

**Executive Committee Meeting Agenda | June 18, 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 – April 17, 2024
  - b. Policy Council Report
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
  - a. March and April Financial Reports
    - March and April, 2024 Budgets
    - COLA Budget 2024-2025
    - 2024-2025 COLA Budget Narrative
    - 2024-2025 COLA Chairman’s Letter
    - Monthly Activity Reports
    - Credit Card Reports
    - In Kind Reports
  - b. Office of Head Start Monitoring Report Summary
  - c. Quality Rating and Improvement System Visit - April
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
  - a. Dashboards
  - b. Conflict of Interest
7. **Action Items | Randy Heady, Chairman**
  - a. 2024-2025 Work Plan
  - b. Emergency/Continuity of Operations Plan
  - c. Day Reporting Center Policies and Procedures
  - d. Community Correction Program Policies and Procedures
  - e. Tennessee Department of Corrections Audit Review and Response
8. **Executive Director Report | Mark Farley, Executive Director**
9. **Old Business | Randy Heady, Chairman**
10. **New Business | Randy Heady, Chairman**
11. **Public Comments | Randy Heady, Chairman**
12. **Adjourn | Randy Heady, Chairman**

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

<b>DRAFT MINUTES</b>	<b>APRIL 17, 2024</b>	<b>10:40 A.M.</b>	<b>COOKEVILLE, TN</b>
<b>MEETING CALLED BY</b>	Chairman Randy Heady		
<b>TYPE OF MEETING</b>	UCHRA Executive Committee Meeting		
<b>FACILITATOR</b>	Chairman Randy Heady		
<b>NOTE TAKER</b>	Sherry Thurman		
<b>MEMBERS PRESENT</b>	Greg Mitchell, Dale Reagan, Matt Adcock, Jimmy Johnson, Randy Heady, Lloyd Williams, Steve Jones, Steven Barlow, Stephen Bilbrey, Sam Gibson, Jeff Mason, David Sullivan, Alisa Farmer, Denny Robinson, Jerry Lowery		
<b>MEMBERS ABSENT</b>	Allen Foster, Josh Miller, Randy Porter, Laurin Wheaton, John Potts, Terry Bell, Representative Cameron Sexton, Senator Paul Bailey		
	<b>CALL TO ORDER</b>	<b>CHAIRMAN RANDY HEADY</b>	
<b>CALL TO ORDER</b>	Chairman Randy Heady 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>CHAIRMAN RANDY HEADY</b>	
<b>DISCUSSION</b>	<p>Chairman Randy Heady advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> <li>• Executive Committee Meeting Minutes – February 21, 2024</li> <li>• 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: Dale Reagan  Motion seconded by: Steven Barlow  Chairman Randy Heady 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 UCHRA's fiscal year 2024-2025 budget, outlining several key components. These include a proposed increase in dues from \$.021 per capita to \$0.26, renewal of a line of credit under the same terms as the previous year, maintaining the TCRS contribution rate at 8.54%, and a 3.2% cost-of-living raise for UCHRA employees.</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: Greg Mitchell  Motion seconded by: Steve Jones</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Fourteen board members voted yes, and one board member abstained.</p>
	<p><b>VAN BUREN COUNTY HEAD START REPORT</b> <b>MARK FARLEY, EXECUTIVE DIRECTOR</b></p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley outlined and highlighted the agenda items for the Van Buren County Head Start Program as follows:</p> <ol style="list-style-type: none"> <li>a. February Financial Reports <ul style="list-style-type: none"> <li>• February, 2024 Budget</li> <li>• Program 51 Budget</li> <li>• Monthly Activity Report</li> <li>• Credit Card Report</li> <li>• In-Kind Report</li> </ul> </li> <li>b. Quality Rating and Improvement System (QRIS) Visit Notice</li> <li>c. Van Buren Board of Education In-Kind Statement</li> <li>d. TDHS Enhancement Grant</li> <li>e. TDHS Supplemental Safety Grant</li> </ol> <p>A motion was made to approve the Van Buren Head Start Report.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: David Sullivan  Motion seconded by: Alisa Farmer</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
	<p><b>CSBG UPDATE</b> <b>LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</b></p>
<b>DISCUSSION</b>	<p>LaNelle Godsey informed that board that UCHRA holds the designation of a community action agency, with its primary funding source being the Community Services Block Grant (CSBG) administered through the Tennessee Department of Human Services. In Tennessee, twenty organizations are designated as community action agencies, six of which are Human Resource Agencies. To maintain this designation, the agency must meet fifty organizational standards, some of which pertain to the Policy Council and the board of directors.</p> <p>Grant requirements include the signing of conflict of interest forms by both the Policy Council and the board, regular program reporting by LaNelle at each meeting, along with budget updates from Ginger Stout, Finance Director. Additionally, the agency must conduct a needs assessment every three years and develop a Strategic Plan to ensure board awareness with agency activities. A two-year Strategic Plan was completed and an approved last year. We are also required to provide agency bylaws to both the Policy Council and the board, which are included in the board binders.</p> <p>For those interested in the standards relevant to the board, LaNelle is available to</p>

