response planning. The child care provider shall comply | <ul style="list-style-type: none"> • Must have a written emergency preparedness plan to include all elements specified within 45 CFR 98.41(a)(1)(vii). |

| | | | |
|-----|---|--|--|
| | | <p>with all other requirements related to emergency preparedness provided under T.C.A. § 71-3-517</p> <p>Emergency Preparedness 1240-04-01-.18</p> | <ul style="list-style-type: none"> o evacuation o relocation o shelter-in-place and lock down o staff and volunteer emergency preparedness training and practice drills o communication and reunification with families o continuity of operations o accommodation of infants and toddlers, children with disabilities and children with chronic medical conditions. • Planning for emergencies resulting from a natural disaster, or a man-caused even (such as violence at a child care facility). • Review of emergency preparedness and fire procedures and physical walk through of evacuation process quarterly. • Policies are in place for annual staff training and all current staff have been trained on the provider's emergency plan. |
| Met | 3 | <p>CI 1.3: Prevention/response to food allergies</p> <p>Food and Food Service 1240-04-01-.13(4)(e)</p> | <ul style="list-style-type: none"> • Staff shall have documentation of all children's allergies and how to deal with any allergic reaction. • All allergies posted, and food/beverage substitutions made. • Information about individual children's food allergies shall be posted prominently, both where food is prepared and where food is served. |
| Met | 3 | <p>CI 1.4: Use of Safe Sleep Practices</p> <p>Supervision 1240-04-01.11(7); 1240-04-02.11(8)</p> <p>Food and Food Service 1240-04-01-13</p> | <ul style="list-style-type: none"> • Prior to having unsupervised care for infants, educators should complete training on safe sleep practices inclusive of information on SIDS. • Educators receive orientation on safe sleep practices prior to caring for infants. Safe sleep supervision requirements shall be followed. • A copy of "Safe Sleep Practices" posted in each room that cares for infants. • Infants placed on their backs to sleep. • Educators shall check that no food is left in the mouth of an infant/toddler before putting the infant/toddler down to sleep. • Infants touched every fifteen (15) minutes. • If a child appears not to be breathing, the child care provider shall immediately begin pediatric or age appropriate CPR and immediately call for emergency medical assistance. • Adult educators awake and supervising children in each nap room. • Infants shall sleep only in approved cribs or play yards. • No infant shall be allowed to sleep on a sofa, soft mattress, adult bed, in a car seat, in a swing, or in other restraining device. |

| | | | |
|-----|---|---|--|
| | | | <ul style="list-style-type: none"> • Any cribs or other sleeping equipment prohibited by federal product safety regulations shall not be permitted. • Infants that arrive asleep in car seats or fall asleep in any piece of equipment other than a crib must be immediately removed and placed on their back in a crib. • Soft bedding that is prohibited includes, but not limited to, blankets, pillows, bumper pads, quilts, comforters, stuffed toys, and other soft items. • A blanket or covering available to each child sleeping on a mat. • Bibs removed prior to placing infants to sleep in crib. • Mobiles and other toys attached to any part of the crib prohibited. • Educator avoids letting infants overheat and ensures infants are dressed appropriately for the environment (no greater than 1 additional clothing layer more than an adult would wear in the same environment). |
| Met | 3 | <p>CI 1.5: Precautions in transporting children (if applicable)</p> <p>Transportation 1240-04-01-.17</p> | <ul style="list-style-type: none"> • Follow Transportation Supervision procedures as required in 1240-04- 01-.17. • Management responsibility for compliance with transportation rules and children. • Child care provider conducts vehicle emergency evacuation drills quarterly. • Passenger logs contain first and last name of each child. • Transportation loading and unloading procedures followed as outline in licensing rules. • Driver and reviewer conduct separate physical walk through upon drop-off /return to agency and signs passenger log. • Passenger logs reconciled with master sign in/out sheet. • Driver records contain documentation of all requirements. • Vehicle signage requirements are followed per licensing rules. • Vehicle receives regular inspections and equipment maintained per licensing rules. |
| Met | 3 | <p>CI 1.6: Prevention and control of infectious diseases (including immunization)</p> <p>Ownership, Organization, and Administration 1240-04-01.-05 O,O, & A (5)(e)</p> <p>Health and Safety 1240-04-01-.12</p> | <p>Staff demonstrate knowledge either through observation or educator interview of:</p> <ul style="list-style-type: none"> • Prevention and control, including the spread of infectious diseases. • Handling and storage of hazardous materials and the appropriate disposal of biological contaminants. • Policies are in place that require verification of immunizations, inclusive of any allowable exemptions, prior to enrolling a child. |

| | | | |
|-----|---|---|---|
| | | Staff 1240-04-01-.06 | |
| Met | 3 | <p>CI 1.7: Building and physical premises safety</p> <p>Health and Safety 1240-04-01-.12</p> <p>Food and Food Service 1240-04-01-.13 (1)(n)1-7</p> <p>Equipment for Children 1240-04-01-.14</p> <p>Physical Facilities 1240-04-01-.16</p> | <ul style="list-style-type: none"> • Personal belongings of residents and staff inaccessible to children. • All medicines and preventative products stored properly. • All items labeled "Keep Out of Reach of Children" are inaccessible. • Kitchen knives, etc. secured, inaccessible to children. • Electrical cords on equipment and cords on window blinds inaccessible to children. • Building safe, clean, in good repair, free of hazards and clutter. Garbage removed from building. • Firearms not permitted on the premises, in any vehicle, or in the presence of children. Exception: In a private residence, firearms/potentially hazardous items must be locked, out-of-sight, and inaccessible. • Compliance with state and local fire/environmental requirements. Maintain documentation of required inspections and approvals. • Guidelines for prevention of injuries by bottle warmers and microwaves should be followed. • Temperature in rooms used by children maintained between sixty- eight (68) to seventy-eight (78) degrees Fahrenheit. • Damaged/unsteady equipment immediately repaired or removed. • Swimming pools inaccessible/approved by local health department. • Unprotected ponds, wells, cisterns, unused refrigerators, and other similar hazards are inaccessible to children. • Pre-play inspection of outdoor play area prior to each use. • Outdoor space must be enclosed by fence or barrier at least four (4) feet in height. • Climbers, swings, heavy equipment (including portable) securely anchored. • Outdoor equipment well-made, safe, and clean. • Acceptable fall zone surfaces as recognized by the Consumer Product Safety Commission (CPSC) maintained at a minimum average depth of six (6) inches. Fall zones around swings and climbing equipment meets requirements. • Damaged/unsteady equipment immediately repaired or removed. |
| Met | 3 | CI 1.8: Prevention of shaken baby | <ul style="list-style-type: none"> • Prior to having unsupervised contact with |

| | | | |
|-----|---|---|--|
| | | <p>syndrome and abusive head trauma</p> <p>Staff 1240-04-01.06(3)(g)</p> | <p>children, each new employee shall complete training in shaken baby syndrome/abusive head trauma.</p> <ul style="list-style-type: none"> • Policies are in place regarding procedures to identify and prevent shaken baby syndrome/abusive head trauma to include: <ul style="list-style-type: none"> o Recognizing potential signs and symptoms of shaken baby syndrome/abusive head trauma. o Creating strategies for coping with crying, fussing, or distraught child. o Understanding the development and vulnerabilities of the brain in infancy and early childhood. |
| Met | 3 | <p>CI 1.9:First-aid and CPR</p> <p>Health and Safety 1240-04-01.12(9) 1240-04-01.12(10)</p> | <ul style="list-style-type: none"> • All staff must complete pediatric or age appropriate first aid and CPR training within one hundred twenty (120) days of employment • At least one (1) staff member with current certification in pediatric or age appropriate First Aid on site at all times. • At least one (1) staff member with current certification in pediatric or age appropriate CPR on site at all times. |
| Met | 3 | <p>CI 1.10:Supervision</p> <p>Supervision 1240-04-01-.11</p> <p>Specific Requirements for Family Child Care Homes 1240-04-01-.20</p> <p>Specific Requirements for Group Child Care Homes 1240-04-01-.21</p> <p>Specific Requirements for Child Care Centers 1240-04-01-.22</p> <p>Duty to report Child Abuse and Neglect 1240-04-01-.10</p> | <ul style="list-style-type: none"> • Required adult: child ratios and group sizes posted and followed in every classroom. • Staff conduct visual inspection immediately after closing for the day. • Staff must be alert and visually supervise children. • Staff show awareness of the entire group even if working with small children. • Reasonable suspicions of abuse/neglect immediately reported to Department of Children's Services (DCS), law enforcement, etc. • Children released to only the child's parent/guardian, or other person authorized by the parent/guardian in accordance with the child care provider's policies, unless otherwise directed by the Department of Children's Services or law enforcement authorities. • Policies are in place regarding procedures for prevention, recognition, and reporting of abuse, neglect, and maltreatment. |
| Met | 3 | <p>CI 1.11: Background Checks</p> <p>Criminal Background Check and State Registry/Records Review Procedures. 1240-04-01-.07</p> | <ul style="list-style-type: none"> • Each employee has been background checked. • Employees with access to children have been cleared to work. • The following persons are required to have a background check no more than ninety (90) days before having access to any child care provider: <ul style="list-style-type: none"> o Any person who owns or operates a child care agency. o Any person who applies to work in a |

| | | | |
|--|--|--|---|
| | | | <p>child care agency as an employee, director, or manager.</p> <ul style="list-style-type: none"> o Any person who will provide substitute services to a child care provider for more than thirty-six (36) hours in a calendar year and who is counted in the adult: child ratio. o Any person who is fifteen (15) years of age or older who will reside in a child care agency. <ul style="list-style-type: none"> • New background checks are required when the staff member has been separated from employment from a child care provider within the State for a period of more than 180 consecutive days. • Background checks are required for all staff at least every five (5) years. • Persons excluded by law denied access to children. |
|--|--|--|---|

