

Executive Committee Meeting Agenda | April 16, 2025

1. **Call to Order | Jeff Mason, Chairman**
2. **Roll Call | Sherry Thurman**
3. **Approval of Consent Agenda | Jeff Mason, Chairman**
 - a. Executive Committee Meeting Minutes – February 24, 2025
 - b. Policy Council Report
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Jeff Mason, Chairman**
 - a. February Financial Report
 - February 2025 Budget
 - Monthly Activity Report
 - In-Kind Report
 - b. Family Outcomes Narrative Report
 - c. Housing Cost Adjustment Calculator
 - d. Timeline for Compliance with Updated Performance Standard Requirements
 - e. 2025/2026 Baseline Grant Request
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
 - b. UCHRA Bylaws
7. **Action Items | Jeff Mason, Chairman**
 - a. 2025-2026 Budget
 - b. Local Dues Structure
 - c. Resolution 25-4-1
 - d. Policy Council Members
8. **Executive Director Report | Mark Farley, Executive Director**
9. **Old Business | Jeff Mason, Chairman**
10. **New Business | Jeff Mason, Chairman**
11. **Public Comments | Jeff Mason, Chairman**
12. **Adjourn | Jeff Mason, Chairman**

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

DRAFT MINUTES	FEBRUARY 24, 2025	10:32 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Vice Chairman Jeff Mason		
TYPE OF MEETING	UCHRA Executive Committee Meeting		
FACILITATOR	Vice Chairman Jeff Mason		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Greg Mitchell, Dale Reagan, Allen Foster, Josh Miller, Jimmy Johnson, Jim Morgan, Steve Jones, Stephen Bilbrey, Randy Porter, Laurin Wheaton, Jeff Mason, John Potts, David Sullivan, Alisa Farmer, Terry Bell, Denny Robinson		
MEMBERS ABSENT	Matt Adcock, Steven Barlow, Lori Burnett, Sam Gibson, Jerry Lowery, Representative Cameron Sexton, Senator Paul Bailey		
CALL TO ORDER		VICE CHAIRMAN JEFF MASON	
CALL TO ORDER	Vice Chairman Jeff Mason 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.		
DISCUSSION/ ACTION	<p>Vice Chairman Jeff Mason stated that the board needed to appoint members to the Chairman and Vice Chairman positions.</p> <p>A motion was made for the UCHRA board to reaffirm the actions taken in the UCDD board meeting, electing the County Mayor Jeff Mason as Chairman and appointing County Mayor Allen Foster as Vice Chairman for UCHRA.</p>		
ACTION	<p><u>Motion to Approve</u> Motion made by: Denny Robinson Motion seconded by: Laurin Wheaton Chairman Jeff Mason asked for discussion or comments on the motion. The motion carried unanimously</p>		
APPROVAL OF CONSENT AGENDA		CHAIRMAN JEFF MASON	
DISCUSSION	<p>Chairman Jeff Mason advised that the consent agenda consist of the following:</p> <ul style="list-style-type: none"> • Executive Committee Meeting Minutes – December 18, 2024 • Amended Executive Committee Meeting Minutes – October 16, 2024 • Policy Council Report <p>A motion was made to approve the Consent Agenda.</p>		

ACTION	<p><u>Motion to Approve</u> Motion made by: David Sullivan Motion seconded by: Laurin Wheaton</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion. The motion carried unanimously.</p>
	<p>UCHRA FINANCIAL REPORT GINGER STOUT, FINANCE DIRECTOR</p>
DISCUSSION/ ACTION	<p>Ginger Stout presented the UCHRA financial report as of December 31, 2024.</p> <p>A motion was made to approve the financial report.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Steve Jones</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion. The motion carried unanimously.</p>
	<p>VAN BUREN COUNTY HEAD START REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION, ACTION	<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"> a. November – December Financial Reports <ul style="list-style-type: none"> • November and December 2024 Budgets • Monthly Activity Report • Credit Card Reports • In-Kind Report b. U.S. Department of Health and Human Services Compendium of Required Certifications and Assurances c. Head Start Program Baseline Grant 2025-2030 d. Head Start Program Baseline Grant 2025-2030 Budget Narrative e. In-Kind Procedure and Form <p>A motion was made to approve the Van Buren Head Start Report.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Alisa Farmer Motion seconded by: Greg Mitchell</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion. The motion carried unanimously.</p>
	<p>CSBG UPDATE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</p> <ul style="list-style-type: none"> • CSBG Dashboards • Satisfaction Surveys
DISCUSSION	<p>LaNelle Godsey provided an orientation for new board members.</p> <p>She also gave an update on the CSBG program, covering the following:</p>