<p><b>DISCUSSION</b></p>	<p>provide a copy.</p> <p>LaNelle Godsey presented the dashboards for January, February, and March, providing an overview of the agency’s activities during this period. In January, activity was slow but the agency still served over 4,600 clients across county offices. In February, regular LIHEAP saw increased activity, and in March, momentum built for the THDA rental assistance program, and the Low-Income Water Assistance Program (LIWAP) concluded.</p> <p>In March, the agency focused on providing rental assistance to six households to prevent homelessness. Additionally, the county offices served 573 clients for LIWAP. The agency utilized funds allocated for the Upper Cumberland region and requested additional funds allocated to other agencies that struggled to spend their funds. By the time contracts were issued, the agency had two weeks to spend \$150,000. On March 27th, the agency spent \$25,000 throughout the county offices, leaving one day to spend \$50,000 to assist clients in the Upper Cumberland.</p> <p>A social media post by the agency received significant attention, with over 100 shares reaching more than 11,000 people. The agency distributed \$49,090 in water assistance to those in need in a single day. There is currently no recurring funding for the water program but research indicates a need for the program. We remain hopeful that a future program similar to LIWAP will be available to address the need.</p>
	<p><b>ACTION ITEMS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p> <p><b>a. Performance Evaluations</b>              * Mark Farley, Executive Director              * Ginger Stout, Finance Director</p> <p><b>b. Empower Upper Cumberland – Disaster Recovery/Continuation of Operations Plan</b></p> <p><b>c. Resolution 24-4-1</b></p> <p><b>d. Resolution 24-4-2</b></p> <p><b>e. Dues Increase</b></p>
<p><b>DISCUSSION</b></p>	<p><b><u>Performance Evaluations</u></b>          Chairman Randy Heady reported that he, County Mayor Jeff Mason, and County Mayor Allen Foster met to assess the performance of Executive Director Mark Farley and Finance Director Ginger Stout. The results for the evaluations were:</p> <ul style="list-style-type: none"> <li>• Executive Director Mark Farley 3.75</li> <li>• Finance Director Ginger Stout 3.80</li> </ul> <p><b><u>Empower Upper Cumberland – Disaster Recovery/Continuation of Operations Plan</u></b>          Executive Director Mark Farley informed the board that Empower Upper Cumberland underwent recent monitoring, prompting suggestions for revisions to the Disaster Recovery/Continuation of Operation Plan.</p> <p><b><u>Resolution 24-4-1</u></b>          Executive Director Mark Farley recommended Resolution 24-04-1 for the renewal of UCHRA’s 2.5-million-dollar line of credit maintained with One Bank.</p>

