

**Executive Committee Meeting Agenda | August 21, 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 – June 18, 2024
  - b. Policy Council Report
  - c. Finance Manual
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Randy Heady, Chairman**
  - a. June Financial Reports
    - June, 2024 Budget
    - Monthly Activity Report
    - Credit Card Report
  - b. Eligibility Training Statement
  - c. Head Start Grievance/Complaint Policy
  - d. Part 1301 Program Governance Plan
  - e. Application Process
  - f. Eligibility Verification
  - g. Selection Criteria
  - h. 2024-2025 Slot Reduction Narrative
  - i. 2024-2025 Slot Reduction Request
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
  - a. CSBG Dashboards for June
  - b. Community Action Plan/Community Needs Update
7. **Action Items | Randy Heady, Chairman**
  - a. 2024-2025 Policy Council Members
  - b. Employee Handbook
  - c. Drug and Alcohol Policy
8. **Executive Director Report | Mark Farley, Executive Director**
  - Jessica Roberson, UCDD/AAAD Information and Assistance Specialist & Chairman, Upper Cumberland Board, Tennessee Suicide Prevention Network
  - Anna Sever, Executive Director, Tennessee Suicide Prevention Network
  - Michael Anderson, Upper Cumberland Regional Director, Tennessee Suicide Prevention Network
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>JUNE 18, 2024</b>	<b>10:43 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, Lloyd Williams, Steve Jones, Steven Barlow, Stephen Bilbrey, Sam Gibson, Jeff Mason, John Potts, David Sullivan, Terry Bell, Denny Robinson, Jerry Lowery		
<b>MEMBERS ABSENT</b>	Greg Mitchell, Matt Adcock, Josh Miller, Randy Porter, Laurin Wheaton, Alisa Farmer, 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>	Chairman Randy Heady advised that the consent agenda consist of the following: <ul style="list-style-type: none"> <li>• Executive Committee Meeting Minutes – April 17, 2024</li> <li>• Policy Council Report</li> </ul>		
	A motion was made to approve the Consent Agenda.		
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Denny Robinson  Motion seconded by: Jimmy Johnson  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>	Ginger Stout presented the UCHRA financial report for July 1, 2023 through April 30, 2024.		
	A motion was made to approve the financial report.		
<b>ACTION</b>	<p><b><u>Motion to Approve</u></b>  Motion made by: Steve Jones  Motion seconded by: Denny Robinson</p>		

<b>ACTION</b>	Chairman Randy Heady asked for discussion or comments on the motion. Motion carried unanimously.
<b>DISCUSSION</b>	<p><b>VAN BUREN COUNTY HEAD START REPORT</b> <span style="float: right;"><b>MARK FARLEY, EXECUTIVE DIRECTOR</b></span></p> <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. March and April Financial Reports <ul style="list-style-type: none"> <li>• March and April, 2024 Budgets</li> <li>• COLA Budget 2024-2025</li> <li>• 2024-2025 COLA Budget Narrative</li> <li>• 2024-2025 COLA Chairman’s Letter</li> <li>• Monthly Activity Reports</li> <li>• Credit Card Reports</li> <li>• In-Kind Reports</li> </ul> </li> <li>b. Office of Head Start Monitoring Report Summary</li> <li>c. Quality Rating and Improvement System Visit – April</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: Dale Reagan  Motion seconded by: Steven Barlow</p> <p>Chairman Randy Heady asked for discussion or comments on the motion.  Motion carried with a roll call vote. Fifteen board members voted yes. Motion carried.</p>
<b>DISCUSSION</b>	<p><b>CSBG UPDATE</b> <span style="float: right;"><b>LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</b></span></p> <p>Executive Director Mark Farley presented the dashboards for April and May 2024. Some budgets are winding down for the year, and we are running low on a few funding streams, which slowed down services in May.</p> <p>Executive Director Mark Farley also advised that a conflict of interest form has been placed beside the board binders. We need everyone on the UCHRA board to sign this form, which states that board members will not profit from their position on the board. UCHRA is required to have a conflict of interest form on file for all board members.</p> <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: Steven Barlow  Motion seconded by: Jeff Mason</p> <p>Motion carried unanimously.</p>
	<p><b>ACTION ITEMS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p> <ol style="list-style-type: none"> <li>a. <b>2024-2025 Work Plan</b></li> <li>b. <b>Emergency/Continuity of Operations Plan</b></li> <li>c. <b>Day Reporting Center Policies and Procedures</b></li> <li>d. <b>Community Corrections Program Policies and Procedures</b></li> <li>e. <b>Tennessee Department of Corrections Audit Review and Response</b></li> </ol>

