

**Executive Committee Meeting Agenda | August 16, 2023**

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 – June 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. May Financial Reports
    - Program 51 Budget
    - Monthly Activity Report
    - Credit Card Statement
    - Community Foundation Grant Budget
  - b. Upper Cumberland HRA PIR Report
  - c. Eligibility Training Statement
  - d. Selection Criteria
  - e. Grievance | Complaint Policy
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
  - a. Dashboards
  - b. Community Needs Assessment
  - c. Community Action Plan
  - d. CACPF Daycare Homes Application and Budget
  - e. CACPF Centers At Risk Application and Budget
7. **Action Items | Randy Heady, Chairman**
  - a. FY 2023-2024 Policy Council Members
  - b. Title VI Implementation Plan
  - c. Title VI Policies and Procedures
  - d. Four-Factor Analysis and Limited English Proficiency (LED) Plan
  - e. Equal Employment Opportunity Policy
  - f. Complaint Intake Forms
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>JUNE 21, 2023</b>	<b>10:50 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>	Dale Reagan, Allen Foster, Jimmy Johnson, Randy Heady, Steve Jones, Sam Gibson, Lauren Wheaton, Jeff Mason, David Sullivan, Terry Bell, Denny Robinson, Jerry Lowery		
<b>MEMBERS ABSENT</b>	Greg Mitchell, Matt Adcock, Josh Miller, Lloyd Williams, Steven Barlow, Stephen Bilbrey, Randy Porter, John Potts, Ryle Chastain, 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 – April 12, 2023</li> <li>• Lease Agreement Between Upper Cumberland Human Resource Agency and Upper Cumberland Development District</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: Laurin Wheaton  Motion seconded by: Jerry Lowery  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 the UCHRA financial report for July 1, 2022 through April 30, 2023.</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: Steve Jones  Motion seconded by: Jimmy Johnson</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.  Motion carried unanimously.</p>
<b>DISCUSSION</b>	<p><b>VAN BUREN COUNTY HEAD START REPORT</b> <b>MARK FARLEY, EXECUTIVE DIRECTOR</b></p> <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"> <li>a. March and April Financial Reports <ul style="list-style-type: none"> <li>• Program 51 Budget</li> <li>• Program 51 Rescue Plan Budget</li> <li>• Monthly Reports</li> <li>• Credit Card Statements</li> <li>• In-kind Reports</li> </ul> </li> <li>b. 2022-2023 Strategic Plan and Program Improvement Plan</li> <li>c. 2023-2024 T/TA Plan</li> <li>d. 2023-2024 Enrollment and Waitlist Chart</li> <li>e. 2023-2024 Slot Reduction Narrative <ul style="list-style-type: none"> <li>• Chairman's Letter</li> </ul> </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: Laurin Wheaton</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.  Motion carried unanimously.</p>
<b>DISCUSSION</b>	<p><b>CSBG UPDATE</b> <b>LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</b></p> <p>Jordan Herald gave an update on the CSBG program.</p> <ul style="list-style-type: none"> <li>• The dashboards for March and April, 2023 were presented. There was an increase in LIHEAP from March to April. The majority of the funds for the LIHWAP program have been spent. We hope to get reallocated funds from other agencies. We are currently approving things on a case by case basis. The majority of the funds for the CSBG rental assistance program has been spent. The number will continue to decrease until October which is the new program year.</li> <li>• Conflict of Interest Forms were presented to the board for their review and signature. The forms are required by CSBG program.</li> <li>• The UCHRA Bylaws were included in the board packets. Jordan advised that the bylaws are provided to the board every two years which is required by CSBG.</li> </ul> <p>A motion was made to approve the CSBG update.</p>

