

Executive Committee Meeting Agenda | June 21, 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 – April 12, 2023
 - b. Lease Agreement Between Upper Cumberland Human Resource Agency and Upper Cumberland Development District
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
 - a. March and April Financial Reports
 - b. 2022-2023 Strategic Plan and Program Improvement Plan
 - c. 2023/2024 T/TA Plan
 - d. 2022-2023 Enrollment and Waitlist Chart
 - e. 2022-2023 Slot Reduction Narrative
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
 - b. Conflict of Interest Policy
 - c. UCHRA Bylaws
7. **Action Items | Randy Heady, Chairman**
 - a. FY 2024 Budget
 - b. 2023-2024 Work Plan
 - c. Resolution 23-6-1
 - d. Community Corrections Internal Fiscal Review – Final Report
 - e. Meeting Date – Executive Committee, June 19, 2024
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	APRIL 12, 2023	11:05 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	Dale Reagan, Allen Foster, Matt Adcock, Randy Heady, Lloyd Williams, Steve Jones, Steven Barlow, Stephen Bilbrey, Sam Gibson, Jeff Mason, John Potts, David Sullivan, Ryle Chastain, Jerry Lowery		
MEMBERS ABSENT	Greg Mitchell, Josh Miller, Jimmy Johnson, Randy Porter, Laurin Wheaton, Terry Bell, Denny Robinson, 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	<p>Chairman Randy Heady advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • Executive Committee Meeting Minutes – February 15, 2023 • UCHRA 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: Allen Foster</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried with a roll call vote. Twelve members voted yes, and two members were not present to vote.</p>		
	UCHRA FINANCIAL REPORT	GINGER STOUT, FINANCE DIRECTOR	
DISCUSSION	<p>Ginger Stout presented the UCHRA financial report for July 1, 2022 through February 28, 2023.</p> <p>A motion was made to approve the financial report.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Sam Gibson Motion seconded by: Jeff Mason</p> <p>Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.</p>		

	VAN BUREN COUNTY HEAD START REPORT	MARK FARLEY, EXECUTIVE DIRECTOR
DISCUSSION	<p>Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program.</p> <ol style="list-style-type: none"> January and February Financial Reports 2023-2024 Board of Directors Letter 2022-2023 COVID Response Program Policies Building Quote 2022-2023 Class Scores 2022-2023 Family Outcome Survey <p>A motion was made to approve the Van Buren Head Start Report.</p>	
ACTION	<p><u>Motion to Approve</u> Motion made by: Matt Adcock Motion seconded by: David Sullivan</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>	
	CSBG UPDATE	LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR
DISCUSSION	<p>LaNelle Godsey gave an update on the CSBG program.</p> <ul style="list-style-type: none"> The dashboards for January and February, 2023 were presented. The January and February dashboard numbers were low due to the agency waiting on the state to release the energy and LIHEAP funds. Funds have been released and the numbers will go up on the March dashboards. The agency started tracking the Information and Assistance numbers in October, 2022. County offices are doing more than administering and enrolling clients in the agency programs, they do a lot of outside referrals. The agency has been struggling with supply issues for Ensure but that has improved. The agency has entered into a partnership and a new initiative with the Tennessee Board of Regents. The partnership will provide training and education opportunities for individuals interested in pursuing careers in the health care industries specifically in-home services. The agency is also partnering with TennCare to ensure that the training program and the certification meet the needs of the CHOICES Program and workers. <p>A motion was made to approve the CSBG update.</p>	
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Stephen Bilbrey</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>	
	ACTION ITEMS	CHAIRMAN RANDY HEADY
DISCUSSION	<ol style="list-style-type: none"> UCHRA Line of Credit TCRS Employer Contribution Rate Certification Strategic Plan Performance Evaluations <ul style="list-style-type: none"> Mark Farley, Executive Director Ginger Stout, Finance Director <p>Executive Director Mark Farley advised that UCHRA maintains a 2.5-million-dollar</p>	