| Rating | Point Value (27) | Elements and Indicators | Required Evidence |
|------------------------------------|------------------|--|---|
| HEALTH AND SAFETY PRACTICES | | | |
| Element 2: Record Keeping | | | |
| Met | 3 | <p>E 2.1: Children's records shall be complete, organized, maintained on-site and available to the Child Care Licensing Consultant at all times.</p> <p>Record Keeping 1240-04-01-.08(2)</p> | <ul style="list-style-type: none"> • A complete child care application along with required documentation as listed on the application/checklist. |
| Met | 3 | <p>E 2.2: Staff, and driver records contain documentation of all requirements</p> <p>Record Keeping 1240-04-01-.08(3)</p> | <ul style="list-style-type: none"> • All required documentation maintained and kept in an organized manner onsite (or in a centralized location if approved in advance) and available for immediate review. |
| Met | 3 | <p>E 2.3: Substitute and volunteer records shall include hours and dates of service.</p> <p>Record Keeping 1240-04-01-.08(3)(e)</p> | <ul style="list-style-type: none"> • Substitute and Volunteer Records: Records of substitutes and volunteers shall include their names, addresses, telephone numbers and hours and dates of service. These records should be maintained in their personnel record for department review. • Substitute Pool Records: All staff records shall be available onsite where the substitute is working either as print copies or web-accessible documents. |
| Met | 3 | <p>E 2.4: Documentation that staff have been screened and /or tested for communicable diseases and are medically cleared.</p> | <ul style="list-style-type: none"> • Documentation that staff have been screened and, if necessary, tested and medically cleared for communicable diseases prior to having contact with children. |

| | | | |
|-----|---|--|---|
| | | Record Keeping 1240-04-01-.08(3) | |
| Met | 3 | E 2.5: Provider shall notify TDHS of serious incidents the same day through the eLicensing Portal. Incident Reporting 1240-04-01-.09(f) | <ul style="list-style-type: none"> • Ask staff process for reporting serious incidents. • Documentation of staff being trained on the reporting process. • Complaint Hotline information is posted in area easily seen by parents and staff. |
| Met | 3 | E 2.6: Daily attendance records maintained on sight including full name of child, signature of parent or authorized representative, and time in/out. Sign-In and out sheets maintained for one (1) year/immediately available. Record Keeping 1240-04-01-.08 (2)(d)(4,5) Supervision 1240-04-01-.11(2)(e) | <ul style="list-style-type: none"> • Daily sign-in and sign-out sheets should include: <ul style="list-style-type: none"> o Each child's printed full name o Date o Time of entry o Time of departure o Space for printed name and signature of parent/guardian/authorized person • Sign-in and sign-out sheets maintained for 1 year and kept onsite. Agencies with computer programs provide documentation of daily attendance when requested. • Attendance maintained in some way in the classroom. |
| Met | 3 | E 2.7: Attendance monitored on field trips as outlined in 1240-4-1-.11 (4)(c)1-5. *Score NA if the agency does not provide transportation or take off-site field trips. Supervision 1240-04-01-.11(5)(c)(1-5) 1240-04-01-.11(6) Ownership, Organization, and Administration 1240-04-01-.05(9)(k) Transportation 1240-04-01-.17(7)(c) | <ul style="list-style-type: none"> • Observe that the transportation logs reflect the required attendance information. • Interview the staff and ask them the process for recording attendance while on a field trip. • The child care provider shall obtain individual permission slips signed and dated by the parent/guardian for each field trip prior to the activity. • The childcare provider shall monitor attendance by checking attendance as follows: <ul style="list-style-type: none"> o Prior to leaving the childcare o Upon arrival at each destination o At the beginning and end of each activity (such as lunch, breaks, etc.) o Upon departing each destination o Upon arrival at the childcare. • One adult present shall have a current certificate in advance aquatic lifesaving skills (if swimming provided). • One adult (may be lifeguard provided by the facility) shall supervise from above the level of the swimmers. • The lifeguard, including those provided by a swimming facility, shall not be included in the required adult: child ratio while performing lifeguard duties. |
| Met | 3 | E 2.8: Adequate funding, budget available, financial records available. Ownership, Organization and | <ul style="list-style-type: none"> • Review budget (submitted annually and upon request). • Financial Records immediately available upon request. |

| | | | |
|-----|---|---|---|
| | | Administration 1240-04-01-.05 | |
| Met | 3 | E 2.9: Records of subsidized child care/ food supplements. Ownership Organization, and Administration 1240-04-01-.05(3) | <ul style="list-style-type: none"> • Review sign in & out sheets and compare to subsidized records. • Review each child on subsidized childcare has current childcare certificate. • Review menu and list of food supplements made. • Records available immediately upon request. |

Teacher/Child Interactions Classroom Observation Tool
(18 Elements/Indicators)
Value: 40%

| Rating | Point Value | Elements and Indicators | Required Evidence |
|--|-------------|--|---|
| TEACHER/CHILD INTERACTIONS | | | |
| Element 1. Early Learning Activities and Routines | | | |
| Met | 2 | E1.1: Inclusiveness/Choice/Balance of Teacher & Child initiated activities. (opportunities for children to feel motivated to explore and learn). Program Language and Literacy Development 1240-04-01.-15 | <ul style="list-style-type: none"> • Each child provided an opportunity to participate in program activities. • Balance between child's choice and educator directed activities. • Direct supervised tummy time for infants less than six (6) months • Group times limited based on children's age and ability to encourage independent exploration. • All children allowed to move freely and choose their own companions during free play. |
| Met | 2 | E1.2: Routines and activities are scheduled to occur at the same time each day. | <ul style="list-style-type: none"> • Routines done individually to limit wait times. example: stagger bathroom time. • Written schedule posted. |
| Met | 2 | E1.3: Offering developmentally appropriate activities, (reading, writing, play, sorting, self-care, outdoor play) use wide range of language when engaging and allow children to build imagination, independence, and to develop a love of learning. | <ul style="list-style-type: none"> • Developmentally appropriate opportunities for learning, self-expression, and indoor physical activities for each age group daily. • Appropriate materials are placed for easy access by all children. • Educators use of a variety of language and materials such as books, fine motor, blocks, dramatic play, etc. to encourage cognitive learning/critical thinking/ and develop motor skills |
| Met | 2 | E1.4: Rotation of activities/materials to engage child interest | <ul style="list-style-type: none"> • Extra materials stored in classroom for easy use by the educator. • Materials relevant to the current curriculum for the week accessible. |

| | | | |
|-----|---|--|---|
| | | | <ul style="list-style-type: none"> • Additional Infant/toddler mouthed toys swapped out daily. |
| Met | 2 | E1.5: Activities with planned instruction followed and teacher influenced. | <ul style="list-style-type: none"> • Children's interests considered when planning activities. • Lesson is theme based and relates to what is observed. • Lesson plan posted and relates to what is observed. |
| Met | 2 | E1.6 Children see and interact with print materials. | <ul style="list-style-type: none"> • Calendars and weather charts are used when age appropriate to help children make connections to their daily lives (talking about the weather each day, marking home days or celebration days on the calendar, etc.). • Children's work displayed. • Children's names around the classroom. • Educators point to and talk about displayed print items in the classroom (children's names, labels, signs, alphabet and shapes; Real life pictures of animals, objects, and places). • Books and other print materials are integrated throughout the classroom learning spaces. • Educators read with children daily, pointing out and naming pictures and words, encouraging children's hands-on participation, and supporting serve and return conversations and comprehension through the use of a variety of conversational techniques. |
| Met | 2 | E1.7: Language used with children is enriching and educational. | <ul style="list-style-type: none"> • Language is used for more than discipline or care needs. • Talking during routines. • Educators talk with children through serve and return conversations noticing all non-verbal cues, including eye contact, gestures, touch, smiles, pointing, etc. • Educators respond with more than a "yes or no" when asked a question and offer an explanation or give more information. • Educators engage children in conversation about things that interest them. • Educator asks questions building on children's dialogue • Educators integrate new words during shared reading and play, both in the classroom and outdoors. • Educators use comments and a variety of questions to support children's curiosity during play, both in the classroom and outdoors. |
| Met | 2 | E1.8: Review of Curriculum/Daily Planning | <p>The director or primary educator documents they have observed the use of the applicable developmental learning standards within the classroom. The following content is evident in the planning:</p> <ul style="list-style-type: none"> • TN-ELDS |

| | | | |
|--|--|--|--|
| | | | <p>Educators demonstrate knowledge of the following in their daily educational activities to enhance the learning environment.</p> <ul style="list-style-type: none"> • Health and Safety • TN-ELDS • Literacy • Developmental Milestones • Developmentally Appropriate Practices • Parent Involvement |
|--|--|--|--|

| Rating | Point Value | Elements and Indicators | Required Evidence |
|---|-------------|--|--|
| TEACHER/CHILD INTERACTIONS | | | |
| Element 2. Responsive Caregiving | | | |
| Met | 2 | E2.1: Educator engages in activities with the children (serve & return interactions). | <ul style="list-style-type: none"> • Educators focus is on the child's interest. • Educators actively engage, comment, interpret, and imitate children's communication. • Educators position themselves face-to-face as much as possible when interacting with children. • Educators notice children's interests and comment, ask a variety of questions, and make meaningful contributions during activities. • Educators join in and play while using serve and return interactions to build connections with children and support conversational turns. |
| Met | 2 | E2.2: Educators respond to/interact with children consistently in a warm, encouraging manner. Program Language and Literacy Development 1240-04-01-.15 | <ul style="list-style-type: none"> • Warm and positive tone of voice • Holding children on their laps • Sitting next to children as they engage in play and read stories • Interacting with children as they do things independently. • Engaging children's questions and answers through listening, understanding, and responding. • Encouraging children to participate. • Educators acknowledge and validate children's emotions and feelings. • Educator remains calm. • No ignoring of children's verbal or non-verbal requests. (i.e.: responsive to infants' fussing, etc.) • No negative or condescending remarks/comments in response to children. • Educators provide rich social interactions such as smiling, talking, touching, singing, calling child by name, and engaging in eye contact. |
| Met | 2 | E2.3: Educators show regard for child | <ul style="list-style-type: none"> • Educator establishes clear guidelines for |