Executive Director Mark Farley provided an update on the action items.

**2024-2025 Work Plan**

The agency receives direct funding from the State of Tennessee and must submit a Work Plan for UCHRA and UCDD. This plan outlines the agencies' objectives for the upcoming year and covers four main departments:

- **Transportation:** The department is experiencing a significantly more stable funding system. With the implementation of new software and resulting savings, we have been able to increase drivers' pay to \$14 an hour. For those with a CDL, the pay will be \$15 an hour. We hope this will ensure a more stable workforce for the agency.
- **Community Intervention:** The department will continue to expand the regional recovery model. With Cheryl Cox retiring, Melissa Hoisington will take over all opioid substance abuse work.
- **Community Services:** The department will continue helping people move out of poverty.
- **Empower:** The department has met its target numbers, and we are starting to see significant benefits.

**DISCUSSION**

**Emergency/Continuity of Operations Plan**

Several of our grant contracts require the agencies have an Emergency/Continuity of Operations Plan in place. Although nothing has changed in the plan, it is simply an update from the previous version and requires board approval.

**Day Reporting Center Policies and Procedures**

The Day Reporting Center began a year ago, and we continue to update its policies and procedures.

**Community Corrections Program Policies and Procedures**

A copy of the policies and procedures for the Community Corrections Program was included in the board binders.

**Tennessee Department of Corrections Audit Review and Response**

The program recently underwent an audit review, which resulted in a few findings. The team has done an excellent job addressing these issues.

A motion was made to approve the action items as presented.

**ACTION**

**Motion to Approve**

Motion made by: Terry Bell  
 Motion seconded by: Steve Jones

Chairman Randy Heady asked for discussion or comments on the motion.

Motion carried unanimously.

**EXECUTIVE DIRECTOR REPORT**

**MARK FARLEY,  
 EXECUTIVE DIRECTOR**

**DISCUSSION**

Executive Director Mark Farley shared a success story about how the Empower Upper Cumberland program helped a young woman, illustrating how the agency's programs are improving the lives of families.

