

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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| ACTION | Chairman Randy Heady 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. 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> |
| ACTION | <u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Josh Miller Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously. |
| | CSBG UPDATE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR |
| DISCUSSION | Jordan Herald gave an update on the CSBG program. <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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| DISCUSSION | <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> |
| ADJOURN | <p>Mayor Sam Gibson advised that he would accept a motion to adjourn.</p> |
| ACTION | <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> |
| CONCLUSION 11:25 a.m. | |

Chairman Randy Heady