| | | | |
|--|--|--|--|
| | | <p>perspective/extend learning opportunities through effective use of questioning, listening, and responding (allow child-initiated activities/interactions as appropriate, elicit child ideas, encourage child talk).</p> | <p>classroom activities (rules).</p> <ul style="list-style-type: none"> • Allows children to lead and incorporate their desired activities, interests into circle, group and free choice play. • Incorporates books that talk about feelings and identify emotions. • Help the children problem solve and assist in helping another child that is upset. • Encouraging children to consider other's points of view and ask questions. • Educators use a combination of closed and open- ended questions to engage children in serve and return conversations and learn about their interests. • Educators allow for ample time for children to think about and respond to questions. • Educators demonstrate interest in and respect for children by listening attentively and responding positively to children's thoughts, ideas, feelings, and questions, which may be demonstrated through the child's gaze, vocalizations, movements, and/or speech. |
|--|--|--|--|

| Rating | Point Value | Elements and Indicators | Required Evidence |
|---|-------------|---|--|
| TEACHER/CHILD INTERACTIONS | | | |
| Element 3. Behavior Support and Guidance | | | |
| Met | 3 | <p>E3.1: Appropriate behavior interventions based upon age and development of children (positive guidance/focusing on positive behavior) and reasonable/appropriate discipliner direction that a child can understand (without being shaming, abusive, or injurious).</p> <p>Program Language and Literacy Development 1240-04-01-.15</p> | <ul style="list-style-type: none"> • The director/primary educator has made available social-emotional resources that support appropriate child development. • Educators are familiar with how to access resources that support appropriate social-emotional development. • Strategies in place for behavior management that are consistent and can be explained by the educator. • Educator focus is on the positive rather than the negative to teach a child what is safe for the child and other children. • Educator modifies the learning and play environment to support appropriate behavior. (Schedule, routine, transitions, etc.) • Educator uses encouragement and descriptive praise. • Educator Models desired behavior. • Behavioral interventions shall be developmentally appropriate, with consideration given to the attention spans and skills of individual children. • Spanking and all types of corporal |

| | | | |
|-----|---|---|--|
| | | | <p>punishment prohibited.</p> <ul style="list-style-type: none"> • Less restrictive, positive behavior management techniques shall be employed before using time-out. • Time out reasonable and developmentally appropriate and does not include restraint or seclusion. • The educator explains how time out works before using it for the first time. • Educator ends time out on a positive note, allowing the child to feel good again. • The length of each time-out session shall be based on the age of the child and shall not exceed one (1) minute per each year of age of the child; provided, however, that no children under thirty-six (36) months shall be placed in time out. Redirection or other similar approaches for children under thirty-six (36) months are used in the classroom. • Mechanical and chemical restraints are prohibited. • Staff shall not restrain a child by any means other than holding and then for only as long as it is necessary for the child to regain control. • Children not made to sit on potty/toilet over five (5) minutes. • Educators shall focus upon positive behavior and on the individual child's strengths. • Discipline is reasonable and developmentally appropriate. Shaming, humiliating, frightening, verbally abusive, injurious discipline methods, and/or techniques that isolate the child are prohibited. • Discipline shall not be related to food, rest, or toileting. Food shall not be used or withheld as a form of discipline. |
| Met | 3 | E3.2: Opportunities for children to acquire social skills and better engage with other children. | <ul style="list-style-type: none"> • Children given opportunities for natural groupings/choices. • Educator encourages children to engage in positive peer interactions. • Staff model good social skills and help children develop appropriate social behavior. |
| Met | 3 | E3.3: Clear & Appropriate behavior expectations are given. | <ul style="list-style-type: none"> • Classroom rules posted and reviewed with the children. • Staff talks through what is appropriate and inappropriate behavior giving examples and modeling that behavior. • In the event of special circumstances, a behavior plan may be created and approved by both Educators, Parent and/or Caregivers. |
| Met | 3 | E3.4: Conflicts among children are minimized and redirected using positive guidance. if there is no conflict observed, the score is Met | <ul style="list-style-type: none"> • Strategies in place for conflict management that are consistent and can be explained by the educator. • Educators stop negative interactions (ex. |

| | | | |
|--|--|---|--|
| | | Program language and Literacy Development 1240-04-01.-15 | Fighting over toys, mean words) and encourage positive interactions by modeling that behavior (ex. Kind words, cooperating with others). • The educator shall first redirect the child's attention and substitute a desirable activity prior to disciplining the child. |
|--|--|---|--|

| Rating | Point Value | Elements and Indicators | Required Evidence |
|--|-------------|--|---|
| TEACHER/CHILD INTERACTIONS | | | |
| Element 4. Family Engagement and Interactions | | | |
| Met | 2 | E4.1: Parent Notification of Policies Emergency Preparedness 1240-04-01-.18 Ownership, Organization, and Administration 1240-04-01-.05 | <ul style="list-style-type: none"> • Develop a written emergency preparedness/ multi- hazard plan and inform parents of the plan. • Sharing of all policies upon admission and obtaining written acknowledgement from parent/guardian. • The child care agency shall ensure that a copy of the child care agency's policies, procedures, and the Department's Summary of Licensing Requirements is supplied to the parents/ guardians upon admission of the child. • The child care agency's policies shall include, at a minimum: <ul style="list-style-type: none"> o Criteria for the disenrollment of children. o Specific criteria concerning the release of children. o Written parental permission for observation of children by non-child care agency staff. o Behavior management techniques. o Procedures to allow for a planned transition of a child to another program if expulsion must occur. o Hours of operation. o Late fees. o Rates. o Inclement weather. o Emergency Preparedness policy. o Whether the environment is smoke free. o Meal Service policy. o The child care agency has made available an after hours contact telephone number in the event of emergencies <ul style="list-style-type: none"> o Mandated Child Abuse Reporting • The child care agency shall require the parent/guardian to sign for receipt of the policies and the Summary of Licensing |

| | | | |
|-----|---|---|--|
| | | | Requirements, and the signed receipt shall be maintained by the child care agency in the child's file. |
| Met | 2 | <p>E4.2: Regular Parent Communication</p> <p>Ownership, Organization, and Administration 1240-04-01-.05</p> <p>Record Keeping 1240-04-01-.08</p> <p>Incident Reporting 1240-04-01-.09</p> <p>Program Language and Literacy Development 1240-04-01-.15</p> | <ul style="list-style-type: none"> • Written acknowledgement of policy notification when a policy is changed. • Parents/guardians shall be permitted to see the professional credential(s) of staff upon request. • The child care agency shall have ongoing communication with parents/guardians to include curriculum, changes in personnel and any changes affecting children's routine care. • The child care agency hosts planned conferences with the parent/guardian and the caregiver/educator to discuss activities for the healthy development of the child. • The child care agency shall document immediately and report incidents, accidents, injuries, and signs of illness to the parent/guardian no later than the child's release on the date of the occurrence. • The child care agency shall provide the documentation to the parent/guardian the same day of the incident and file in the child's record. • The child care agency shall report serious injuries or signs of serious illness to the parent/guardian immediately. • Health information from recognized health organizations available for parents. • Educator encourages parents to share information regarding the child's evening/morning/life events. • Parents given a daily record of their infant's activities such as feeding, diapering and napping. • Educator shall document any obvious signs of marks or injuries and note any comments from parents. • Toilet learning in cooperation with parents. |
| Met | 2 | E4.3: Family Involvement encouraged | <ul style="list-style-type: none"> • Family Advisory Board works with the director and educators to meet the needs of all children and parents. • Families participate in decision making and goal setting for their child. • Families encouraged to volunteer time helping in classrooms. • Families encouraged to share information regarding the child's family and culture. Teachers incorporate this into their classroom and curriculum. |

Please note: Items within each indicator may be unmet due to noncompliance with rules, while others may be unmet due to not meeting a quality expectation.

Explanation if Not Met

| Rating | Indicator | Explanation |
|--------|-----------|-------------|
| | | |

Visit Summary, Consumer Website Information, and Violations

Consumer Website Information:
 Summary of QRIS Monitoring Visit

The visit conducted today included monitoring of the agency's compliance with Licensing Rules and Regulations and scoring of the QRIS.

If any violations were received, details can be observed in the compliance details section of the visit along with corresponding corrective action plans.

Visit Summary:
 Visit #: (2 of 4) 2-1-24

Other Monitoring/ Observations:

- * Observed employee record and it has all necessary documentation/information.
- * Observed child record and it appears to have all necessary documentation/information.
- * Playground is EXCELLENT
- * Lunch menu: Ravioli, green beans, fruit, roll and milk
- * Observed children washing hands in an orderly manner.
- * Educators use appropriate tone with children.
- * Family style lunch observed and educators encouraged children to help themselves and get their own food.
- * Facility transports children and have 2 running buses. Children are not on buses more than 45 minutes, but if children have to be on buses more than 45 minutes facility has waiver from state.
- * Bactrak checked and is correct.
- * Facility reports no new employees
- * Facility reports that Derek Johnson is no longer employed and I have updated Bactrak
- * No violations

Technical Assistance Provided:
 Technical Assistance Provided:

1. Advised to enter all trainings and certifications in TNPAL/ gave TNPAL contact information: tnpalhelpdesk@tnstate.edu or 615-277-1688.
2. 1240-04-01-.09 INCIDENT REPORTING- A handout was given.
3. (d) Incidents, accidents, injuries, and signs of serious illness to children shall be documented immediately with the following information:
 1. Child's name and date of birth;
 2. Name of the person writing the report;
 3. Date and time;
 4. Date and time of completion of incident report;
 5. Description of incident and circumstances; and
 6. Action(s) taken by the child care agency.