	<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>	Blake Neely with Senator Marsha Blackburn’s office announced that in May, when storms swept through the area, FEMA approved public assistance funds following a disaster declaration signed by the president. The eligible counties for these funds are Jackson, Macon, Maury, Montgomery, Smith, Sumner, and Warren.	
	<b>ADJOURN</b>	<b>CHAIRMAN RANDY HEADY</b>
<b>DISCUSSION</b>	Chairman Randy Heady advised that he would accept a motion to adjourn.	
	<b><u>Motion to Adjourn:</u></b>	
<b>ACTION</b>	Motion made by: Jimmy Johnson Motion seconded by: Allen Foster	
	The UCHRA Executive Committee voted unanimously to adjourn the June 18, 2024 meeting.	
<b>CONCLUSION</b>		
<b>10:56 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 7, 2024</b>	<b>10:30 A.M.</b>	<b>COOKEVILLE, TN</b>
<b>MEETING CALLED BY</b>	City Mayor Sam Gibson called the meeting to order.		
<b>TYPE OF MEETING</b>	UCHRA Policy Council		
<b>FACILITATOR</b>	City Mayor Sam Gibson		
<b>NOTETAKER</b>	Sherry Thurman		
<b>MEMBERS PRESENT</b>	Sam Gibson, Marvin Lusk, Keisha Richards, Kristi Paling, Marie Ferran, Anne Stamps, Misty Phy, Barbara Wheeler, Bob DePriest, Linda Pastrick, Marilyn Davis, Patti Ognibene		
<b>MEMBERS ABSENT</b>	Randy Heady, Charlene Whitaker, Cindy Putman, Zack Gilpin, Terri Dunn, Bill Gibson, Michael Burton		
	<b>CALL TO ORDER</b>	<b>CHAIRMAN RANDY HEADY</b>	
<b>CALL TO ORDER</b>	City Mayor Sam Gibson called the meeting to order and extended a warm welcome to everyone present. He specifically welcomed Mr. Lusk, who had been absent due to illness. Chairman Randy Heady was not in attendance due to his own illness. Executive Director Mark Farley opened the meeting with a prayer request, asking for the well-being of those members dealing with sickness.		
	<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.		
	<b>APPROVAL OF MINUTES</b>	<b>CHAIRMAN RANDY HEADY</b>	
<b>DISCUSSION</b>	City Mayor Sam Gibson asked for a motion to approve the minutes of the June 5, 2024 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: Marie Ferran  Motion seconded by: Linda Pastrick  City Mayor Sam Gibson asked for discussion on the motion.  Motion carried unanimously.</p>		
	<b>UCHRA PROGRAM UPDATE</b>	<b>MARK FARLEY, EXECUTIVE DIRECTOR</b>	
<b>DISCUSSION</b>	Executive Director Mark Farley provided an update on the Empower Upper Cumberland program. Two years ago, UCHRA was awarded a TANF Opportunity Act grant totaling \$25 million for a three-year period. Now, one year into the program, momentum is beginning to build.		

**DISCUSSION**

Megan Spurgeon, Director of Empower Upper Cumberland, reported that as of August 7th, the initiative has worked with 708 families. Of these participants, 67 percent were employed when they joined the program, with an average wage of \$14.00 per hour. One of the program's primary goals is to help families increase their wages to closer to \$18.00 or \$19.00 per hour. Among the families served, 28 percent are two-parent households. Upper Cumberland is one of seven pilot projects in the state, with three located in Middle Tennessee. Upper Cumberland has the highest number of individuals who have savings of \$500.00 or more upon entering the program.

The program provides targeted assistance to families, including milestone payments for achievements that improve their lives and their families' well-being. Forty-nine percent of the funds distributed to participants are earned through these milestones. Over the past two years, Upper Cumberland has allocated \$19,000 toward childcare, and 19 percent of the financial assistance provided has been directed toward housing needs.

Megan Spurgeon also shared that out of the 708 families served, fifteen have successfully reached the goal of achieving 225 percent of the federal poverty level. Currently, the program is actively working with 520 participants from the initial 708 enrolled families. Additional statistics reveal that, at the time of enrollment, 280 families had been unable to pay rent in the previous 12 months, 304 struggled to afford food, and 43 had faced eviction or were forced to move.

Executive Director Mark Farley expressed his hope that the agency can cultivate a culture that enables the region's citizens to more easily access resources and climb the economic ladder. He also emphasized the importance of creating an environment and resources that will endure beyond the lifespan of the Empower Program.

<p><b>CSBG</b>  <ul style="list-style-type: none"> <li>• <b>CSBG Dashboards</b></li> <li>• <b>Community Action Plan/</b></li> <li>• <b>Community Needs Update</b></li> </ul> </p>	<p><b>LANELLE GODSEY,</b>  <b>DEPUTY DIRECTOR/COMMUNITY</b>  <b>SERVICES DIRECTOR</b></p>
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**DISCUSSION**

LaNelle Godsey introduced Patti Ognibene as the newest member of the Policy Council. Patti briefly shared some information about herself.

