

Executive Committee Meeting Agenda | October 18, 2023

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 – August 16, 2023
 - b. Policy Council Report
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
 - a. June Financial Reports
 - Final Budget
 - Monthly Activity Report
 - Credit Card Report
 - In-Kind Report
 - b. Department of Health and Human Services Notice of Award
 - c. Fall 2023-2024 Executive Summary – Strengths, Needs and Interest Parent Survey
 - d. Grievance | Complaint Policy
 - e. Caring for Our Children Basics Health and Safety Foundations for Early Care and Education
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
7. **Action Items | Randy Heady, Chairman**
 - a. FY 2024 UCHRA Governing Board
8. **Program Updates | Mark Farley, Executive Director**
9. **Executive Director Report | Mark Farley, Executive Director**
10. **Old Business | Randy Heady, Chairman**
11. **New Business | Randy Heady, Chairman**
12. **Public Comments | Randy Heady, Chairman**
13. **Adjourn | Randy Heady, Chairman**

Upper Cumberland Human Resource Agency
Executive Committee Meeting

DRAFT MINUTES	AUGUST 16, 2023	10:45 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Vice Chairman Jeff Mason		
TYPE OF MEETING	UCHRA Executive Committee Meeting		
FACILITATOR	Vice Chairman Jeff Mason		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Greg Mitchell, Dale Reagan, Allen Foster, Matt Adcock, Josh Miller, Jimmy Johnson, Lloyd Williams, Steven Barlow, Stephen Bilbrey, Sam Gibson, Lauren Wheaton, Jeff Mason, David Sullivan, Terry Bell, Jerry Lowery		
MEMBERS ABSENT	Randy Heady, Steve Jones, Randy Porter, John Potts, Ryle Chastain, Denny Robinson, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER	VICE CHAIRMAN JEFF MASON	
CALL TO ORDER	Vice Chairman Jeff Mason called the meeting to order.		
	ROLL CALL		
ROLLCALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
	APPROVAL OF CONSENT AGENDA	VICE CHAIRMAN JEFF MASON	
DISCUSSION	<p>Vice Chairman Jeff Mason advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • Executive Committee Meeting Minutes – June 21, 2023 • Policy Council Report <p>A motion was made to approve the Consent Agenda.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Matt Adcock Motion seconded by: Steven Barlow</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.</p>		
	UCHRA FINANCIAL REPORT	GINGER STOUT, FINANCE DIRECTOR	
DISCUSSION	<p>Ginger Stout presented the UCHRA financial report for July 1, 2022 through June 30, 2023.</p> <p>A motion was made to approve the financial report.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Greg Mitchell</p>		

ACTION	Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	VAN BUREN COUNTY HEAD START REPORT MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program. <ul style="list-style-type: none"> a. May Financial Reports <ul style="list-style-type: none"> • Program 51 Budget • Monthly Activity Reports • Credit Card Statement • Community Foundation Grant Budget b. Upper Cumberland HRA PIR Report c. Eligibility Training Statement d. Selection Criteria e. Grievance Complaint Policy <p>A motion was made to approve the Van Buren Head Start Report.</p>
ACTION	<u>Motion to Approve</u> Motion made by: Laurin Wheaton Motion seconded by: Matt Adcock Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	CSBG UPDATE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR
DISCUSSION	LaNelle Godsey gave an update on the CSBG program. <ul style="list-style-type: none"> • The dashboards for May and June, 2023 were presented. The agency is low on the water assistance funds and these funds are not reoccurring. UCHRA is out of the CSBG rental assistance funds. We are waiting on Tennessee Housing Development Agency to finalize a new grant. Funds are available for LIHEAP Energy Assistance funds. If clients need LIHEAP funds, they may contact their local UCHRA office to see if they qualify. The Commodities truck had some extensive repairs but it is back on the road so we have been able to increase distribution on the commodities. • For several years, UCHRA has done the Child and Adult Food Program. UCHRA's role is to train and monitor day care homes to see if they are serving the healthy eligible food and we reimburse some of their cost. The Putnam County School Nutrition Program asked if UCHRA would be willing to be their sponsor and take over their training and their monitoring. We are in the process of writing the sponsor application for fiscal year 2023-2024. • Jordan Herald has been working on the CSBG grant application. Once the application is complete, a link will be emailed to everyone with an overview of the application. The Community Action Plan is going to multiyear and the plan will line up with the Needs Assessment. <p>LaNelle discussed the top five needs that came out of the Needs Assessment:</p>