(e) The documentation shall be provided to the parent/guardian the same day of the incident and filed in the child's

record.

4. The child care agency shall notify the Department of all serious incidents the same day of the incident, by emailing or calling the Complaint Hotline or submitting through the provider portal.
5. Ensure that someone has access to the provider portal in the event of the Director is in absent in case a Serious Injury needs to be reported.
6. Discussed making hazardous materials "inaccessible" to children/keep out of reach of children should be in locked storage.
7. 1240-04-01.-10 DUTY TO REPORT CHILD AUSE AND NEGLECT- A handout was given.

No Violations

Violations

Your agency is put on notice that the violation(s) cited above may result in legal enforcement action against your agency's license, which could include probation, civil penalties, suspension, revocation of your license, or the denial of your license.

Provider/Provider Designee Signature:



Rita Mayfield (Feb 1, 2024 11:36 CST)



VAN BUREN COUNTY BOARD OF EDUCATION

Where Kids Come First

January 24, 2024

Upper Cumberland Human Resource Agency
580 S. Jefferson Suite B
Cookeville, TN 38501

Dear Mark Farley,

The Van Buren County Board of Education pays personnel and contributes in-kind related expenses to the Van Buren County Head Start Program in the following amounts:

| | | |
|--|-------------------|----------|
| Supv. Of Nutrition (Christy Troglen) | 10% X \$40,000 | \$4000 |
| Cook (Cynthia Beasley) | 12.63 X 5.5 X 165 | \$11,462 |
| Speech Therapist (Carly Ratley) | 10% X \$96,000 | \$9600 |
| Physical Therapist (Candace Brewer) | 10% X \$8,650 | \$865 |
| Sp. Ed. Supv. (Tonya Pettit) | 10% X \$67,617 | \$6762 |
| Sch. Psychologist (Monica Sullivan) | 10% X \$63,010 | \$6301 |
| Academic (Meagan Humbert) | 10% X \$57,170 | \$5717 |
| Supv. Of Transportation (BB Grissom) | 10% X \$71,522 | \$7152 |
| Maint. Bldg. & Grounds (JP Dodson) | 5% X \$43,044 | \$2152 |
| Utilities/Water | | \$1867 |
| Insurance (Bldg. & Transportation Liability) | | \$9444 |
| Rent | | \$14,400 |
| Mowing | | \$563 |
| TOTAL | | \$80,285 |

Sincerely,

Jared Copeland
Director of Schools



TDHS Support and Enhancement Grant Approval Notification

2 messages

Brittany McCuiston <BMcCuiston@cfmt.org>
To: "headstart@uchra.com" <headstart@uchra.com>

Thu, Feb 29, 2024 at 11:43 AM

Date: 2/29/2024

Agency: UCHRA Van Buren County Head Start

Approved Grant Amount: \$4,000.00

Congratulations! Your TDHS Enhancement Grant Year 5 application for 2023-2024 has been approved. **PLEASE** continue reading for your next steps in the grant process:

1. You will not receive funds right away; please allow for processing time as this will take a minimum of 45 days to receive funds. You will receive an email from the CFMT Accounting Department when funds have been deposited into your account. Please also check your spam/junk folder to verify email has not been sent there.
2. When you have received your funds and purchased all items please complete the Final Report Form. Save all receipts to one PDF document, and upload to this link:

https://childcareoftennesseeilc.formstack.com/forms/tdhs_final_report_2023_2024

Here is a link to tech tips to help you send in your receipts. After clicking on the link you will need to log in using your ChildcareTennessee.com credentials:

<https://www.childcaretennessee.com/utility-pages/log-in/?redirectUrl=/tdhs-grants/tdhs-grant-toolkit/tech-tips-for-final-reporting/>

1. Lastly, all questions and concerns should be referred to our helpdesk at

https://childcareoftennesseeilc.formstack.com/workflows/childcaretennessee_help_desk

Thank you ☺

Brittany McCuiston

ChildcareTennessee Finance Coordinator

3421 Belmont Blvd
Nashville, TN 37215

(615) 321-4939 ext. 140

DISCLAIMER: This email may contain PRIVILEGED and CONFIDENTIAL information and is intended only for the use of the specific individual(s) to whom it is addressed. If you are not an intended recipient of this email, you are hereby notified that any unauthorized use, dissemination or copy of this email or the information contained in it or attached to it is strictly prohibited. If you have received this email in error, please delete it and immediately notify the person named above by reply mail.

Head Start Main UCHRA <headstart@uchra.com>
To: Linda Lynn <llynn@uchra.com>

Mon, Mar 4, 2024 at 12:44 PM

[Quoted text hidden]



Mail

Meet

Compose

Inbox

Starred

Snoozed

Sent

Drafts

Spam

More

Labels

Agency

Enrollment

Lion's Club

New Enrollment

Quarantine 1

Radio

Support Enhancement G...



TDHS Supplemental Grant Approval Notification External Inbox x



Brittany McCuiston <BMcCuiston@cfmt.org> to me

Date: 3/15/2024

Agency: UCHRA Van Buren Head Start

Approved Grant Amount: \$4,000.00

Congratulations! Your TDHS Supplemental Grant Year 3 application for Safety Supplement 2023-202 grant process:

1. You will not receive funds right away; please allow for processing time as this will take a minimum of Department when funds have been deposited into your account. Please also check your spam/junk fi

2. When you have received your funds and purchased all items please complete the Final Report Form. https://childcareoftennesseeellc.formstack.com/forms/tdhs_final_report_2023_2024

Here is a link to tech tips to help you send in your receipts. After clicking on the link you will <https://www.childcaretennessee.com/utility-pages/log-in/?redirectUri=/tdhs-grants/td>

1. Lastly, all questions and concerns should be referred to our helpdesk at: https://childcareoftennesseeellc.formstack.com/workflows/childcaretennessee_help_desk

Thank you 😊

March 2024 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 | THDA ERA-EPP Households Served | THDA ERA-EPP Funds Utilized | LIHWAP Households served | LIHWAP Funds Utilized | WP Applications | Commodities | Information and Referrals |
|------------------------|------------------------------------|----------------------|----------------------------------|-------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|--------------------------|-----------------------|-----------------|--------------|---------------------------|
| TIER 1 Counties | | | | | | | | | | | | | |
| Cumberland | 950 | 8 | 10 | \$ 7,400.00 | 51 | \$ 37,400.00 | 0 | \$ - | 48 | \$ 12,000.00 | 10 | 263 | 560 |
| Putnam | 199 | 32 | 15 | \$ 10,400.00 | 68 | \$ 49,000.00 | 2 | \$ 1,260.00 | 68 | \$ 17,057.23 | 2 | | 12 |
| Warren | 419 | 10 | 12 | \$ 8,800.00 | 22 | \$ 17,200.00 | 0 | \$ - | 102 | \$ 16,998.34 | 1 | | 272 |
| TIER 2 COUNTIES | | | | | | | | | | | | | |
| DeKalb | 96 | 15 | 10 | \$ 7,200.00 | 9 | \$ 6,800.00 | 0 | \$ - | 0 | \$ - | 0 | | 62 |
| Fentress | 330 | 17 | 9 | \$ 6,400.00 | 14 | \$ 10,000.00 | 0 | \$ - | 29 | \$ 7,215.16 | 0 | | 261 |
| Macon | 452 | 7 | 3 | \$ 2,200.00 | 19 | \$ 14,400.00 | 0 | \$ - | 4 | \$ 1,199.57 | 1 | 99 | 319 |
| Overtown | 70 | 18 | 10 | \$ 7,000.00 | 19 | \$ 13,000.00 | 0 | \$ - | 23 | \$ 5,860.18 | 0 | | 0 |
| Smith | 234 | 3 | 1 | \$ 600.00 | 10 | \$ 7,400.00 | 0 | \$ - | 5 | \$ 1,250.00 | 0 | 120 | 95 |
| White | 482 | 18 | 8 | \$ 5,800.00 | 17 | \$ 12,000.00 | 3 | \$ 1,962.00 | 82 | \$ 20,250.00 | 0 | 281 | 73 |
| TIER 3 Counties | | | | | | | | | | | | | |
| Cannon | 89 | 2 | 3 | \$ 2,200.00 | 7 | \$ 5,600.00 | 0 | \$ - | 48 | \$ 13,546.93 | 0 | | 29 |
| Clay | 296 | 14 | 5 | \$ 3,600.00 | 9 | \$ 6,000.00 | 0 | \$ - | 53 | \$ 13,506.83 | 2 | 208 | 5 |
| Jackson | 260 | 5 | 5 | \$ 3,600.00 | 15 | \$ 11,200.00 | 1 | \$ 4,200.00 | 58 | \$ 16,129.99 | 2 | 163 | 11 |
| Pickett | 252 | 11 | 2 | \$ 1,400.00 | 6 | \$ 4,400.00 | 0 | \$ - | 34 | \$ 11,474.64 | 1 | 183 | 15 |
| Van Buren | 256 | 0 | 1 | \$ 800.00 | 9 | \$ 6,600.00 | 0 | \$ - | 19 | \$ 8,648.39 | 0 | 188 | 39 |
| Total: | 4385 | 160 | 94 | \$67,400.00 | 275 | \$201,000.00 | 6 | \$7,422.00 | 573 | \$145,137.26 | 19 | 1,505 | 1,753 |

