

**Executive Committee Meeting Agenda | April 12, 2023**

1. **Call to Order | Randy Heady, Chairman**
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Randy Heady, Chairman**
  - a. UCHRA Executive Committee Meeting Minutes – February 15, 2023
  - b. UCHRA Policy Council Report
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
  - a. January and February Financial Reports
  - b. 2023-2024 Board of Director Letters
  - c. 2022-2023 COVID Response Program Policies
  - d. Building Quote
  - e. 2022-2023 Class Scores
  - f. 2022-2023 Family Outcome Survey
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
  - a. Dashboards
7. **Action Items | Randy Heady, Chairman**
  - a. UCHRA Line of Credit
  - b. TCRS Employer Contribution Rate Certification
  - c. Strategic Plan
  - d. Performance Evaluations
    - Mark Farley, Executive Director
    - Ginger Stout, Finance Director
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

<b>DRAFT MINUTES</b>	<b>FEBRUARY 15, 2023</b>	<b>11:40 A.M.</b>	<b>COOKEVILLE, TN</b>
<b>MEETING CALLED BY</b>	Vice Chairman Jeff Mason		
<b>TYPE OF MEETING</b>	UCHRA Executive Committee Meeting		
<b>FACILITATOR</b>	Vice Chairman Jeff Mason		
<b>NOTE TAKER</b>	Sherry Thurman		
<b>MEMBERS PRESENT</b>	Greg Mitchell, Dale Reagan, Allen Foster, Matt Adcock, Jimmy Johnson, Lloyd Williams, Steve Jones, Steven Barlow, Stephen Bilbrey, Sam Gibson, Jeff Mason, John Potts, Terry Bell, Denny Robinson, Jerry Lowery		
<b>MEMBERS ABSENT</b>	Josh Miller, Randy Heady, Randy Porter, Laurin Wheaton, David Sullivan, Ryle Chastain, Representative Cameron Sexton, Senator Paul Bailey		
	<b>CALL TO ORDER</b>	<b>VICE CHAIRMAN JEFF MASON</b>	
<b>CALL TO ORDER</b>	Vice Chairman Jeff Mason called the meeting to order.		
	<b>ROLL CALL</b>		
<b>ROLLCALL</b>	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
	<b>APPROVAL OF CONSENT AGENDA</b>	<b>VICE CHAIRMAN JEFF MASON</b>	
<b>DISCUSSION</b>	<p>Vice Chairman Jeff Mason advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> <li>• Executive Committee Meeting Minutes – December 21, 2022</li> <li>• UCHRA Policy Council Report</li> </ul> <p>A motion was made to approve the Consent Agenda.</p>		
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Greg Mitchell  Motion seconded by: Stephen Bilbrey</p> <p>Vice Chairman Jeff Mason asked for discussion or comments on the motion.  Motion carried unanimously.</p>		
	<b>UCHRA FINANCIAL REPORT</b>	<b>GINGER STOUT, FINANCE DIRECTOR</b>	
<b>DISCUSSION</b>	<p>Ginger Stout presented the UCHRA financial report for July 1, 2022 through December 31, 2022.</p> <p>A motion was made to approve the financial report.</p>		
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Denny Robinson  Motion seconded by: Stephen Bilbrey</p>		

<b>ACTION</b>	Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	<b>GUEST SPEAKER</b> <b>MARK FARLEY, EXECUTIVE DIRECTOR</b>
<b>DISCUSSION</b>	Executive Director Mark Farley introduced Ashley Walton, Upper Cumberland Community Registered Nurse Navigator with the UT College of Nursing. Ms. Walton gave an update on the immunization program in the Upper Cumberland.
	<b>VAN BUREN COUNTY HEAD START REPORT</b> <b>MARK FARLEY, EXECUTIVE DIRECTOR</b>
<b>DISCUSSION</b>	Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program. <ul style="list-style-type: none"> <li>a. November and December Financial Reports</li> <li>b. Contracts and Memorandums of Understanding</li> <li>c. 2023/2024 Continuation Grant Application</li> </ul> <p>A motion was made to approve the Van Buren Head Start Report.</p>
<b>ACTION</b>	<b><u>Motion to Approve</u></b> Motion made by: Dale Reagan Motion seconded by: Steven Barlow Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	<b>CSBG UPDATE</b> <b>LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</b>
<b>DISCUSSION</b>	LaNelle Godsey gave an update on the CSBG program. <ul style="list-style-type: none"> <li>• The dashboards for September, 2022 through January, 2023 were presented. The CARES funds ended in August-September, 2022. The new program year for LIHEAP and the Community Services Block Grant program began in October. The agency was low on LIHEAP funds in January. A new grant will start in May that will help assist clients with rental assistance.</li> <li>• Weatherization Program - In January, five units were completed totaling over \$41,000 in Putnam, Pickett, Fentress, and Macon counties.</li> <li>• Child and Adult Care Food Program served sixty-nine active daycares with \$34,090 units of meals and snacks.</li> </ul> <p>A motion was made to approve the CSBG update.</p>
<b>ACTION</b>	<b><u>Motion to Approve</u></b> Motion made by: Steven Barlow Motion seconded by: Greg Mitchell Vice Chairman Jeff Mason asked for discussion or comments on the motion. Motion carried unanimously.
	<b>ACTION ITEMS</b> <b>VICE CHAIRMAN JEFF MASON</b> <b>a. Procurement Policies</b>
<b>DISCUSSION</b>	Executive Director Mark Farley advised that the Department of Children Services asked the agency to make a minor addition to the purchasing procedures to add the following:

<b>DISCUSSION</b>	<p>Penalties for violations of the standards of conduct of the procurement regulations shall result in the following:</p> <ul style="list-style-type: none"> <li>• Reprimand by Executive Director and/or Executive Committee</li> <li>• Dismissal by Executive Director and/or Executive Committee</li> <li>• Any legal action necessary</li> </ul> <p>A motion was made to approve the addition to the purchasing procurement.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Dale Reagan  Motion seconded by: Steven Barlow  Vice Chairman Jeff Mason asked for discussion or comments on the motion.  Motion carried unanimously.</p>
<b>PROGRAM UPDATES</b>	<b>MARK FARLEY, EXECUTIVE DIRECTOR</b>
<b>DISCUSSION</b>	<p>Megan Spurgeon gave an update on the Empower Upper Cumberland program. February 15<sup>th</sup> is the first official day that applications are being accepted. Applications are available at empoweruppercumberland.org and through the UCHRA website. If there are low income families that do not have internet access they can call 833-367-6937 for assistance. There is a research component to the program. Once families are deemed eligible for the program they can fall under one of two categories. The component will help determine what is successful about the program and what is not.</p> <p>Executive Director Mark Farley announced that there is a summary of the Upper Cumberland Opioid Summit and a copy of the Kids Count State of the Child 2022 information in the meeting binders. He encouraged everyone to take the information with them.</p> <p>Executive Director Mark Farley introduced Joseph Flury, owner of J&amp;G Exterior Solutions. Mr. Flury was the winner of the Pitch It Contest that was recently held. The Pitch It Contest helps individuals coming out recovery to start their own business by putting seed money capital into the business.</p> <p>Michael Miller announced that there were five groups that participated in the Pitch It Contest. The groups talked about their dream and their hope. The winner received a small business grant of \$15,000.00 through the Recovery to Work program.</p>
<b>EXECUTIVE DIRECTOR REPORT</b>	<b>EXECUTIVE DIRECTOR MARK FARLEY</b>
<b>DISCUSSION</b>	The Executive Director Report was covered under program updates.
<b>OLD BUSINESS</b>	<b>VICE CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	No report was presented for discussion.
<b>NEW BUSINESS</b>	<b>VICE CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	No new business was presented for discussion.
<b>PUBLIC COMMENTS</b>	<b>VICE CHAIRMAN JEFF MASON</b>
<b>DISCUSSION</b>	There were no public comments presented.
<b>ADJOURN</b>	<b>VICE CHAIRMAN JEFF MASON</b>

<b>DISCUSSION</b>	Vice Chairman Jeff Mason advised that he would accept a motion to adjourn.
<b>ACTION</b>	<u><b>Motion to Adjourn:</b></u> Motion made by: Steven Barlow Motion seconded by: Steve Jones  The UCHRA Executive Committee voted unanimously to adjourn the February 15, 2023 meeting.
<b>CONCLUSION</b> 12:00 p.m.	