<b>DISCUSSION</b>	<p><b><u>Resolution 24-4-2</u></b> Executive Director recommended Resolution 24-4-2 to set the TCRS rate at 8.54 %.</p> <p><b><u>Dues Increase</u></b> Chairman Randy Heady advised that the proposed dues increase for the counties and cities would increase from \$0.21 per capita to \$0.26.</p> <p>A motion was made to approve the action items as presented.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b> Motion made by: Jimmy Johnson Motion seconded by: Jeff Mason</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a rollcall vote. Fifteen board members voted yes.</p>
	<p><b>PROGRAM UPDATES</b> <span style="float: right;"><b>MARK FARLEY, EXECUTIVE DIRECTOR</b></span></p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley announced that UCHRA secured three years of funding from the OPIOD Abatement Council, totaling \$5.2 million. These funds will enable the agency to further develop the regional ecosystem. UCHRA is collaborating with One Tennessee and Vanderbilt.</p> <p>One Tennessee, a 501©3 formed by Governor Haslam, focuses on working with healthcare professionals to identify and refer individuals in need of treatment</p> <p>Vanderbilt Medical Center, with existing funding, will implement a Hub and Spoke referral system for treatment services. Dr. David Marcovitz, a physician trained in addition science is leading this effort. The system will facilitate referrals from doctors and pharmacist to Vanderbilt when individuals requiring treatment are identified. Vanderbilt will work with various treatment providers based on the client’s need.</p> <p>UCHRA will be provide recovery support to individuals, aiding their transition back into the workforce. UCHRA will contract with Vanderbilt, East Tennessee State University and Tennessee Tech to conduct research on the model.</p> <p>The budget includes funds for hiring certified peer recovery specialist in all fourteen Upper Cumberland counties. The goal is to embed these specialists within existing community nonprofits that are already involved in similar work.</p> <p>Executive Director Mark Farley conveyed that beyond the initial three-year funding period from the Opioid Abatement Council, counties and cities will still receive OPIOD funding. He expressed hope that county and city mayors acknowledge the importance of this service and consider hiring the individual full-time in their counties.</p> <p>A discussion was held on the Brown Greer funding. Following the discussion, Executive Director Mark Farley announced he would invite a representative to the June board meeting for further discuss on the funding.</p>

	<b>EXECUTIVE DIRECTOR REPORT</b>	<b>MARK FARLEY, EXECUTIVE DIRECTOR</b>
<b>DISCUSSION</b>	No executive director report was presented for discussion.	
	<b>OLD BUSINESS</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	No old business was presented for discussion.	
	<b>NEW BUSINESS</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	No new business was presented for discussion.	
	<b>PUBLIC COMMENTS</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	There were no public comments presented.	
	<b>ADJOURN</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	Chairman Randy Heady advised that he would accept a motion to adjourn.	
<b>ACTION</b>	<p><b><u>Motion to Adjourn:</u></b>  Motion made by: Matt Adcock  Motion seconded by: Dale Reagan</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the April 17, 2024 meeting.</p>	
<b>CONCLUSION</b> <b>11:20 a.m.</b>		

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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>JUNE 5, 2024</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, Keisha Richards, Zack Gilpin, Kristi Paling, Marie Ferran, Misty Phy, Barbara Wheeler, Linda Pastrick, Marilyn Davis			
<b>MEMBERS ABSENT</b>	Marvin Lusk, Charlene Whitaker, Cindy Putman, Terri Dunn, Bill Gibson, Anne Stamps, Michael Burton, Bob DePriest			
		<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>ROLL CALL</b>		
<b>ROLL CALL</b>	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.			
	Chairman Heady announced the passing of Mr. Don Hollingsworth, a long-serving member of the Policy Council. Executive Director Mark Farley shared the news of the sudden passing of Charlie Frasier's wife; Mr. Frasier is an employee in the UCHRA transportation department. Mayor Sam Gibson reported the unexpected passing of City Council member Rex Thompkins in Byrdstown. A prayer was offered in honor of these individuals.			
		<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 April 3, 2024 Policy Council meeting.			
	A motion was made to approve the minutes.			
<b>ACTION</b>	<b><u>Motion to Approve</u></b>			
	Motion made by: Marie Ferran Motion seconded by: Linda Pastrick			
	Chairman Randy Heady asked for discussion on the motion. Motion carried unanimously.			

