

Executive Committee Meeting Agenda | February 21, 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 – December 21, 2023
 - b. Policy Council Report
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
 - a. October November, December Financial Report
 - 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
 - Chairman’s Letter
 - Budget Revision Narrative Letter
 - d. 2024-2025 Continuation Grant Application
 - Chairman’s Letter
 - e. 2024-2025 Application for Federal Assistance SF-424
 - f. 2024-2025 Contracts and Memorandums of Understanding
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
7. **Action Items | Randy Heady, Chairman**
8. **Public Transportation MOU with EMS | Mark Farley, Executive Director**
9. **Program Updates | Mark Farley, Executive Director**
10. **Executive Director Report | Mark Farley, Executive Director**
11. **Old Business | Randy Heady, Chairman**
12. **New Business | Randy Heady, Chairman**
13. **Public Comments | Randy Heady, Chairman**
14. **Adjourn | Randy Heady, Chairman**

**Upper Cumberland Human Resource Agency
Executive Committee Meeting**

DRAFT MINUTES	DECEMBER 21, 2023	9:00 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	Allen Foster, Matt Adcock, Jimmy Johnson, Randy Heady, Stephen Bilbrey, Sam Gibson, Randy Porter, Laurin Wheaton, Jeff Mason, John Potts, David Sullivan, Terry Bell, Denny Robinson, Jerry Lowery		
MEMBERS ABSENT	Greg Mitchell, Dale Reagan, Josh Miller, Lloyd Williams, Steve Jones, Steven Barlow, Alisa Farmer, Representative Cameron Sexton, Senator Paul Bailey		
CALL TO ORDER / PRAYER / PLEDGE OF ALLEGIANCE		CHAIRMAN RANDY HEADY	
CALL TO ORDER	Chairman Randy Heady called the meeting to order.		
PRAYER	Chairman Randy Heady asked City Mayor Jerry Lowery to open the meeting with prayer.		
PLEDGE OF ALLEGIANCE	The Pledge of Allegiance was cited.		
ROLL CALL			
ROLLCALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
APPROVAL OF CONSENT AGENDA		CHAIRMAN RANDY HEADY	
DISCUSSION	<p>Chairman Randy Heady advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • UCHRA Executive Committee Meeting Minutes – October 18, 2023 • UCHRA Board of Directors Meeting Minutes – December 21, 2022 • Van Buren County Head Start Report <ul style="list-style-type: none"> • August and September Financial Reports <ul style="list-style-type: none"> • Program 51 Budgets • Monthly Activity Reports • Credit Card Reports • In-Kind Reports • Coronavirus Mitigation Update • Early Childhood Learning and Knowledge Center Overview Fact Sheet • Child Care Facility Inspection Report 		

DISCUSSION	<ul style="list-style-type: none"> • Fall 2023 SNIP Survey • Tennessee Department of Health Immunization Audit • Annual Fire and Alarm Inspections • 2024-25 Strategic Plan and Self-Assessment • T/TA Plan Narrative • Dashboards • Overview of Satisfaction Survey <p>A motion was made to approve the Consent Agenda.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Jerry Lowery Motion seconded by: Laurin Wheaton</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>
	<p>ACTION ITEMS RANDY HEADY, CHAIRMAN</p> <ul style="list-style-type: none"> • Upper Cumberland Human Resource Agency Audit
DISCUSSION/ ACTION	<p>Chairman Randy Heady introduced Derrick Young with Johnson, Hickey & Murchison, P.C., Chattanooga, TN.</p> <p>Mr. Young presented the audit report for the Upper Cumberland Human Resource Agency.</p> <p>A motion was made to approve the audit as presented.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Allen Foster Motion seconded by: Laurin Wheaton</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>
	<p>NOMINATION COMMITTEE REPORT RANDY HEADY, CHAIRMAN</p>
DISCUSSION/ ACTION	<p>Chairman Randy Heady advised that the Nomination Committee met and recommended that the current officers for UCHRA remain in office for FY-2024.</p> <p>The officers for UCHRA will be as follows:</p> <p><u>Upper Cumberland Human Resource Agency</u> Jackson County Mayor Randy Heady, Chairman Smith County Mayor Jeff Mason, Vice Chairman Byrdstown City Mayor, Sam Gibson, Secretary White County Executive, Denny Robinson, Treasurer</p> <p>A motion was made to accept the FY 2024 officers for UCHRA and the agency committees.</p>

ACTION	<p><u>Motion to Approve</u> Motion made by: Allen Foster Motion seconded by: David Sullivan</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried with a roll call vote. Fourteen board members voted yes.</p>	
DISCUSSION	<p>Executive Director Mark Farley announced that Tyler Asher with the UCDD/Tennessee Small Business Development Center accepted a position with the state as the Regional Director for the Tennessee Department of Labor and Workforce Development.</p>	
	ADJOURN	CHAIRMAN RANDY HEADY
ACTION	<p>Chairman Randy Heady advised that he would accept a motion to adjourn.</p> <p><u>Motion to Adjourn:</u> Motion made by: Jimmy Johnson Motion seconded by: Jerry Lowery</p> <p>The Executive Committee voted unanimously to adjourn the December 21, 2023 meeting.</p>	
CONCLUSION 9:30 a.m.		