February 2024 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 | THDA ERA-EPP Households Served | THDA ERA-EPP Funds Utilized | LIHWAP Households served | LIHWAP Funds Utilized | WP Applications | Commodities | Information and Referrals |
|------------------------|------------------------------------|----------------------|----------------------------------|-------------------------------|---------------------------------|------------------------------|--------------------------------|-----------------------------|--------------------------|-----------------------|-----------------|--------------|---------------------------|
| TIER 1 Counties | | | | | | | | | | | | | |
| Cumberland | 625 | 6 | 171 | \$ 125,000.00 | 50 | \$ 36,400.00 | 0 | \$ - | 2 | \$ 500.00 | 8 | | 388 |
| Putnam | 868 | 18 | 334 | \$ 240,000.00 | 76 | \$ 55,200.00 | 0 | \$ - | 0 | \$ - | 0 | 412 | 28 |
| Warren | 1,234 | 25 | 171 | \$ 124,200.00 | 49 | \$ 36,200.00 | 0 | \$ - | 0 | \$ - | 0 | 332 | 657 |
| TIER 2 COUNTIES | | | | | | | | | | | | | |
| DeKalb | 473 | 11 | 92 | \$ 66,200.00 | 12 | \$ 8,800.00 | 0 | \$ - | 0 | \$ - | 1 | 235 | 122 |
| Fentress | 1,472 | 5 | 155 | \$ 114,000.00 | 36 | \$ 27,600.00 | 0 | \$ - | 8 | \$ 2,308.72 | 0 | 282 | 986 |
| Macon | 559 | 11 | 84 | \$ 61,200.00 | 18 | \$ 11,800.00 | 0 | \$ - | 0 | \$ - | 1 | | 445 |
| Overton | 479 | 11 | 83 | \$ 60,600.00 | 34 | \$ 25,200.00 | 0 | \$ - | 2 | \$ 1,534.62 | 0 | 349 | 0 |
| Smith | 166 | 1 | 50 | \$ 35,200.00 | 26 | \$ 19,200.00 | 0 | \$ - | 0 | \$ - | 0 | | 89 |
| White | 218 | 13 | 84 | \$ 60,200.00 | 30 | \$ 22,600.00 | 0 | \$ - | 8 | \$ 2,000.00 | 0 | | 83 |
| TIER 3 Counties | | | | | | | | | | | | | |
| Cannon | 260 | 3 | 56 | \$ 39,200.00 | 14 | \$ 11,000.00 | 0 | \$ - | 0 | \$ - | 1 | 126 | 60 |
| Clay | 146 | 12 | 102 | \$ 75,000.00 | 17 | \$ 12,600.00 | 0 | \$ - | 3 | \$ 750.00 | 1 | | 11 |
| Jackson | 167 | 7 | 108 | \$ 79,800.00 | 29 | \$ 22,400.00 | 0 | \$ - | 0 | \$ - | 3 | | 20 |
| Pickett | 116 | 7 | 84 | \$ 63,000.00 | 8 | \$ 6,400.00 | 0 | \$ - | 2 | \$ 500.00 | 0 | | 15 |
| Van Buren | 220 | 0 | 91 | \$ 67,200.00 | 17 | \$ 12,800.00 | 0 | \$ - | 3 | \$ 750.00 | 1 | | 108 |
| Total: | 7003 | 130 | 1665 | \$1,210,800.00 | 416 | \$308,200.00 | 0 | \$0.00 | 28 | \$8,343.34 | 16 | 1,736 | 3,012 |



BY-LAWS OF THE UPPER CUMBERLAND HUMAN RESOURCE AGENCY

Adopted by the Governing Board June 16, 2021

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

ARTICLE I | Section 1. Authority

The Upper Cumberland Human Resource Agency, Inc., hereinafter referred to as the "Agency," is the successor to the governmental agency empowered pursuant to an Act adopted by the General Assembly of the State of Tennessee as Chapter 289, Public Acts of 1973, and as amended, known as the Human Resource Agency Act of 1973, Tennessee Code Annotated, 13-26-101 et seq.

The Agency was incorporated June 11, 1990, and received its 501(c)(3) status on November 26, 2002.

Section 2. Purpose

The purpose of the Agency shall be to promote the development of human resources in the Upper Cumberland region through the effective and efficient delivery of human services. It is recognized that a special need exists to obtain strong local involvement in the decisions of Federal, State, and other agencies, which affect the welfare and well being of the region's citizens. The Agency shall have the responsibility to provide both a forum and a vehicle for local authority to administer and to assure implementation and operation of human resource programs.

ARTICLE II | OFFICES

The central office of the Agency shall be located within the geographical boundaries of the 14 Counties: Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton Pickett, Putnam, Smith, Van Buren, White, Warren. The Agency may have such other offices, sites, and locations within any or all of the 14 counties as deemed necessary and proper to carry out the business of the Agency.

ARTICLE III | GOVERNING BOARD

Section 1. Members

As prescribed in TCA, Section 13-26-103; The County Executive/County Mayor of each county; Six (6) municipal mayors within the geographical district who serve on a rotating basis as determined by the bylaws of the Agency. Two representatives will be selected from three sub-regions divided between the 31 municipalities located within the Upper Cumberland Region. The mayors within each sub-region will vote to select two members to serve on the Governing Board for a term of one year commencing July 1.

Sub-regions:

- West: Macon, Smith, Dekalb, Cannon (11 municipalities)
- North: Clay, Pickett, Fentress, Jackson, Overton, Putnam (10 municipalities)
- South: Warren, Van Buren, White, Cumberland (10 municipalities)

One State Senator and One State Representative shall serve on the governing board in accordance with the provisions of TCA, Section 13-26-103, selected in accordance with that statute.

Section 2. Powers

The Governing Board constitutes the Board of Directors of UCHRA, and is vested with the highest and final authority of the Agency in all respects. The Governing Board is vested with all powers to the maximum extent permitted by the Human Resource Agency Act of 1973 (T.C.A. § 13-26-101, *et seq*) and the Tennessee Nonprofit Corporation Act (T.C.A. § 48-51-101, *et seq*). The Governing Board is vested with authority to ratify and approve, or reject, disapprove, or override any act of any other or inferior board, council, committee, or the Executive Director. The business and affairs of UCHRA shall be supervised by its Governing Board, which shall exercise in the name of and on behalf of UCHRA all of the rights and privileges legally exercisable by UCHRA as an entity, except as may otherwise be provided by law, the Charter, or these Bylaws. The Governing Board, as the governing body of UCHRA, shall have the authority to receive, administer and distribute property on behalf of UCHRA in accordance with the provisions set forth in these Bylaws.

The Governing Board shall appoint an Advisory Council composed of ex officio nonvoting members, to be invited to meet with the governing board at least once annually. The membership of the advisory council is broadly based and equitably distributed between representatives of providers and consumers of human resource services and as established by law, and the Advisory Council will include members of the Governing Board and municipal mayors in the service area of the human resource agency.

The Governing Board has the power to delegate all or a portion of its authority, including those powers in Article VII Section 2, to an Executive Committee which will be constituted in a manner designated in any resolution of delegation. Any such delegation may be made upon a written resolution passed by an affirmative vote of 2/3 vote of the Governing Board, which resolution shall include both the composition of such Executive Committee, and a specific enumeration of the powers delegated to the Executive Committee. In all events, these Bylaws will control, and the Governing Board will remain the final authority and retains the authority to ratify and approve, or reject, disapprove, or override any act of any such Executive Committee.

However, an act of an Executive Committee pursuant to such delegation from the Governing Board will constitute a final action of the Governing Board for all respects without the need for an additional vote to ratify same, though this provision will not serve as a prohibition on the Governing Board taking separate, subsequent action in its own right.

Though not required by 2021 Public Chapter 463, a Policy Council will be created and composed as prescribed in Article VIII of these Bylaws for the purposes referenced therein.

ARTICLE IV | OFFICERS

Section 1. Officers

The officers of the Agency shall be a Chairman, Vice Chairman, Secretary, and Treasurer. The four officers shall be elected each year at the regular scheduled annual meeting of the Governing Board from among its members to serve for terms of one year with eligibility for re-election. The Chairman and Vice Chairman will be eligible to serve both UCHRA and UCDD during the same time period.

Members will not be eligible to serve as the Secretary and Treasurer if the individuals are serving as UCDD officers during this period.

The four officers shall serve on the Board's Executive Committee. The term of office shall commence immediately upon election. The Board shall fill any vacancy occurring in any office for the un-expired term, except that the Executive Committee can make an interim appointment.

Section 2. Duties of Officers

The Chairman shall preside at all meetings of the Governing Board, Policy County, the Advisory Council, and any Executive Committee created by resolution and shall have special duties as further prescribed in the by-laws, and shall have the further authority to preside at any meeting or call and preside at any special meeting. The Chairman may sign contracts, checks, reports, and instruments made or approved by the Board. The Chairman of the governing board or the Executive Committee may delegate this responsibility to the Executive Director of the Agency.

The Chairman of the Board in consultation with the Chairman of the Policy Council shall appoint all standing committees. The Governing Board will vote on all committee assignments at the Annual Meeting.

The Vice-Chairman shall in the absence of the Chairman or his/her inability to act, assume the duties of the Chairman.

The Secretary shall sign and approve all minutes of the Board and Executive Committee.

The Treasurer shall serve on the Finance Committee and may be authorized to sign checks for the Agency.

ARTICLE V | COMPENSATION

Members of the Governing Board shall not receive any salary or compensation for their services. Members may receive a per diem reimbursement in accordance with The Tennessee State Travel policy for state employees. Per diem will be based upon actual day or days for travel expenses incurred while engaging in UCHRA Agency business, within budget limitations.

ARTICLE VI | MEETINGS

The provisions of this Article VI will apply to all meetings of each Board or Committee of UCHRA.

Section 1. The Annual Meeting-Board of Directors

One annual meeting of the Governing Board shall be held at a time and place designated by the Governing Board, as hereinafter established. At this annual meeting, and at such other times as may be requested in accordance with Section 3 of this Article VI, the Advisory Council will be invited to meet with the Governing Board.