<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Laurin Wheaton  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><b>ACTION ITEMS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p> <p>a. <b>FY 24 Budget</b>  b. <b>2023-2024 Work Plan</b>  c. <b>Resolution 23-6-1</b>  d. <b>Community Corrections Internal Fiscal Review – Final Report</b>  e. <b>Meeting Date – Executive Committee, June 19, 2024</b></p>
<b>DISCUSSION</b>	<p>The following action items were discussed:</p> <p><b><u>FY 24 Budget</u></b>  Finance Director Ginger Stout presented and gave an overview of the FY-2024 budget for UCHRA. Included in the budget is a 3% cost of living increase for employees at UCHRA.</p> <p>A motion was made to approve the FY 2024 Budget as presented.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Jimmy Johnson  Motion seconded by: Sam Gibson</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried with a roll call vote. Eleven board members voted yes. One member not present for vote.</p>
<b>DISCUSSION</b>	<p><b><u>2023-2024 Work Plan</u></b>  Executive Director Mark Farley advised that UCHRA is not required to turn the Work Plan into the state. The Program of Work was presented for approval for UCHRA.</p> <p>A motion was made to approve the 2023-2024 Work Plan for UCHRA.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Jeff Mason  Motion seconded by: Jerry Lowery</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.</p> <p>Motion carried unanimously.</p>
<b>DISCUSSION</b>	<p><b><u>Resolution 23-6-1</u></b>  Executive Director Mark Farley advised that for several years UCHRA housed the Court Appointed Special Advocate (CASA) program. The program is designed for children that may have issues with their parents and are going through the court system. The program pairs someone with the child and they work with them when they are in the court system making sure that the child is being took care of. The program was operating in Smith, Putnam and Cumberland counties. When a program doesn't carry all fourteen counties, is hard for the agency to justify putting funds into the program. The CASA program has relied on fundraising.</p>

<b>DISCUSSION</b>	<p>Smith County started a new Child Advocacy Center model and they want to transition away from CASA to a group that is doing this work. In talking with the state office, the best option for the program is to move the program from UCHRA and partner with CASA of Tennessee Valley. CASA of Tennessee Valley provides these services for a multitude of counties in East Tennessee. The resolution will relinquish administration of the CASA program from UCHRA and transfer oversight to CASA of Tennessee as of October 1, 2023.</p> <p>A motion was made to approve Resolution 23-6-1 as presented.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  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>
<b>DISCUSSION</b>	<p><b><u>Community Corrections Internal Fiscal Review – Final Report</u></b>  Executive Director Mark Farley advised that there were no issues with the Final Report for the Community Corrections Internal Fiscal Review. The report was distributed to the Executive Committee.</p> <p>A motion was made to approve the final report.</p>
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Steve Jones  Motion seconded by: Terry Bell</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.  Motion carried unanimously.</p>
<b>DISCUSSION</b>	<p><b><u>Meeting Date – Executive Committee, June 19, 2024</u></b>  Executive Director Mark Farley advised that the June 19, 2024 Executive Committee meeting date falls on the Juneteenth holiday. After discussion, the board agreed to move the meeting to Tuesday, June 18, 2024.</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 advised that Warren County is looking at purchasing the Three Star Mall building to turn it into a health department, a senior center, and the UCHRA office. UCHRA received an IMPROVE grant through TDOT and those funds will go toward renovations to the UCHRA portion of the building.</p>
	<p><b>EXECUTIVE DIRECTOR REPORT</b> <span style="float: right;"><b>MARK FARLEY, EXECUTIVE DIRECTOR</b></span></p>
<b>DISCUSSION</b>	<p>The Executive Director Report was covered under program updates.</p>
	<p><b>OLD BUSINESS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<b>DISCUSSION</b>	<p>No report was presented for discussion.</p>
	<p><b>NEW BUSINESS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<b>DISCUSSION</b>	<p>No new business was presented for discussion.</p>