LaNelle reported that services have slowed down across all UCHRA offices in the Upper Cumberland. Services are expected to increase starting October 1st, marking the beginning of the new program year for LIHEAP. Currently, a significant amount of time is being dedicated to internal staff training.

LaNelle also provided an update on the Community Action Plan and the Community Needs Assessment. The agency is now in the second year of its program. Last year, a three-year plan was discussed, and a needs assessment was conducted, which identified the top five needs in the Upper Cumberland based on over 900 completed surveys. These needs are: higher-paying and better-

<p><b>DISCUSSION</b></p>	<p>quality jobs; access to affordable housing; resources for individuals experiencing homelessness; access to mental health services; and accessible, affordable childcare. Other programs are available through Workforce and other monetary sources to address some of these needs, UCHRA is not intended to duplicate existing services.</p> <p>The agency is concentrating on both internal and external training for the three-year plan. Internally, this includes training on customer goal-setting, effective supervision, the history of community action, and externally, exploring how to provide poverty training across all fourteen counties in the Upper Cumberland. UCHRA typically serves 65-69 percent of the same individuals each year. The goal is to assist younger families in advancing up the economic ladder so they don't need to return for services. Emphasis is being placed on providing holistic information and referrals. In the next two years, the focus will be on staff development and expanding poverty simulation training.</p> <p>LaNelle announced that UCHRA has exhausted its rental funds and the ERA program has concluded. Additionally, the LIWAP program is not ongoing. Across the fourteen counties, UCHRA serves over 5,500 individual households annually with commodities. To support the purchase of a lift gate for the commodities truck and to fund its repainting, UCHRA will host a community-wide yard sale in September. Those interested in donating items for the sale should contact LaNelle.</p>
	<p><b>UCHRA ROUNDTABLE MARK FARLEY, EXECUTIVE DIRECTOR</b></p> <ul style="list-style-type: none"> <li>• <b>Poverty Training for the Upper Cumberland</b></li> </ul>
<p><b>DISCUSSION</b></p>	<p>Executive Director Mark Farley introduced Jackie Reynolds, who provided an overview of the Bridges of Poverty training and its operation.</p> <p>Mark Farley expressed the agency's desire to bring this training to the entire region and encouraged Policy Council members to connect with individuals in their communities to help find a locate for the training and to ensure the right people are involved. He advised them to reach out to LaNelle if their communities are interested in the training.</p>
	<p><b>OLD/NEW BUSINESS</b> <span style="float: right;"><b>CHAIRMAN RANDY HEADY</b></span></p>
<p><b>DISCUSSION</b></p>	<p>No old/new business was 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 a yard sale will be held at the Gathering Place in McMinnville on Sunday, and invited anyone interested to attend.</p> <p>Megan Spurgeon shared that Circle groups are currently active in six counties. She encouraged anyone interested in participating to contact her for more information.</p> <p>Kristy Paling announced that the Tennessee Commission on Children and Youth has released its annual County Profiles based on Kids Count data. The 2024</p>

<b>DISCUSSION</b>	County Profiles in Child Well-Being are available on the TCCY website at TN.gov/TCCY. Kristy distributed the overall rankings for Upper Cumberland counties, along with details on each domain—economic well-being, education, health, and family & community—showing how the counties compare in the rankings.
<b>ADJOURN</b>	<p style="text-align: right;"><b>CHAIRMAN RANDY HEADY</b></p> <p>City Mayor Sam Gibson advised that he would accept a motion to adjourn.</p>
<b>ACTION</b>	<p><b><u>Motion to Adjourn:</u></b>  Motion made by: Keisha Richards  Motion seconded by: Barbara Wheeler</p> <p>The Policy Council members voted unanimously to adjourn the August 7, 2024 meeting.</p>
<b>CONCLUSION</b> <b>11:20 a.m.</b>	

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**Chairman Randy Heady**