Section 2. Regular Meetings

Regular meetings of the Governing Board and the Policy Council will occur at least six (6) times per year, on a calendar approved by the Governing Board, and may be recessed from time to time. In the event that the Governing Board delegates all of its authority to an Executive Committee in accordance with Article III Section 2, then the Governing Board will meet at one annual meeting, as described in Article VI Section 1 and such other special meetings as may be called in accordance with Article VI Section 3, and the Executive Committee shall meet the six (6) times per year as set forth in this Section 2.

Section 3. Special Meetings

Upon the written request of a minimum of (25%) plus (1) of the membership of any board or committee, or when deemed expedient by the Chairman, the Chairman shall call a special meeting of the applicable board or council for the purpose of transacting any business designated verbatim in the written request in the call.

The information contained within the written request shall be detailed and specific to the nature of the business to be presented in the called meeting.

The call for such special meeting shall be delivered to each member or may be mailed, or emailed to each member at such address as the member shall have previously designated not later than five days [5] before the meeting. At such meetings, no business shall be considered other than that designated verbatim in the written request. In order for the five day notice to be waived to conduct an emergency called meeting, three [3] of the four [4] standing officers must agree in writing.

Section 4: Quorum

For a Quorum to be declared for any meeting of the Board or a committee meeting thereof: 1/3 Plus one (1) of the membership shall be in attendance;

For all Boards and committees, the minimum number of affirmative votes needed to pass a motion will be the greater of 51% of those present, or the same as the number required if 51% were in attendance.

Policy Council: Members: 19
51%: 10
Votes needed to pass motion if 10 are present: 6
Number required for Quorum: 8
YES votes required to pass a motion: 6

Governing Board: Members: 22
51%: 12
Votes needed to pass motion if 12 are present: 7
Number required for Quorum: 9
YES votes required to pass a motion: 7

Advisory Council: Non-voting ex-officio

Committees will adhere to the same guidelines and the numbers will depend upon the number of members on the committee.

Section 5. Voting

A roll call vote shall be required on every vote with the exception of a recess or adjournment for meetings of the Governing Board, Executive Committee, and Policy Council. However, on votes that do not involve the expenditure of funds, the Chairman may call for a voice vote. Upon objection or request of any member made prior to the vote, a roll call vote will be required.

Section 6: Rules

The rules contained in the last revised edition of "Robert's Rules of Order" as published by the Scott-Forman Publishing Company shall apply in all meetings of the Board to the extent that such rules are not in conflict with these By-Laws.

Section 7: Audit

The Upper Cumberland Human Resource Agency will contract with an independent accounting firm to conduct an annual audit of the financial records. The Audit committee will make requests for proposals on performing the audit at least every five years. If the audit firm that performed the previous audit contract term is awarded the contract again, the firm must provide a different auditing partner to oversee the audit. Under a shared management agreement it will be acceptable to have the same audit firm as the Upper Cumberland Development District.

Section 8: Public Comment

A public comment portion will be required prior to the conclusion of any meeting of the Governing Board and Policy Council. Members of the public may have up to 3 minutes, or such additional time as may be permitted by the Chairman, to speak to the board or council on any topic relevant to the Agency or its programs.

Section 9: Minimum Attendance Requirements

All members of the Governing Board, the Policy Council, and any Executive Committee are required to meet minimum attendance requirements as recommended by the Tennessee Comptroller of the Treasury. Members of each board or council are required to attend no fewer than 50% of all meetings, and the Executive Director will prepare a list of all members not meeting attendance requirements, which will be publicly available at the Annual Meeting. Municipal mayors not meeting attendance requirements as reflected by the list will not be eligible for reappointment to the Governing Board at the conclusion of their one-year term, and members of the Policy Council not meeting attendance requirements as reflected by the list, will not be eligible for reappointment to the Policy Council at the conclusion of their one-year term. Such attendance-based disqualification will remain for a period of one-year following the end of the term during which the attendance requirement was not met. Due to the statutory requirement of inclusion of each County Mayor/County Executive and the Senator and Representative member, there will be no attendance disqualification for any such officeholder. Any person disqualified from serving on the Governing Board or Policy Council due to attendance is nevertheless permitted to be included on the Advisory Council.

ARTICLE VII | GOVERNING BOARD

Section 1. Responsibilities

- a. The Governing Board has the responsibility to:
- b. Adopt or amend bylaws.
- c. Appoint an executive director, who would serve at the pleasure of the Governing Board.
- d. Determine major personnel, fiscal, and program policies.
- e. Approve overall program plans and priorities.
- f. Assure compliance with conditions of and approve proposals for financial assistance under this chapter.

Section 2. Duties, Powers, Responsibilities, and Limitations

The Governing Board is vested with all the rights, powers, privileges, responsibilities, and limitations imposed, granted, required and necessary for the operation of a Human Resource Agency as provided by law, including but not limited to all powers in Article III, Section 2, which shall also include but not be limited to the following:

- a. To own and dispose of property both real and personal under the standing policies and procedures of UCHRA and to receive and administer funds and contributions from private or public sources which will be used in support of a Human Resource Program and funds under any Federal or State assistance provisions of the Human Resource Act of 1973.
- b. To apply for such programs and projects as it deems proper and necessary for carrying out the purpose of the Agency.
- c. To enter into contracts to delegate programs and projects to other agencies

- d. To ratify and approve, or reject, disapprove, or override any act the actions of the Policy Council, and to consider any recommendations of the Advisory Council.
- e. To assure that an annual report of the activities of the Agency is prepared through the end of the fiscal year, that being June 30, and to assure that the travel rules and regulations are administered in conformity therewith.
- f. To use The State of Tennessee requirements of Competitive Bidding System of competitive bidding on purchases of supplies and equipment and other contracts approval and to insure State of Tennessee, Federal Government, and UCHRA Agency compliance therewith.
- g. To develop written personnel procedures to be filed with the Commissioner of Finance and Administration for the hiring, promotion, demotion, and dismissal of all employees and to include therein an employee compensation plan based on a salary comparability analysis which takes into account state salary scheduled, local government salary schedules, and regional private market variations.
- h. To establish and maintain the uniform accounting system as approved by the Comptroller of the Treasury as required under the Human Resource Act of 1973.
- i. To assure that the Bond requirements are complied with under the Human Resource Act of 1973 and/or current State and Federal requirements.
- j. To establish all necessary committees for the proper operation of the Agency, which shall include; a Personnel, Grievance Committee and Community Action Committee. The number of committees, the method of selection, the terms of their tenure, and composition to be determined by the Executive Committee, if outside the Governing Board's annual meeting. However, members of each standing committee will be selected in accordance with Article IV, Section 2.
- k. To assure that the Agency operates within the intent of the law authorizing its establishment and remains a service delivery agency conforming at all times with the rules and regulations imposed by the various Federal, State, and local requirements for each program operated, to further assure compliance with current Federal guidelines, and to assure that the Agency does not in any way infringe on the planning functions of the Development District.
- l. To assure that an annual meeting of the overall Governing Board is held in accordance with Article VI, Section 1.
- m. To appoint one Minority Member-at-Large to the Policy Council.
- n. When deemed to be in the best interest of the Agency or the region, the Governing Board is specifically empowered to enter into and renew or extend a Shared Administration and Cost Pool Agreement between the Agency and the Upper Cumberland Development District, providing shared management between the respective entities.

ARTICLE VIII | POLICY COUNCIL

Section 1. Composition

As deemed in the interest of complying with applicable state or federal guidelines, there is hereby appointed a Policy Council. A participation requirement for all Consumer Representatives shall be met by attending [3] three of the [6] six regular scheduled meetings over the course of the annual term.

The Governing Board will appoint members of the policy council each year whomay come from a slate of candidates recommended by the Agency staff. The Policy Council will be comprised of 19 persons, who shall include the following:

Provider Representatives (6) - The Provider Representatives for this Policy Council shall represent major groups and interests in the region served. Those groups may include but are not limited to the following areas. Utilities, law enforcement, public housing, education, social assistance programs, children's services, senior services, substance abuse, mental health, workforce development, and corrections. These are designated as providers in order to have the broadest possible base of representation of human resources in each county.

Consumer Representatives (6) - The Consumer Representatives shall represent low-income individuals and families within their respective communities. The Consumer Representatives shall be composed of six representatives from the counties served by the Upper Cumberland Human Resource Agency. To be eligible to serve, Consumer Representatives shall have been actual users and consumers of human resource services provided by UCHRA within one year prior to their appointment (and within one year prior to re-appointment to the Policy Council).

Elected Officials or their representatives. (6) - The elected officials or their representatives shall represent the various programs offered by the local municipalities within the region. Those groups may include but are not limited to the following areas. Utilities, law enforcement, public housing, education, social assistance programs, children's services, senior services, substance abuse, mental health, workforce development, and corrections. The Chairman and Secretary of the governing board shall serve in those capacities on the Policy Council.

One minority-member-at-large will be appointed to the Policy Council by the Governing Board.

Section 2. Terms

Members of the Policy Council shall serve a one-year term commencing on July 1 each year, and will serve until their successors are elected unless otherwise removed. However, a member of the Policy Council may be removed from their position by a vote of the Governing Board for any reason with or without cause.

Section 3. Powers and Responsibilities

The Policy Council (subject to the approval and ratification of the Governing Board of the Agency, or any Executive Committee as delegated in Article VII, Section 2) may

recommend changes to the By-Laws; shall have the power to recommend major personnel, fiscal and program policies and otherwise make oversee program plans and priorities, and assure compliance with requirements of Agency contracts or funding bodies. The actions of the Policy Council are at all times subject to the approval and ratification or disapproval and rejection of the Governing Board, (or any Executive Committee to whom such authority is delegated).

Section 4. Officers

The Chairman and Secretary of the Governing Board will serve in the same capacity on the Policy Council.