	<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><u><b>Motion to Adjourn:</b></u>  Motion made by: Jeff Mason  Motion seconded by: Terry Bell</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the June 21, 2023 meeting.</p>	
<b>CONCLUSION</b> <b>11:05 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>AUGUST 2, 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, Keisha Richards, Cindy Putman, Kristi Paling, Marie Ferran, Bill Gibson, Anne Stamps, Michael Burton, Barbara Wheeler, Don Hollingsworth, Linda Pastrick		
<b>MEMBERS ABSENT</b>	Sam Gibson, Marvin Lusk, Charlene Whitaker, Brent Anderson, Terri Dunn, Katelyn Hicks, Bob Depriest, Marilyn Davis		
	<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.		
	Don Hollingsworth gave the Policy Council an update on Mr. Marvin Lusk.		
	<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 5, 2023 Policy Council meeting.		
	A motion was made to approve the minutes.		
<b>ACTION</b>	<b><u>Motion to Approve</u></b> Motion made by: Anne Stamps Motion seconded by: Barbara Wheeler  Chairman Randy Heady asked for discussion on the motion.  Motion carried unanimously.		
	<b>UCHRA DASHBOARDS</b>	<b>LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</b>	
<b>DISCUSSION</b>	LaNelle Godsey gave an update on the Community Services programs: <ul style="list-style-type: none"> <li>• Dashboards were presented for March, April, May, and June, 2023.</li> <li>• The agency is struggling with supply chain issues for ensure. We have slowly increased what was received from March to June but we are no where near where we need to be to meet the needs.</li> <li>• The agency has LIHEAP funds available. Clients struggling with energy bills can contact the local county UCHRA office to see if they qualify for LIHEAP.</li> <li>• The Community Stability Program numbers continue to drop due to the funds being spent on rental assistance and food vouchers. The agency will receive more funding in October for the CSBG program.</li> </ul>		



**DISCUSSION**

- The agency has limited assistance for the LIHWAP water program and we are out of funds to administer the program. A budget revision was completed for additional funds for outreach. We had four to five counties with a waiting list and these counties had an outreach event to sign clients up for the program.
- The agency has a waiting list in most of the counties for the weatherization program. The state will tell us how many homes will be weatherized per each county.
- Commodities are staying level. The numbers in one county continues to drop at each distribution. We did research and found that there were multiple organizations donating food in that county.

LaNelle Godsey advised that the agency is expanding the Child and Adult Food (CACFP) program. Historically the agency worked with daycare homes and they were reimbursed for serving healthy food. An application was processed to expand the program. We hope to be working with the Putnam County nutrition for all the Putnam County schools to do training/monitoring and help them with the at-risk program.

LaNelle Godsey advised that the Needs Assessment has been completed. Jordan Herald is working on the Community Action Plan application. At the last meeting, we shared the top five needs for the communities: higher paying jobs; access to affordable housing; quality job opportunities; resources for individuals who are homeless; and access to mental health services. The application will be submitted to the board for approval.

**UCHRA ROUNDTABLE**

**\*Circles Group in Upper Cumberland  
\*Issues Affecting Child Care**

**MARK FARLEY,  
EXECUTIVE DIRECTOR**

**DISCUSSION**

Executive Director Mark Farley advised that there are 3,113 counties across all the fifty states. The federal government takes three major economic statistics and rates every county in the United States from the best to the worst. The list is broken into groups: distressed, at-risk, transitional, competitive and attainment. In the last twelve years, two counties fell in the transitional category and six counties were at-risk. Currently there are seven counties that are transitional; six counties are at-risk; and one county is distressed.

Megan Spurgeon advised that families can become a part of the Empower program by visiting the website - [empoweruppercumberland.org](http://empoweruppercumberland.org) or call 833-EMPWRUC. Families that receive services such as food stamps, Section 8 housing, TennCare, etc. would likely be eligible for the program. There are 275 families enrolled in the program. Upper Cumberland is the second highest number for enrollees out of the seven pilots across the state. More families are needed in Clay and Van Buren counties.

Balinda Westmoreland, Community Engagement Coordinator for Cumberland, Warren, & Fentress counties and Lehra Trobaugh, Community Engagement Coordinator for Smith, Clay, Macon and Jackson counties gave an overview of the Circles program for Empower Upper Cumberland.

<b>DISCUSSION</b>	Rosa Smith gave a presentation on issues affecting child care across the Upper Cumberland region.
	<b>OLD/NEW BUSINESS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span>
<b>DISCUSSION</b>	No old/new business was presented for discussion.
	<b>PUBLIC COMMENTS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span>
<b>DISCUSSION</b>	There were no public comments presented.
	<b>ADJOURN</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span>
<b>ADJOURN</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: Don Hollingsworth  Motion seconded by: Marie Ferran</p> <p>The Policy Council members voted unanimously to adjourn the August 2, 2023 meeting.</p>
<b>CONCLUSION</b> <b>11:30 a.m.</b>	

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**Chairman Randy Heady**