DISCUSSION/ ACTION	<ul style="list-style-type: none"> • Dashboards for October through December 2024 and October 2023 through September 2024 were presented. • Satisfaction surveys can be submitted at any UCHRA county office whenever someone speaks with or receives services from the agency. Surveys from October to December were reviewed, revealing an increase in first-time users of UCHRA services. A total of 148 surveys were collected, with 30 from new clients. There were zero not satisfied responses, and several comments recognized the county office staff. • Rental Funds: UCHRA exhausted its rental assistance funds and requested additional resources from the state, specifically from agencies that were unable to utilize their funds. As a result, the agency received over \$400,000, which is expected to last through July 2025, though it may not fully meet demand. • LIHEAP: The program continues to operate on a first-come, high-priority basis. UCHRA has reached out to the state agency to request any unused funds from other agencies to support Upper Cumberland residents. <p>A motion was made to approve the CSBG update.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Laurin Wheaton Motion seconded by: Randy Porter</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>The motion carried unanimously.</p>
	<p>ACTION ITEMS CHAIRMAN JEFF MASON</p> <ul style="list-style-type: none"> • 2024-2025 Implementation Plan for Title VI of the Civil Rights Act of 1964 • Executive Committee Meeting Rescheduled- Changed from October 15, 2025 to October 8, 2025
DISCUSSION/ ACTION	<p>Chairman Jeff Mason presented the following Action Items to the board:</p> <ul style="list-style-type: none"> • 2024-2025 Implementation Plan for Title VI of the Civil Rights Act of 1964 • Executive Committee Meeting Rescheduled - Changed from October 15, 2025 to October 8, 2025 <p>A motion was made to approve the action items.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Laurin Wheaton</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>The motion carried unanimously.</p>
	<p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>Executive Director Mark Farley introduced Melissa Hoisington as the Director of UCHRA’s Community Intervention Department. She oversees the Day Reporting</p>

<p>DISCUSSION</p>	<p>Center, Chance Girls Home, the Juvenile Probation Program, and the agency’s newest initiative.</p>
	<p>UCHRA recently received Opioid Abatement funding and has hired 14 Certified Peer Recovery Specialists (CPRS), one for each county, to provide direct support to communities and county mayors. If someone needs assistance for a family member struggling with addiction, the CPRS is the point of contact. He encouraged board members to familiarize themselves with the CPRS team and promote them as a valuable resource in their communities.</p>
	<p>This program is multifunctioning and operates in partnership with One Tennessee. One Tennessee will collaborate with healthcare providers to improve early diagnosis, aiming to connect individuals with recovery services before they enter the court system. UCHRA is partnering with treatment providers, Tennessee Tech, and ETSU to research the program’s effectiveness.</p>
	<p>The Upper Cumberland is the only entity developing a regional model, while most programs operate on a county-by-county basis.</p>
	<p>Executive Director Mark Farley shared that about a year and a half ago, the UCHRA transportation department switched to the Ecolane software system to manage public transportation. This transformation has greatly improved the service. Fuel consumption is down, the number of clients using the vans has increased, overtime is reduced, driver salaries have risen, and UCHRA feels it can offer more services. An Impact at a Glance flyer was distributed showing data from July 2024 to December 2024:</p> <ul style="list-style-type: none"> • Average daily trips: 1,227 • Average trip distance: 13 miles • Average trip duration: 52 minutes • On-time arrival rate: 94% • Vans in operation each day: 95 • Over 600 clients served • Daily drivers: 100 • First-time riders: 1,746 • Employment trips: 19,000 <p>He noted that UCHRA operates three types of services: scheduled runs, Uber service in Putnam and Cumberland counties, and Go Routes in Cookeville, Algood, McMinnville, and Crossville. There is potential for the Go Routes to expand to additional communities. Ridership has increased by 82%.</p> <p>Holly Montooth provided an update on the Pick-Up Upper Cumberland app.</p>
	<p>OLD BUSINESS CHAIRMAN JEFF MASON</p>
<p>DISCUSSION</p>	<p>No old business was presented for discussion.</p>
	<p>NEW BUSINESS CHAIRMAN JEFF MASON</p>
<p>DISCUSSION</p>	<p>No new business was presented for discussion.</p>

	PUBLIC COMMENTS	CHAIRMAN JEFF MASON
DISCUSSION	There were no public comments presented.	
	ADJOURN	CHAIRMAN JEFF MASON
DISCUSSION	Chairman Jeff Mason advised that he would accept a motion to adjourn.	
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Allen Foster Motion seconded by: Greg Mitchell</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the February 24, 2025 meeting.</p>	
CONCLUSION 10:56 a.m.		