DISCUSSION	<ul style="list-style-type: none"> • The need for higher paying jobs and more quality paying jobs UCHRA is partnering with the Tennessee Board of Regents to provide UCHRA's internal staff with a modified training program that will better equip them to provide in-home services to the vulnerable senior community. UCHRA is also partnering with TBR to assist in completing a community health worker training program that will be provided at two of the local TCAT's. • Access to Affordable Housing UCHRA will work with THDA's rental program to make sure we are assisting with the housing need. • Resources for individuals who are homeless UCHRA partners with churches and other faith-based groups to provide assistance in preventing homelessness. The County Coordinators and county office staff connect individuals with resources and UCHRA participates with the Homeless Advocacy of Rural Tennessee (HEART). • Access to mental health services Volunteer Behavioral Health provides health services and other organizations provide a safety net service. The UCHRA transportation department transports clients back and forth for services. • Daycares/Childcare Rosa Smith with the Development District is working on a plan to assist the daycares. <p>A motion was made to approve the CSBG update.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Josh Miller Motion seconded by: Steven Barlow</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.</p>
	<p>ACTION ITEMS VICE CHAIRMAN JEFF MASON</p> <ol style="list-style-type: none"> a. FY 2023-2024 Policy Council Members b. Title VI Implementation Plan c. Title VI Policies and Procedures d. Four-Factor Analysis and Limited English Proficiency (LED) Plan e. Equal Employment Opportunity Policy f. Complaint Intake Forms
DISCUSSION	<p>Executive Director Mark Farley gave an update on the Action Items.</p> <ul style="list-style-type: none"> • One of the consumer representatives on the Policy Council has not been able to attend the Policy Council meetings. We would replace the member with Misty Phy. Ms. Phy will represent Overton County as a consumer representative. Executive Director Mark Farley recommended that the board approve the Policy Council list with the addition of Misty Phy. • The Title VI Implementation Plan, Title VI Policies and Procedures, Four-Factor Analysis and Limited English Proficiency Plan and the Equal Employment Opportunity Policy are updated annually to submit to our funding agencies.

DISCUSSION	<ul style="list-style-type: none"> • UCHRA went through the Sunset Audit a few years ago with the Comptroller's office. The Comptroller's office recommended that UCHRA bring any complaints to the board for review. We thought it would be a good measure for both agencies to document any complaints and bring them to the board. <p>A motion was made to approve the Actions Items as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Steven Barlow Motion seconded by: Lauren Wheaton</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.</p>
	<p>PROGRAM UPDATES MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>No program update was presented for discussion.</p>
	<p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>No executive director report was presented for discussion.</p>
	<p>OLD BUSINESS VICE CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>No old business was presented for discussion.</p>
	<p>NEW BUSINESS VICE CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>No new business was presented for discussion.</p>
	<p>PUBLIC COMMENTS VICE CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>There were no public comments presented.</p>
	<p>ADJOURN VICE CHAIRMAN JEFF MASON</p>
DISCUSSION	<p>Vice Chairman Jeff Mason advised that he would accept a motion to adjourn.</p>
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Steven Barlow Motion seconded by: Greg Mitchell</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the August 16, 2023 meeting.</p>
CONCLUSION 11:05 a.m.	

Randy Heady, Chairman

Sam Gibson, Secretary

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

DRAFT MINUTES	OCTOBER 4, 2023	10:30 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady called the meeting to order.		
TYPE OF MEETING	UCHRA Policy Council		
FACILITATOR	Chairman Randy Heady		
NOTETAKER	Sherry Thurman		
MEMBERS PRESENT	Randy Heady, Sam Gibson, Charlene Whitaker, Keisha Richards, Kristi Paling, Brent Anderson, Marie Ferran, Bill Gibson, Michael Burton, Misty Phy, Barbara Wheeler, Don Hollingsworth, Linda Pastrick, Marilyn Davis		
MEMBERS ABSENT	Marvin Lusk, Cindy Putman, Terri Dunn, Anne Stamps, Bob Depriest		
	CALL TO ORDER	CHAIRMAN RANDY HEADY	
CALL TO ORDER	Chairman Randy Heady called the meeting to order and welcomed everyone.		
	APPROVAL OF MINUTES	CHAIRMAN RANDY HEADY	
DISCUSSION	Chairman Randy Heady asked for a motion to approve the minutes of the August 2, 2023 Policy Council meeting. A motion was made to approve the minutes.		
ACTION	<p><u>Motion to Approve</u> Motion made by: Don Hollingsworth Motion seconded by: Bill Gibson Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>		
	UCHRA DASHBOARDS LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR		
DISCUSSION	Jordan Herald gave an update on the Community Services programs: <ul style="list-style-type: none"> • Conflict of Interest forms were provided for the Policy Council members to sign. • Dashboard for July and August, 2023 were discussed. The new program year for LIHEAP has started. • County office staff is going through training for the new program year. • The LIHWAP program was a one-time assistance program and will not be renewed. 		