<p>DISCUSSION</p>	<p>line of credit. The last year or so the agency has been fortunate and really hasn't had to use it as in the past. The agency's financial situation is much better but we still need to maintain the line of credit.</p> <p>Ginger Stout advised that UCHRA's current contribution rate for TCRS is 7.54% which is above the required percentage. Ginger proposed that the board increase the TCRS contribution percentage to 8.54%. We are trying to be preempted in increasing the percentage above what is required in case there is another percentage increase in the future and we will not have a huge increase at one time.</p> <p>Executive Director Mark Farley presented the Strategic Plan for UCHRA. Some of the goals for UCHRA departments:</p> <ul style="list-style-type: none"> • Transportation - how we expand the on-demand Uber model into other communities other than Putnam County. • Community Services – how we grow and improve the in-home care program. • Community Intervention – how we expand and grow the driver education training outside Putnam County. • Empower Upper Cumberland – how to start building the argument addressing the benefits cliff to the federal and state policy makers. <p>Chairman Randy Heady advised that the evaluation committee met and evaluated Executive Director Mark Farley and Finance Director Ginger Stout. The results of the evaluations were: Executive Director's overall average was 3.73 and the Finance Director's overall average was 3.79.</p> <p>A motion was made to approve the actions items.</p>
<p>ACTION</p>	<p><u>Motion to Approve</u> Motion made by: Allen Foster Motion seconded by: Dale Reagan</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
	<p>PROGRAM UPDATES MARK FARLEY, EXECUTIVE DIRECTOR</p>
<p>DISCUSSION</p>	<p>Megan Spurgeon gave an update on the Empower Upper Cumberland program. We have received 163 applications since enrollment opened in late February-early March. Forty-three of those individuals have been enrolled, fifty are in progress and the remaining were screened out due to not being eligible or they didn't follow through. There has been a lot of representation from Putnam, White, Fentress, and Cumberland counties. We haven't received a lot of applications from some of the smaller counties and Smith county. If your county utilizes social media in your office, please like, follow and share the Empower Upper Cumberland page. We are setting up table events at all the community colleges and TCAT's. We are also working with the head start families to see how we can help them. If there are any ideas or strategies that will help in your county give us a call. We are looking at simplifying the campaign.</p> <p>Megan gave an update on how families qualify for the program. If your county is fully on free reduced lunch, every family that has school age children in your county no matter their income is automatically eligible for the program. Families that are low income, going to head start, receiving food stamps or if they are on any type of assistance they are automatically eligible. We work with families that have children in the household that are under the age of eighteen or they can be eighteen if they are</p>

DISCUSSION	<p>still in post-secondary schools. There are navigators in each of the counties and they are doing great outreach.</p> <p>Chairman Randy Heady advised that if a family doesn't qualify it doesn't mean they are dropped. They will be passed on to someone who can help them.</p> <p>Executive Director Mark Farley announced that several board members are going to Washington next week. If you are going to Washington, we need to meet after the board meeting to share information for the trip.</p>
	<p>EXECUTIVE DIRECTOR REPORT EXECUTIVE DIRECTOR MARK FARLEY</p>
DISCUSSION	The Executive Director Report was covered under program updates.
	<p>OLD BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	No report was presented for discussion.
	<p>NEW BUSINESS CHAIRMAN RANDY HEADY</p>
DISCUSSION	No new business was presented for discussion.
	<p>PUBLIC COMMENTS CHAIRMAN RANDY HEADY</p>
DISCUSSION	<p>There were no public comments presented.</p> <p>Chairman Randy Heady announced that the Tennessee County Service Association Post Legislative Conference will be held on May 23-25, 2023 in Gatlinburg. Chairman Heady encouraged all the County Mayors/Executives to attend the conference.</p> <p>Executive Director Mark Farley advised that the TML conference for the cities will be held in July.</p>
	<p>ADJOURN CHAIRMAN RANDY HEADY</p>
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: Allen Foster</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the April 12, 2023 meeting.</p>
CONCLUSION 11:25 a.m.	

Randy Heady, Chairman

Sam Gibson, Secretary