Jeff Mason, Chairman

Sam Gibson, Secretary

**Upper Cumberland Human Resource Agency
Policy Council Meeting**

DRAFT MINUTES	APRIL 2, 2025	10:30 A.M.	COOKEVILLE, TN
MEETING CALLED BY	City Mayor Sam Gibson called the meeting to order.		
TYPE OF MEETING	UCHRA Policy Council		
FACILITATOR	City Mayor Sam Gibson		
NOTETAKER	Sherry Thurman		
MEMBERS PRESENT	Sam Gibson, Keisha Richards, Cindy Putman, Phil Fox, Bob DePriest, Anne Stamps, Michael Burton, Barbara Wheeler, Linda Pastrick, Marilyn Davis, Patti Ognibene		
MEMBERS ABSENT	Charlene Whitaker, Kriti Paling, Bill Gibson, Zack Gilpin, Misty Phy		
CALL TO ORDER		MAYOR SAM GIBSON	
CALL TO ORDER	City Mayor Sam Gibson called the meeting to order and welcomed everyone in attendance.		
ROLL CALL			
ROLL CALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.		
APPROVAL OF MINUTES		MAYOR SAM GIBSON	
DISCUSSION	City Mayor Sam Gibson asked for a motion to approve the minutes of the February 5, 2025 Policy Council meeting. A motion was made to approve the minutes.		
ACTION	<u>Motion to Approve</u> Motion made by: Cindy Putman Motion seconded by: Anne Stamps City Mayor Sam Gibson asked for discussion on the motion. Motion carried unanimously.		
CSBG		LANELLE GODSEY,	
• CSBG Dashboards		DEPUTY DIRECTOR/COMMUNITY	
• UCHRA Bylaws		SERVICES DIRECTOR	
DISCUSSION	LaNelle Godsey provided an update on the dashboards for January – February 2025. The agency has fewer LIHEAP funds compared to previous years, and the COVID contract has ended. However, applications are still being accepted for these funds. There have also been changes to the state’s commodities program. We no longer		

<p>DISCUSSION</p>	<p>require a full address for individuals applying for commodities and picking them up; only their county of residence is needed. Additionally, the agency is no longer required to have clients complete paperwork annually. A new application will only be required if there are any changes, such as income adjustments.</p> <p>The agency has ERA rental funds available, which began in February. These funds will remain available through the end of June.</p> <p>LaNelle mentioned that the UCHRA Bylaws are included in the meeting binders. It's important for the Policy Council members to review and become familiar with them. Each year, we will present these to the Council, address any questions, and remind everyone that the Bylaws outline the structure for both the Policy Council and the Governing Board.</p>
	<p>UCHRA ROUNDTABLE MARK FARLEY, EXECUTIVE DIRECTOR</p> <ul style="list-style-type: none"> • Recovery Programs • Housing • Aging Area Plan
<p>DISCUSSION</p>	<p><u>Recovery Programs</u></p> <p>Executive Director Mark Farley introduced Melissa Hoisington, the director of recovery programs at UCHRA, who provided information about the new OPIOID Abatement program.</p> <p>Melissa explained that UCHRA is overseeing the program, which involves placing Certified Peer Recovery Specialists (CPRS) in all fourteen counties of the Upper Cumberland. These specialists, certified by the state and with at least two years of recovery experience, will work in each county. They will collaborate with executive teams, hospitals, pharmacies, recovery programs, the court system, and clients to help identify and address barriers to becoming productive members of the community. The specialists will work with clients for up to two years.</p> <p>Executive Director Mark Farley clarified that this initiative does not replace other CPRS programs in the region but aims to expand the network of trained professionals who understand addiction and can assist individuals in overcoming it. The goal is to ensure there are knowledgeable individuals in every community who can help people access treatment and recovery services. UCHRA is partnering with One Tennessee, a non-profit linked to the medical field, hospitals, and pharmacists, to focus on prevention efforts. They are working with medical professionals to help them identify addiction early and refer individuals to the appropriate recovery or treatment programs, preventing them from returning to probation.</p> <p>The UCHRA CPRS team will reach out to Policy Council members to gather referrals. Any suggestions for the program can be directed to the team. Melissa</p>

DISCUSSION

also mentioned that a meet-and-greet event will be held to introduce the CPRS.