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**Randy Heady, Chairman**

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**Sam Gibson, Secretary**

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

<b>DRAFT MINUTES</b>	<b>APRIL 5, 2023</b>	<b>10:30 A.M.</b>	<b>COOKEVILLE, TN</b>
<b>MEETING CALLED BY</b>	Chairman Randy Heady called the meeting to order.		
<b>TYPE OF MEETING</b>	UCHRA Policy Council		
<b>FACILITATOR</b>	Chairman Randy Heady		
<b>NOTETAKER</b>	Sherry Thurman		
<b>MEMBERS PRESENT</b>	Randy Heady, Sam Gibson, Marvin Lusk, Charlene Whitaker, Keisha Richards, Cindy Putman, Brent Anderson, Kristi Paling, Marie Ferran, Bill Gibson, Anne Stamps, Michael Burton, Barbara Wheeler, Don Hollingsworth, Bob Depriest, Linda Pastrick, Marilyn Davis		
<b>MEMBERS ABSENT</b>	Terri Dunn, Katelyn Hicks		
	<b>CALL TO ORDER</b>	<b>CHAIRMAN RANDY HEADY</b>	
<b>CALL TO ORDER</b>	Chairman Randy Heady called the meeting to order and welcomed everyone.		
	<b>APPROVAL OF MINUTES</b>	<b>CHAIRMAN RANDY HEADY</b>	
<b>DISCUSSION</b>	Chairman Randy Heady asked for a motion to approve the minutes of the February 15, 2023 Policy Council meeting.		
	A motion was made to approve the minutes.		
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>          Motion made by: Marvin Lusk          Motion seconded by: Don Hollingsworth          Chairman Randy Heady asked for discussion on the motion.          Motion carried unanimously.</p>		
	<b>UCHRA PROGRAM REPORT</b>	<b>MARK FARLEY, EXECUTIVE DIRECTOR</b>	
	<p><b>*Overview of the Highlands Training Center</b>  <b>*CSBG Needs Assessment</b>  <b>*Strategic Plan</b></p>		
<b>DISCUSSION</b>	Executive Director Mark Farley introduced Ryan Barnhart with the Highlands Training Center. The Highlands Training Center is a core partner of Empower UC. Mr. Barnhart gave an overview of the Highlands Training Center and how the center will be assisting the participants in the Empower Program.		

<b>DISCUSSION</b>	<p>Jordan Herald, UCHRA Community Services Assistant Director gave an update on the CSBG Community Needs Assessment. Within the assessment the agency gathers data on what the needs are for the communities. The five top needs for the 2022 Needs Assessment were:</p> <ul style="list-style-type: none"> <li>• Higher Paying Jobs</li> <li>• Access to Affordable Housing</li> <li>• Quality Job Opportunities</li> <li>• Resources for Individuals who are Homeless</li> <li>• Access to Mental Health Services</li> </ul> <p>Discussion was held on how the agency can assist in addressing these needs for the communities.</p> <p>Executive Director Mark Farley presented the 2023-2025 Strategic Plan for UCHRA to the Policy Council.</p>
	<p><b>LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</b></p>
<b>DISCUSSION</b>	<p>LaNelle Godsey presented and gave an update on the Community Services Dashboards for January and February, 2023.</p>
	<p><b>MARK FARLEY, EXECUTIVE DIRECTOR</b></p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley advised that there has been legislation this year to eliminate the Tennessee Commission on Children and Youth (TCCY). The is a great agency that takes care of children. If you feel this is a great agency, and you have the opportunity to speak to your legislator, please express to them how valuable the agency is to the communities.</p> <p>Kristi Paling announced that the Upper Cumberland Council on Children and Youth will have a Legislative Breakfast on April 14<sup>th</sup>, from 8:30-11:00 a.m., at the Upper Cumberland Development District. Anyone that would like to participate can register.</p> <p>Kristi Paling announced that the Putnam County Blue Ribbon Committee will be presenting Safeguarding our Children and Youth on April 28<sup>th</sup>, 9:00 a.m. until 12:00 p.m., at the Upper Cumberland Development District. Topics of discussion will be: mental health, dangers of social media, etc. Registration is required.</p>
	<p><b>CHAIRMAN RANDY HEADY</b></p>
<b>DISCUSSION</b>	<p>No old/new business was presented for discussion.</p>
	<p><b>CHAIRMAN RANDY HEADY</b></p>
<b>DISCUSSION</b>	<p>There were no public comments presented.</p>
	<p><b>CHAIRMAN RANDY HEADY</b></p>

	<b>ADJOURN</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>ADJOURN</b>	Chairman Randy Heady advised that he would accept a motion to adjourn.	
<b>ACTION</b>	<b><u>Motion to Adjourn:</u></b> Motion made by: Marie Ferran Motion seconded by: Linda Pastrick  The Policy Council members voted unanimously to adjourn the April 5, 2023 meeting.	
<b>CONCLUSION</b> <b>11:45 a.m.</b>		

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**Chairman Randy Heady**