Section 5. Compensation

Members of the Policy Council shall not receive any salary or compensation for their services. Members may receive a per diem reimbursement in accordance with The Tennessee State Travel policy for state employees. Per diem will be based upon actual day or days for travel expenses incurred while engaging in UCHRA Agency business, within budget limitations.

ARTICLE XI ADVISORY COUNCIL

Section 1. Composition

In accordance with the provisions of the Human Resource Act of 1973, as amended by 2021 Public Chapter 463, the Governing Board shall appoint an advisory council composed of ex officio nonvoting members, to be invited to meet with the governing board at least once annually. The membership of the Advisory Council is broadly based and equitably distributed between representatives of providers and consumers of human resource services and as established by law, and the council includes members of the Governing Board, Policy Council and all other municipal mayors within the Agency's geographical boundaries referenced in Article II. There is no set or maximum number of members on the Advisory Council, but there will be a minimum of 12 total providers and consumers of human resource services among the membership of the Advisory Council, and all municipal mayors within the Agency's geographical boundaries referenced in Article II will be among the members.

Section 2. Compensation

Members of the Advisory Council shall not receive any salary or compensation for their services. Members may receive a per diem reimbursement in accordance with The Tennessee State Travel policy for state employees. Per diem will be based upon actual day or days for travel expenses incurred while engaging in UCHRA Agency business, within budget limitations.

ARTICLE XI | COMMITTEES

Section 1. Committee Reports

Committees shall submit a written report on their actions to the Chairman, who will refer the matters to the Governing Board, and may also refer such reports to the Policy Council as he deems appropriate for the various programs. No finding, recommendation, or action of any committee shall be effective until ratified and approved by the Governing Board.

Section 2. Vacancies

In the event a person serving as County Executive/County Mayor or City Mayor is succeeded on the UCHRA Governing Board by virtue of death, disability, resignation, election, or appointment, the successor so elected or appointed shall succeed the predecessor on each committee. Any other vacancies on any committee may be filled by the Chairman.

ARTICLE XII | EMPLOYEES

Section 1. Executive Director

An Executive Director of the Agency shall be appointed by the Governing Board (or as delegated to an Executive Committee) under the terms and conditions set forth in the Personnel Policies of the Agency, who will serve at the pleasure of the Governing Board. The Executive Director shall be responsible to the Governing Board, report to and be controlled by the Governing Board (or as delegated to an Executive Committee), and have such duties as may from time to time deem appropriate. The Executive Director shall report to the Governing Board at each annual meeting and regular meeting, shall make budget and program recommendations, and shall perform other such duties as the Governing Board (or an Executive Committee) may designate. The Executive Director will notify the Governing Board of new programs as may occur from time to time. Due to the infrequency of Board meetings, and because many of the programs involve standard state or federal contracts, and renewals of such contracts, the Executive Director is authorized to make purchases and enter contracts binding the Agency that do not exceed the total expenditure of \$50,000, and which do not exceed one year; and may execute renewals of contracts or programs in higher amounts that have previously been approved by the Board.

Section 2. Finance Director

A Finance Director shall be appointed by the Governing Board (or as delegated to the Executive Committee) under the terms and conditions set forth in the Personnel Policies of the Agency. The Finance Director shall report to and be controlled by the Governing Board (or as delegated to an Executive Committee).

Section 3. Other Employees

The Executive Director shall name, select, control, and release such other staff members as may be necessary to properly operate and administer the Agency, in accordance with the personnel policies of UCHRA.

Section 4. Other Management Methods

When deemed to be in the best interest of the agency or the region, the Executive Committee shall have the option to enter into a contractual arrangement with other agencies to provide shared management.

ARTICLE XIII | AMENDMENTS

These By-laws shall be amended after consideration by the Policy Council, upon a 2/3 vote of the Governing Board.

ARTICLE XIV | OPEN MEETINGS

The Upper Cumberland Human Resource Agency shall be in compliance with the Open Meeting Act, T.C.A. § 8-44-101, et seq, and the State of Tennessee Public Records Law, T.C.A. § 10-7-503, et seq.

ARTICLE XV | EFFECTIVE DATE

ARTICLE XVI | FISCAL YEAR

The fiscal year of the Agency shall be July 1-June 30.



Chairman of the Board

8-18-21
Date

Adopted by the Governing Board this 16th day of June, 2021.

Upper Cumberland Development District
 Upper Cumberland Human Resource Agency
 Performance Evaluation Committee Report

**PERFORMANCE
 EVALUATION
 COMMITTEE
 REPORT**

APRIL 1, 2024

9:00 A.M.

COOKEVILLE, TN

**MEETING
 CALLED BY**

Chairman Randy Heady

**TYPE OF
 MEETING**

UCDD/UCHRA Performance Evaluation Committee Meeting

FACILITATOR

Chairman Randy Heady

NOTE TAKER

Sherry Thurman

**MEMBERS
 PRESENT**

Allen Foster, Randy Heady, Jeff Mason

CALL TO ORDER

CHAIRMAN RANDY HEADY

CALL TO ORDER

Chairman Randy Heady called the meeting to order.

ROLL CALL

Sherry Thurman called the roll and the attendance is recorded above.
 There was a quorum of the committee members present.

PERFORMANCE EVALUATIONS

- **MARK FARLEY,
 EXECUTIVE DIRECTOR**
- **GINGER STOUT,
 FINANCE DIRECTOR**

CHAIRMAN RANDY HEADY

DISCUSSION

The committee reviewed yearly evaluations for Executive Director Mark Farley and Finance Director Ginger Stout. The results are as follows:

- Executive Director's overall average 3.75
- Finance Director's overall average 3.80

OTHER BUSINESS

CHAIRMAN RANDY HEADY

DISCUSSION

No other business was presented for discussion.

ADJOURN

CHAIRMAN RANDY HEADY

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

ACTION

Motion to Adjourn:
 Motion made by: Jeff Mason
 Motion seconded by: Allen Foster

Motion carried unanimously.

The UCDD/UCHRA Performance Evaluation Committee voted unanimously to adjourn the April 1, 2024 meeting.

CONCLUSION

9:25 A.M.



Partnering one client, one family, one community at a time.

**Evaluations for Executive Director & Finance Director
1-Apr-24**

| Executive Director | | Finance Director | |
|---------------------------|-------------|-------------------------|-------------|
| #1 | 3.81 | #1 | 3.80 |
| #2 | 3.81 | #2 | 3.80 |
| #3 | <u>3.63</u> | #3 | <u>3.80</u> |
| Total | 11.25 | | 11.40 |
| Average | 3.75 | | 3.80 |

Empower Upper Cumberland - Disaster Recovery/Continuation of Operations Plan

1. Purposes:
 - a. The plan has been formulated to:
 - i. Implement resources and disaster preparedness
 - ii. Assign areas of responsibilities
 - iii. Identify and describe the availability of resources and services to be provided.

2. Considerations/Pre-planning/Organizations:
 - a. Empower Upper Cumberland Director has coordinated with the Leadership Team across all partners to ensure the continuity of operations and to ensure that services are not interrupted to the greatest extent possible when there is a natural disaster, epidemic, outbreak, or pandemic that prevents face-to-face contact or large social gatherings.

3. Continuation Plan:
 - a. All staff are equipped with equipment that allows them to work remotely and meet virtually with participants in the event of a disaster.
 - b. Approved policies through this grant allow for the purchase of laptops and remote equipment for participants so that programs such as Circles USA, Highlands Training Center, WCTE, and TTU ILPs can continue without interruption.
 - c. Empower will use available resources such as Google Meet, zoom, Facebook groups, and other means of virtual communication to engage families remotely to safely provide or continue services; strengthen relationships within families; better support student learning outside of the school setting; and provide families with the tools and resources to bridge communication.

4. Participant Feedback Plan:
 - a. Should Empower have to implement these strategies to continue operations, participants will be surveyed through the program's case management platform to provide feedback on how the processes can be improved. The platform allows for communication via email and text message which allows for multiple avenues for families to respond to elevate their needs and concerns.

**RESOLUTION 24-4-1
UPPER CUMERLAND HUMAN RESOURCE AGENCY EXECUTIVE BOARD**

WHEREAS, the Upper Cumberland Human Resource Agency requires additional financial resources to support its operational needs;

WHEREAS, it has been proposed that One Bank of Tennessee extends a line of credit to UCHRA in the amount of 2,500,000.00 dollars;

WHEREAS, the terms and conditions of the proposed line of credit have been reviewed by the Board of Directors;

NOW, THEREFORE, BE IT RESOLVED, that the executive board of the Upper Cumberland Human Resource Agency hereby approves:

1. The extension of a line of credit to Upper Cumberland Human Resource Agency in the amount of \$2,500,000.00, subject to the terms and conditions outlined in the proposal; and
2. Authorizes Mark Farley, Executive Director to sign loan renewal documents on behalf of Upper Cumberland Human Resource Agency.

DULY PASSED AND ADOPTED, this 17th day of April, 2024.

Randy Heady, Chairman

Jeff Mason, Vice Chairman

COMMERCIAL LOAN RENEWAL AGREEMENT

To: Upper Cumberland Human Resource Agency, Inc.

1103 England Drive
Cookeville, TN. 38501

One Bank of Tennessee (the "Bank")

140 South Jefferson Avenue
Cookeville, Tennessee 38501

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

SUBJECT: PROMISSORY NOTE

| | | |
|---|--|--|
| Original Principal Amount: Merit Line of Credit | Original Date: | Effective Date of this Amendment/Extension/Renewal |
| \$ 2,500,000.00 | 12/14/2020 | 04/19/2024 |
| Present Principal Balance: Merit Line of Credit | Interest Rate on Amendment/Extension/Renewal | Note Number: |
| \$0.00 | 6.95 % | 3015826600 |

- Merit Line of Credit
 Multiple Advance Note: The principal sum shown above is the maximum amount of principal I can borrow under this note. Advances may be requested by any of the undersigned borrowers.
 Closed-End Credit: No advances may be requested.