Additionally, the program covers treatment costs for clients without insurance, including medical and prescription co-pays, as well as support for housing, food, resume building, and job placement.

Housing
 Executive Director Mark Farley presented a report from the Sycamore Institute, which reveals that the Upper Cumberland is facing a housing crisis due to unaffordable housing costs and a shortage of affordable homes driven by population growth. Since 2020, Tennessee has experienced an influx of 300,000 new residents, yet the construction of new homes has flatlined. Nationwide, the average time a house remains on the market is six months, but in the Upper Cumberland, homes are selling within just two weeks.

To address the housing issue, the solution lies in building more homes, particularly townhomes and multifamily units. Additionally, the school systems need to focus on teaching building trades to help meet this demand. While homes are being constructed, they remain unaffordable for many families. Anyone interested in the full report can contact Mr. Farley for the link.

Aging Area Plan
 Executive Director Mark Farley introduced Holly Williams, the director of the Area Agency on Aging and Disability (AAAD) at the Upper Cumberland Development District (UCDD). The department’s primary focus is providing services to older adults and adults aged 18 to 59 with physical disabilities. The Policy Council was given a copy of the FY 2024 AAAD Annual Report, which outlines the programs and services offered by the department.

Holly explained that the department is required to complete a comprehensive four-year strategic plan every four years. As part of this process, an assessment of unmet needs must be conducted. Recently, federal regulations changed, mandating that the state office provide an update on unmet needs related to older adults and adults with disabilities across Tennessee. The state has requested that AAAD submit a draft outlining these unmet needs. The draft identified the following areas: Support Services, Nutrition Services, Evidence-Based Disease Prevention and Health Promotion Services, Family Caregiver Support Services, Multi-purpose Senior Centers, Housing and Home Repair, Transportation, and Financial Insecurity. The state office has emphasized the need to address the first five areas, which are already offered but face resource shortages. The remaining three needs continue to be significant concerns in the Upper Cumberland region.

Holly also mentioned that a new bill went into effect on July 1st, creating a new category for homes for the aged. Historically, boarding homes in Tennessee were not licensed facilities. In recent years, efforts have been made to identify unlicensed homes and close those not meeting standards. Several homes were closed in West Tennessee, but the Upper Cumberland region did not have any

<p>DISCUSSION</p>	<p>homes to close. The newly established home license category is aimed at providing safer, more affordable housing options moving forward. AAADs across the state are working to promote this initiative, which allows homes in any neighborhood to be converted into residences for older adults, particularly those aged 60 and above who are on limited or declining incomes. These homes can house up to three unrelated individuals from this population, with support services available to meet their needs. Anyone interested in opening one of these homes can reach out to the following contacts: Tabitha Johnson (Tabitha.R.Johnson@tn.gov), Gidgett Jones (Gidgett.Jones@tn.gov), or Bridgett Bunch (Bridgett.Bunch@tn.gov).</p> <p>Executive Director Mark Farley shared that we are concluding the first year of a new state department, following Governor Lee's decision to elevate aging from a commission to a full state department.</p> <p>Holly introduced Lynn Drew, the AAAD Dementia Health Navigator. Lynn announced that the next Senior Expo is scheduled for Tuesday, October 28th. She also shared that the AAAD is collaborating with the Department of Disability and Aging on a new pilot program. This initiative allows the AAAD to engage with individuals, families, and community members to promote dementia-friendly communities. The program provides support for individuals concerned about their memory, as well as their caregivers and family members. The AAAD offers resources, assistance with care planning, and connections to local services. Additionally, the team visits businesses, churches, civic groups, and other organizations to provide training and raise awareness.</p> <p>Lynn encouraged anyone who interacts with individuals or families dealing with memory concerns or caregiving challenges to fill out a referral form. The completed form should be emailed to Keita Cole at keita.cole@tn.gov, who will forward it to Lynn, and she will reach out to the caregiver directly.</p>
	<p>OLD/NEW BUSINESS MAYOR SAM GIBSON</p>
<p>DISCUSSION</p>	<p>Executive Director Mark Farley informed the group that we have sadly lost three Policy Council members—Marvin Lusk, Chairman Randy Heady, and Marie Ferran—over the past three to four months. The Executive Board is scheduled to meet on April 16th, and a slate of individuals will be presented to the board to fill these vacant roles on the Policy Council.</p> <p>The next UCDD/UCHRA board meeting will take place on April 16th. During this meeting, we will hold a dedication ceremony to honor the memory of Chairman Randy Heady, and the conference room will be dedicated in his name. The ceremony will begin at 10:00 a.m., and anyone interested in attending is welcome to join.</p>
	<p>PUBLIC COMMENTS MAYOR SAM GIBSON</p>
<p>DISCUSSION</p>	<p>Keisha Richard announced that, effective April 1st, the Section Eight Program for Crossville Housing will be shut down. As a result, we will no longer be able to accept applications or issue vouchers to families.</p>