UCHRA ROUNDTABLE MARK FARLEY, EXECUTIVE DIRECTOR
***Updates on Senior Expo and Caregiver Programs**
***Community Partnerships at the County Level**
***Upcoming Initiative on Fatherhood at the State Level**

DISCUSSION

Holly Williams, Director of the Area Agency on Aging and Disability, advised that the department provides a wide array of services to older adults, adults with disabilities and caregivers. The AAAD Program Guide was distributed which highlights the programs that the aging department administers. Holly introduced Lynn Drew, Family Caregiver Coordinator and Meghian Moore, Management Information Specialist and Benefits Program Manager with the AAAD.

Lynn Drew advised that the aging department is currently planning the Senior Caregiver Expo. The Expo will be held October 24th at Life Church in Cookeville. Free lunches will be provided to the attendees. We currently have over fifty sponsors. There will be a prescription drug take back at the event. Individuals can bring any unused, expired, or unwanted medications for safe disposal at the event. The Expo provides match funds for the Family Caregiver program. The program offers services, support and respite to caregivers.

Meghian Moore advised that the State Health Insurance Assistance Program (SHIP) program offers free non-bias Medicare counseling information and education to anyone that has Medicare. Medicare open enrollment dates are October 15th thru December 7th. AAAD staff compares Medicare plans for individuals and finds the most affordable plan for them. Staff will also assist individuals in enrolling in a plan; filing Medicare appeals; and reporting Medicare fraud. Staff also helps low income individuals apply for help to pay for their medication. Several open enrollment events are planned from October through December in all 14 Upper Cumberland counties. If you know of someone that would like to volunteer to help with open enrollment let us know.

DISCUSSION

Executive Director Mark Farley introduced Shelia Roberson, White County Coordinator; Carrie Baker, Warren County Coordinator and Heather Thomas, Putnam County Coordinator to discuss community connections/partnerships that they have with their county.

DISCUSSION

Executive Director Mark Farley advised that the State of Tennessee is part of an OPIOID settlement lawsuit. The state has forty to fifty million dollars that will be distributed across the State of Tennessee. The agency has been working with a couple of nonprofits and Vanderbilt Medical Hospital to apply for a four million dollar grant over a three-year period. The grant would cover all fourteen counties to build an Ecosystem and work with doctors and health departments to reach individuals before they get to far along in the addiction issue. We will submit the application within the next couple of weeks.

DISCUSSION

Executive Director Mark Farley discussed an upcoming initiative on Fatherhood at the state level. The state is rolling out a five-year strategic initiative with funding to do messaging, programs, improve policies, and to do research and innovation. A three-tier grant program will be

DISCUSSION	available at the end of the year or the first of 2024 on how to tackle the lack of fathers in the home today. Discussion was held on ideas/suggestions to development a fatherhood program.
	OLD/NEW BUSINESS CHAIRMAN RANDY HEADY
DISCUSSION	No old business was presented for discussion. Keisha Richards announced that as of October 1 st Cumberland County/Crossville Housing Authority has shut their one-bedroom list down.
	PUBLIC COMMENTS CHAIRMAN RANDY HEADY
DISCUSSION	There were no public comments presented.
	ADJOURN CHAIRMAN RANDY HEADY
ADJOURN	Chairman Randy Heady advised that he would accept a motion to adjourn.
ACTION	<u>Motion to Adjourn:</u> Motion made by: Marie Ferran Motion seconded by: Barbara Wheeler The Policy Council members voted unanimously to adjourn the October 5, 2023 meeting.
CONCLUSION 11:30 a.m.	

Chairman Randy Heady