YOUR PAYMENT SCHEDULE WILL BE:

- All Principal and Interest due _____ days after date.
 (Other) The note is payable in 19 payments of all accrued interest monthly beginning May 25, 2024, plus a final payment consisting of the full amount of principal, all accrued interest, charges and fees remaining due and payable on December 25, 2025.

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

SECURITY: You have given a security in:

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

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

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

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

One Bank of Tennessee

Receipt of copy is acknowledged.

Upper Cumberland Human Resource
Agency, Inc

By: _____
Matt Means, Executive Vice President

By: _____
Mark Farley, Executive Director

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

a. Name and Title of Natural Person Opening Account:

Mark B. Farley, Executive Director

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

Upper Cumberland Human Resource Agency, 1103 England Drive, Cookeville, TN 38501

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

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

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

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

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

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

| Name | Title | Date of Birth | Street Address (Res. Or Bus.) | Tax Identification Number ¹ |
|---------------|--------------------|---------------|---|--|
| Mark B Farley | Executive Director | 5/3/1967 | 1103 England Drive, Cookeville, TN 38501 | 411-23-5549 |

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

(Name)

(Date)

(Title)

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

**RESOLUTION 24-4-2
UPPER CUMERLAND HUMAN RESOURCE AGENCY
EXECUTIVE BOARD**

WHEREAS, the Executive Board of the Upper Cumberland Human Resource Agency hereby consent to, authorize, and adopt the following resolution:

WHEREAS, the Upper Cumberland Human Resource Agency participates in the Tennessee Consolidated Retirement System as a benefit of the eligible employees of the agency.

WHEREAS, the minimum Employer Actuarially Determined Contribution Rate is 6.12% but we continue to fund at the current ADC rate of 8.54%.

NOW, THEREFORE, BE IT RESOLVED, by the members of the Upper Cumberland Human Resource Agency Executive Board that Mark Farley, Executive Director has the authority to authorize the plan rates with the Tennessee Consolidated Retirement System.

DULY PASSED AND ADOPTED, this 17th day of April, 2024.

Randy Heady, Chairman

Jeff Mason, Vice Chairman



Employer Contribution Rate Certification
Tennessee Consolidated Retirement System (TCRS)
Actuarial Valuation at June 30, 2023



Acknowledgement of employer rate effective July 1, 2024 through June 30, 2025

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

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

Please select one of the options below

- The Minimum Employer rate: 6.12% 10
- Optional: We choose to pay a higher contribution of: 8.54%

Employer Signature _____ Title Executive Director

Date 4/17/2024 Phone (931) 432-4111 Email mfarley@uchra.com

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

Please return the completed rate certification no later than May 31, 2024 via one of the following methods:

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

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

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

| | |
|--|------------------------------------|
| Applicable period for this employer rate | July 1, 2024 through June 30, 2025 |
| Actuarial valuation date | June 30, 2023 |
| Actuarial experience study date | June 30, 2020 |
| Investment rate of return assumption | 6.75% |

Key Elements of the Pension Plan (Employer Elections)

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

| Employer ADC Rate | | Actuarial Present Value of Benefits (PVB) Summary | |
|---|---------------|--|------------------|
| <i>Rate Components:</i> | | Actuarial value of assets | \$ 12,282,972 |
| Normal cost | 6.34 % | Expected employee contributions | 2,581,991 |
| Unfunded accrued liability amortization | (0.51)% | Expected employer normal cost | 3,176,116 |
| Administrative cost | <u>0.29 %</u> | Unfunded accrued liability | <u>(208,720)</u> |
| Total employer ADC rate | 6.12 % | Total PVB | \$ 17,832,359 |

Employees Covered by Benefit Terms

| | |
|--|------------|
| Inactive employees or beneficiaries currently receiving benefits | 57 |
| <i>Annualized Retirement Benefit: \$353,046</i> | |
| Inactive employees entitled to but not yet receiving benefits | 238 |
| Active employees | <u>202</u> |
| <i>Annualized Salary: \$6,834,329</i> | |
| Total | 497 |

Amortization of Unfunded Accrued Liability

| Actuarial Valuation Date | Unfunded Accrued Liability (Negative Unfunded Accrued Liability) | Annual Amortization Amount | Amortization Period at June 30, 2023 (in years) |
|-----------------------------|--|----------------------------------|---|
| June 30, 2013 | \$ 0 | \$ 0 | 0.00 |
| June 30, 2015* | (286,463) | (33,337) | 12.00 |
| June 30, 2016 | (8,308) | (918) | 13.00 |
| June 30, 2017 | (43,397) | (4,579) | 14.00 |
| June 30, 2018 | (331,381) | (33,547) | 15.00 |
| June 30, 2019 | (221,106) | (21,564) | 16.00 |
| June 30, 2020 | (153,679) | (14,491) | 17.00 |
| June 30, 2021 | 482,910 | 44,164 | 18.00 |
| June 30, 2022 | (18,922) | (1,683) | 19.00 |
| June 30, 2023 | <u>371,626</u> | <u>32,225</u> | 20.00 |
| Total | \$ (208,720) | \$ (33,730) | |

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

LOCAL DUES STRUCTURE

| Counties/Cities | Dues Base Population | Dues @\$0.21 | Proposed Dues @\$0.26 | Increase |
|----------------------------|-------------------------|-----------------|-----------------------------|-------------|
| Cannon | 14,778 | \$ 3,103.38 | \$ 3,842.28 | \$ 738.90 |
| Woodbury | 2,703 | \$ 567.63 | \$ 702.78 | \$ 135.15 |
| Clay | 7,581 | \$ 1,592.01 | \$ 1,971.06 | \$ 379.05 |
| Celina | 1,422 | \$ 298.62 | \$ 369.72 | \$ 71.10 |
| <i>Cumberland</i> | 61,145 | \$ 12,840.45 | \$ 15,897.70 | \$ 3,057.25 |
| <i>Crab Orchard</i> | 720 | \$ 151.20 | \$ 187.20 | \$ 36.00 |
| Crossville | 12,071 | \$ 2,534.91 | \$ 3,138.46 | \$ 603.55 |
| Pleasant Hill | 540 | \$ 113.40 | \$ 140.40 | \$ 27.00 |
| DeKalb | 20,080 | \$ 4,216.80 | \$ 5,220.80 | \$ 1,004.00 |
| Alexandria | 981 | \$ 206.01 | \$ 255.06 | \$ 49.05 |
| Dowelltown | 342 | \$ 71.82 | \$ 88.92 | \$ 17.10 |
| Liberty | 334 | \$ 70.14 | \$ 86.84 | \$ 16.70 |
| Smithville | 5,004 | \$ 1,050.84 | \$ 1,301.04 | \$ 250.20 |
| Fentress | 18,489 | \$ 3,882.69 | \$ 4,807.14 | \$ 924.45 |
| Allardt | 555 | \$ 116.55 | \$ 144.30 | \$ 27.75 |
| Jamestown | 1,935 | \$ 406.35 | \$ 503.10 | \$ 96.75 |
| Jackson | 11,617 | \$ 2,439.57 | \$ 3,020.42 | \$ 580.85 |
| Gainesboro | 920 | \$ 193.20 | \$ 239.20 | \$ 46.00 |
| Macon | 25,216 | \$ 5,295.36 | \$ 6,556.16 | \$ 1,260.80 |
| Lafayette | 5,584 | \$ 1,172.64 | \$ 1,451.84 | \$ 279.20 |
| <i>Red Boiling Springs</i> | 1,205 | \$ 253.05 | \$ 313.30 | \$ 60.25 |
| Overton | 22,511 | \$ 4,727.31 | \$ 5,852.86 | \$ 1,125.55 |
| Livingston | 3,905 | \$ 820.05 | \$ 1,015.30 | \$ 195.25 |
| Pickett | 5,799 | \$ 1,217.79 | \$ 1,507.74 | \$ 289.95 |
| Putnam | 79,854 | \$ 16,769.34 | \$ 20,762.04 | \$ 3,992.70 |
| Algood | 3,963 | \$ 832.23 | \$ 1,030.38 | \$ 198.15 |
| Baxter | 1,578 | \$ 331.38 | \$ 410.28 | \$ 78.90 |
| Cookeville | 34,842 | \$ 7,316.82 | \$ 9,058.92 | \$ 1,742.10 |
| <i>Monterey</i> | 2,746 | \$ 576.66 | \$ 713.96 | \$ 137.30 |
| Smith | 19,904 | \$ 4,179.84 | \$ 5,175.04 | \$ 995.20 |
| Carthage | 2,291 | \$ 481.11 | \$ 595.66 | \$ 114.55 |
| Gordonsville | 1,363 | \$ 286.23 | \$ 354.38 | \$ 68.15 |
| South Carthage | 1,490 | \$ 312.90 | \$ 387.40 | \$ 74.50 |
| Van Buren | 6,168 | \$ 1,295.28 | \$ 1,603.68 | \$ 308.40 |
| Spencer | 1,492 | \$ 313.32 | \$ 387.92 | \$ 74.60 |
| Warren | 42,378 | \$ 8,899.38 | \$ 11,018.28 | \$ 2,118.90 |
| <i>McMinnville</i> | 13,788 | \$ 2,895.48 | \$ 3,584.88 | \$ 689.40 |
| White | 27,351 | \$ 5,743.71 | \$ 7,111.26 | \$ 1,367.55 |
| Doyle | 493 | \$ 103.53 | \$ 128.18 | \$ 24.65 |
| Sparta | 4,998 | \$ 1,049.58 | \$ 1,299.48 | \$ 249.90 |

\$ 98,728.56 \$ 122,235 \$ 23,507