	ADJOURN	MAYOR SAM GIBSON
ADJOURN	City Mayor Sam Gibson advised that he would accept a motion to adjourn.	
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Linda Pastrick Motion seconded by: Cindy Putman</p> <p>The Policy Council members voted unanimously to adjourn the April 2, 2024 meeting.</p>	
CONCLUSION 10:50 a.m.		

Sam Gibson, Secretary

**Upper Cumberland Human Resource Agency
Financial Report as of 2/28/2025**

Total Agency Grant Related Expenditures

Federal Grantor Revenue	\$ 13,093,912
State Grantor Revenue	\$ 2,189,582
Contract Revenues	\$ 1,582,973
Fares	\$ 174,544
Other Revenue	\$ 237,068
Inkind	\$ 263,037
TOTAL REVENUE	\$ 17,541,114
Salaries and Wages	\$ 6,066,385
Employee Benefits & Taxes	\$ 1,660,151
Total Personnel Expenses	\$ 7,726,536
Professional Fees	\$ 1,751,287
Supplies	\$ 204,107
Communication & Advertising	\$ 99,666
Postage & Shipping	\$ 4,052
Occupancy	\$ 493,657
Equipment Rental & Maintenance	\$ 28,754
Travel/Fuel	\$ 967,211
Training	\$ -
Vehicle Maintenance	\$ -
Transportation Trips	\$ -
Insurance	\$ 252,129
Assistance to Individuals	\$ 3,311,333
Printing	\$ 30,637
Contracted Services	\$ 298,645
Food	\$ -
Miscellaneous	\$ 38,371
RTAP-Training	\$ -
Job Access Trips	\$ -
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ 9,804
Capital-Mobility Management	\$ -
Reimbursable Capital Exp.	\$ 1,068,406
In-kind / CPE	\$ 262,937
Total Non-Personnel Expenses	\$ 8,820,996
Total Direct Program Expenses	\$ 16,547,532
Administrative Expenses	\$ 1,293,266
TOTAL EXPENSES	\$ 17,840,799
Program Match	\$ 299,684

Program/Matching Revenues

State Appropriation	\$ 72,945
Dues	\$ 219,738
Unrestricted Donations	\$ 1,000
Interest	\$ 1,759
TOTAL REVENUE	\$ 295,442

Non Grant Related Expenditures

Other	\$ 40,403
Retiree Benefits	\$ 29,907
Interest on Line of Credit	\$ 13,179
TOTAL EXPENSES	\$ 83,489
Revenue Over (Under) Exp	\$ 211,953
Match Requirement	\$ 299,684
Revenue Over (Under) Exp	\$ (87,732)
Transportation Portion of Match	\$ 153,146
Unrestricted Revenue	\$ 65,414