	<p><b>UCHRA PROGRAM UPDATE</b></p> <p style="text-align: right;"><b>MARK FARLEY, EXECUTIVE DIRECTOR</b></p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley gave an update on the UCHRA programs.</p> <ul style="list-style-type: none"> <li>• Empower Upper Cumberland – UCHRA received three million dollars a year and a half ago for a three-year pilot program. As a pilot program, it includes a research component. The agency is close to reaching its target numbers, so the research phase will conclude soon, allowing us to focus solely on helping families. We are gaining valuable insights to better assist struggling families.</li> <li>• Transportation – Public transportation is making steady progress. The new software is enhancing the agency's efficiency, enabling us to work with drivers to improve their pay rates, which will help us attract additional drivers.</li> <li>• Community Services – LaNelle Godsey will provide an overview of the programs later in the agenda.</li> </ul>
<b>DISCUSSION</b>	<p><b>CSBG</b></p> <ul style="list-style-type: none"> <li>• <b>CSBG Monitoring</b></li> <li>• <b>Dashboards</b></li> <li>• <b>Conflict of Interest</b></li> </ul> <p style="text-align: right;"><b>LANELLE GODSEY, DEPUTY DIRECTOR/COMMUNITY SERVICES DIRECTOR</b></p>
<b>DISCUSSION</b>	<p>LaNelle Godsey presented the March and April dashboards. In March, we completed the water program funds and served 573 individuals. LIWAP will continue to show zero on the dashboards until the federal program ends in September. While the regular LIHEAP was slow in March, we saw a significant increase in April. Additionally, in April, our staff dedicated substantial time to the rental assistance program, helping 195 households.</p> <p>The agency is interested in helping people move up and out of poverty. To this end, we are forming a partnership with Clinch Powell to provide individual counseling on budgeting. Clinch Powell will be utilizing an office at our central office, and individuals can reach out to them for assistance.</p> <p>LaNelle Godsey also reported that the Community Services Block Grant underwent a monitoring visit. Overall, the monitors were pleased with the program, but there was one finding: not all Policy Council members had signed a Conflict of Interest form. LaNelle mentioned that a form is included in their packet and asked the members to sign it and pass it to the staff to ensure we have everyone's form. For members absent today, we will send an email requesting them to send in their signed forms.</p>
	<p><b>UCHRA ROUNDTABLE</b></p> <p style="text-align: right;"><b>MARK FARLEY, EXECUTIVE DIRECTOR</b></p>
<b>DISCUSSION</b>	<p>Executive Director Mark Farley introduced Cheryl Cox from UCHRA. Cheryl has been with the agency for thirty-five years and will be retiring at the end of June. She has been working with the Community Corrections Program, which has recently transitioned from a probation-based program to a substance abuse-focused program. Cheryl will provide an update on the Day Reporting Center and its evolution.</p>



<p><b>DISCUSSION</b></p>	<p>Cheryl Cox introduced Melissa Hoisington, who will be succeeding her in her position. Cheryl noted that the program has been with the agency for thirty-eight years. Two years ago, the grant was revised to include drug and alcohol services. This led to the establishment of three-Day Reporting Centers: one in Smith County, covering five counties; one in Putnam County, covering seven counties; and one in Warren County, covering two counties.</p> <p>Executive Director Mark Farley explained that individuals coming through the criminal court system who are deemed rehabilitated are being directed to this program instead of being incarcerated.</p> <p>Cheryl introduced three members of the clinical staff to update the Policy Council members on the program's progress so far.</p> <p>Executive Director Mark Farley announced that UCHRA has secured three years of OPIOID Abatement funding from the state, totaling \$5.2 million. This funding will be used to build a network to assist not only the criminal justice system but also the broader community.</p> <p>UCHRA has partnered with Vanderbilt Medical Center, which will implement their HUB and Spoke model to facilitate treatment access. Additionally, One Tennessee, a non-profit organization that works with healthcare providers, will offer education on the early identification of individuals with substance abuse issues. With this funding, UCHRA will also be able to hire a certified peer recovery specialist in each of the fourteen counties. The goal is to embed these specialists into existing non-profits already working within the communities.</p> <p>The Department of Corrections recognizes this as a successful model and is interested in expanding the services the agency can offer through partnerships. In the future, through the Day Reporting Centers, we could partner with other agencies to provide some mental health assistance alongside substance abuse support.</p> <p>Executive Director Mark Farley asked the Policy Council members to identify gaps in programs that affect families in their communities. Each member shared ideas specific to their counties.</p>
	<p><b>OLD/NEW BUSINESS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<p><b>DISCUSSION</b></p>	<p>There were no/old business presented for discussion.</p>
	<p><b>PUBLIC COMMENTS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<p><b>DISCUSSION</b></p>	<p>Marilyn Davis announced that the McMinnville Senior Center is expanding.</p>
	<p><b>ADJOURN</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<p><b>ADJOURN</b></p>	<p>Chairman Randy Heady advised that he would accept a motion to adjourn.</p>

<b>ACTION</b>	<b><u>Motion to Adjourn:</u></b> Motion made by: Linda Pastrick Motion seconded by: Marilyn Davis  The Policy Council members voted unanimously to adjourn the June 5, 2024 meeting.
<b>CONCLUSION</b> <b>11:30 a.m.</b>	

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**Chairman Randy Heady**