Randy Heady, Chairman

Sam Gibson, Secretary

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

DRAFT MINUTES	FEBRUARY 7, 2024	10:30 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Randy Heady called the meeting to order.		
TYPE OF MEETING	UCHRA Policy Council		
FACILITATOR	Chairman Randy Heady		
NOTETAKER	Sherry Thurman		
MEMBERS PRESENT	Randy Heady, Sam Gibson, Marvin Lusk, Charlene Whitaker, Keisha Richards, Cindy Putman, Kristi Paling, Marie Ferran, Bill Gibson, Bill Gibson, Barbara Wheeler, Don Hollingsworth, Linda Pastrick, Marilyn Davis		
MEMBERS ABSENT	Brent Anderson, Terri Dunn, Anne Stamps, Michael Burton, Misty Phy, 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 October 4, 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: Marvin Lusk Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.</p>		
	UCHRA DASHBOARDS AND SATISFACTION SURVEY RESULTS	LANELLE GODSEY, DEPUTY DIRECTOR/COMMUNITY SERVICES DIRECTOR	
DISCUSSION	LaNelle Godsey gave an update on the Community Services programs: <ul style="list-style-type: none"> • Dashboards through December, 2023 were presented to the Policy Council. The mega commodity event that was recently held served significantly more people in each county. No dollar amount was reflected on the dashboards for LIHEAP because we were waiting on a new contract, but, we continued to sign up clients for regular commodities and LIHEAP. We have received the contract and are ready to get all the payments out. • We currently have a couple thousand dollars available for LIWAP. These funds are not recurring. They were provided as a one-time 		

<p>DISCUSSION</p>	<p>federal funding. Discussion was held on what can be done to get more funding for the program.</p> <ul style="list-style-type: none"> • Weatherization – For this year, all units have been completed. • Satisfaction Surveys were completed in all fourteen counties. LaNelle highlighted the results of the surveys. <ul style="list-style-type: none"> • One hundred fifty-seven surveys were completed. • Eleven counties had new clients that never received services. • Thirty-one clients stated it was their first time visiting the county UCHRA office. • One hundred fifty-six clients received fair treatment. • One hundred fifty-one clients stated that the assistance help to increase the income available for their household. • All one hundred fifty-seven clients stated they were satisfied with the services that they received.
	<p>UCHRA ROUNDTABLE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</p> <ul style="list-style-type: none"> a. Overview of the TQEE Network b. TQEE/Brightstart c. Fatherhood Initiative
<p>DISCUSSION</p>	<p>Megan Choate, Director of the Economic Development department at the Upper Cumberland Development District advised that the department has been working with the Empower Upper Cumberland to explore the removal of broader barriers hindering workforce entry. Megan introduced her team members.</p> <ul style="list-style-type: none"> • Rosa Smith has been working to improve the landscape for child care providers; administering federal grants that are creating additional slots across the region; she helped facilitate a connection with the Brightstart network; Rosa has been looking at the rules and regulations of what it takes to open and operate a child care facility and advocate for legislative change for availability of child care slots. • Charles Cobb is working to understand the challenges in affordable housing for the working population to identify best practices and help to encourage change that can help incentive. additional development in that area. • Shelia Scruggs has been researching the need for a fatherhood program that would support fathers in the region. <p>Rosa Smith gave an overview of the Tennesseans for Quality Early Education and Brightstart Network.</p> <p>Megan Choate advised that the Development District is working toward a potential fatherhood initiative. A couple of meetings have been held to begin thinking through what fathers and the region needs. A presentation was held on what a potential program could look like and how it could serve the men in the region.</p>

	STATE OF THE CHILD – TENNESSEE REPORT	KRISTI PALING
DISCUSSION	Kristi Paling gave a presentation on the 2023 State of the Child – Tennessee Report provided by the Tennessee Commission on Children and Youth.	
	OLD/NEW BUSINESS	CHAIRMAN RANDY HEADY
DISCUSSION	No old/new business was presented for discussion.	
	PUBLIC COMMENTS	CHAIRMAN RANDY HEADY
DISCUSSION	There were no public comments presented.	
	ADJOURN	CHAIRMAN RANDY HEADY
ADJOURN	Chairman Randy Heady advised that he would accept a motion to adjourn.	
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Bill Gibson Motion seconded by: Marie Ferran</p> <p>The Policy Council members voted unanimously to adjourn the February 7, 2024 meeting.</p>	
CONCLUSION 11:45 a.m.		

Chairman Randy Heady