April 2025 Head Start Action Items Executive Summary

February Financial Reports

- February 2025 Budget
- Monthly Activity Report
- In-kind Report

Family Outcomes Narrative Report

Housing Cost Adjustment Calculator

Timeline for Compliance with Updated Performance Standard Requirements

2025/2026 Baseline Grant Request



HEADSTART PROGRAM 51
7/01/2024-6/30/2025

AWARD# 04CH011574
 Feb-25

POSITION	BUDGET	MONTHLY	YTD EXP	BALANCE
a. PERSONNEL				
Child Health and Developmental Services Personnel				
1. Program Managers & Content Area Experts		-		-
2. Teachers/Infant Toddler Teachers	56,084.00	5,364.48	40,268.00	15,816.00
3. Family Child Care Personnel		-	-	-
4. Home Visitors		-	-	-
5. Teacher Aides & Other Education Personnel	99,648.00	9,411.20	70,895.40	28,752.60
6. Health/Mental Health Services Personnel		-	-	-
7. Disabilities Services Personnel	34,913.00	2,909.42	22,720.65	12,192.35
8. Nutrition Services Personnel		-	-	-
9. Other Child Services Personnel	87,570.00	7,466.24	59,195.44	28,374.56
Transition Specialist		-		-
Family and Community Partnerships Personnel				
10. Program Managers & Content Area Experts	31,741.00	1,869.29	17,989.95	13,751.05
11. Other Family & Comm Partnerships Personnel	26,988.00	650.48	12,888.50	14,099.50
Program Design and Management Personnel				
12. Executive Director		-	-	-
13. Head Start/ Early Head Start Director	65,166.00	5,430.50	42,828.75	22,337.25
14. Managers		-	-	-
15. Staff Development		-	-	-
16. Clerical Personell		-	-	-
17. Fiscal Personnel		-		
18. Other Adminstrative Personell	26,291.00	2,303.78	17,150.35	9,140.65
Other Personnel				
19. Maintenance Personnel		-	-	-
20. Transportation Personnel		-	-	-
21. Other Personnel	26,988.00	1,936.91	14,718.15	12,269.85
TOTAL PERSONNEL	455,389.00	37,342.30	298,655.19	156,733.81
b. FRINGE BENEFITS				
1. Social Security(FICA),State Disability, Unemploy	35,431.00	3,146.92	23,646.50	11,784.50
2. Health/Dental/Life Insurance	43,924.00	2,020.74	17,589.69	26,334.31
3. Retirement	27,287.00	2,747.53	22,982.75	4,304.25
4. Other Fringe		-	-	-
TOTAL FRINGE BENEFITS	106,642.00	7,915.19	64,218.94	42,423.06
c. TRAVEL				
1. Staff Out-Of-Town Travel	100.00	-	-	100.00
TOTAL TRAVEL	100.00	-	-	100.00
d. EQUIPMENT				
1. Office Equipment		-	-	-
2. Classroom/Outdoor/Home-based/FCC		-	-	-

3. Vehicle Purchase		-	-	-
4. Other Equipment		-	-	-
5. Equipment Maintenance/Repair		-	-	-
TOTAL EQUIPMENT	-	-	-	-
e. SUPPLIES				
1. Office Supplies	2,500.00	563.07	1,276.63	1,223.37
2. Child and Family Services Supplies	15,000.00	424.88	5,376.85	9,623.15
3. Food Service Supplies	2,000.00	-	120.52	1,879.48
4. Other Supplies	5,000.00	444.46	2,028.91	2,971.09
TOTAL SUPPLIES	24,500.00	1,432.41	8,802.91	15,697.09
f. CONTRACTUAL				
1. Administrative Services(Legal,Accounting)		-	-	-
2. Health/Disabilities Services	14,000.00	642.54	4,235.49	9,764.51
3. Food Service	2,000.00	6.76	32.51	1,967.49
4. USDA		-	-	-
5. Training & Technical Assistance	10,000.00	-	10,000.00	-
6. Family Child Care		-	-	-
7. Delegate Agency Costs		-	-	-
8. Other Contracts		-	-	-
TOTAL CONTRACTUAL	26,000.00	649.30	14,268.00	11,732.00
g. CONSTRUCTION				
1. New Construction		-	-	-
2. Major Renovation		-	-	-
3. Acquisitin of Buildings/Modular Units		-	-	-
TOTAL CONSTRUCTION		-	-	-
h. OTHER				
1. Depreciation/Use Allowance		-	-	-
2. Rent		-	-	-
3. Mortgage		-	-	-
4. Utilities, Telephone	18,500.00	2,050.66	11,293.97	7,206.03
5. Building & Child Liability Insurance	6,000.00	-	2,889.56	3,110.44
6. Building Maintenance/Repair and Other Occupand	11,000.00	295.00	5,300.87	5,699.13
7. Incidental Alterations/Renovations		-	-	-
8. Local Travel	100.00	-	-	100.00
9. Nutrition Services	15,000.00	928.12	6,858.05	8,141.95
10. Child Services Consultants	29,070.00	-	29,070.00	-
11. Volunteers		-	-	-
12. Substitutes(if not paid benefits)		-	-	-
13. Parent Services	7,000.00	71.16	4,782.55	2,217.45
14. Accounting & Legal Services		-	-	0.00
15. Publications/Advertising/Printing	1,200.00	55.00	703.97	496.03
16. Training or Staff Development	14,190.00	1,252.00	7,182.33	7,007.67
17A. Vehicle Operations	27,300.00	340.06	11,263.61	16,036.39
17B. Administrative Cost	500.00	-	0.68	499.32
19. Education Incentive-Teachers		-	-	-
20. Training Initiatives	-	-	-	-
21. Program Improvements	-	-	-	-
TOTAL OTHER	129,860.00	4,992.00	79,345.59	50,514.41
i. TOTAL DIRECT CHARGES	742,491.00	52,331.20	465,290.63	277,200.37
j. Indirect Costs	67,701.00	7,691.69	63,625.04	4,075.96

TOTALS - ALL BUDGET CATEGORIES	810,192.00	60,022.89	528,915.67	281,276.33
IN-KIND	202,548.00		202,548.00	-

Monthly Expenses \$60,022.89
YTD ADMIN CALCULATION
 Total Drawdown \$60,022.89

 Director of Finance & Administration

 Date

 Van Buren Co. Head Start Director

 Date



Monthly Report

ITEMS TO BE BROUGHT TO THE ATTENTION OF THE CENTRAL OFFICE STAFF (Code each by item #)

- | | | | | |
|-------------------|------------------|--------------|------------------------|----------------------|
| 1. Administration | 4. Education | 7. Health | 10. Social Services | 13. Transition |
| 2. Personnel | 5. Disabilities | 8. Nutrition | 11. Parent Involvement | 14. Miscellaneous |
| 3. Facilities | 6. Mental Health | 9. Licensing | 12. Transportation | 15. General Comments |

Date: 2/1/25-2/28/25	Date:	Area	Comments
Special Activities, Events, and/or Trainings of the Month			
Description	Dates	Attendees #	Notes
Bus Evacuation and Fire Drill	2/3/25		Training
Tornado Drill	2/6/25		Training
Clothing Study Celebration of Learning	2/12/25	9	Parents were invited to visit the classroom for a fun, engaging event where the children showcase what they've learned about clothing, fabrics, and how clothes are made or worn. The children focused on hands-on activities and interactive learning, tailored to preschoolers' developmental stages.
President's Day	2/17/25	40	No School
Van Buren Imagination Library	2/18/25		
Snow Days	2/19/25-2/21/25	40	No School
Fire Drill	2/25/25		Training
Van Buren Prevention Coalition	2/26/25		
Dr Suess Family Reading Night	2/28/25		Family Engagement
List of Visits by Central Office Staff			
Person(s)	Dates	Purpose	Notes
List of Public School Contacts and Visits			
Person(s)	Dates	Purpose	
Cheryl Chavez	2/6/25	SES Sped	Worked with Aurora and Anthony
Cheryl Chavez	2/13/25	SES Sped	Worked with Aurora and Anthony
Mark Loftis	2/24/25	ACTS	Observation
Upcoming Special Activities, Events and/or Trainings			
Description	Dates	Attendees #	Notes
Bus Evacuation Drill	3/4/25		Training
Sparta Rotary Club	3/5/25		Bringing Shoes for each Head Start Child



Monthly Report

ITEMS TO BE BROUGHT TO THE ATTENTION OF THE CENTRAL OFFICE STAFF (Code each by item #)

- | | | | | |
|-------------------|------------------|--------------|------------------------|----------------------|
| 1. Administration | 4. Education | 7. Health | 10. Social Services | 13. Transition |
| 2. Personnel | 5. Disabilities | 8. Nutrition | 11. Parent Involvement | 14. Miscellaneous |
| 3. Facilities | 6. Mental Health | 9. Licensing | 12. Transportation | 15. General Comments |

Fire Drill	3/6/25		Training
Tenny Bear Visit	3/7/25		Education
Mental Health Training for Parents	3/10/25		Training
Fire Drill	3/11/25		Training
Tornado Drill	3/13/25		Training
Spring Break	3/17/25-3/21/25		No School
Van Buren Imagination Library	3/18/25		
Van Buren Prevention Coalition	3/26/25		
MVP/Derby Day	3/29/25		Male Involvement

STATISTICAL INFORMATION FOR THE MONTH (Report numbers for the month not cumulative)

Home Visits by Center Edu. Staff:0	Medical Trips # of Children:	Dental Trip # of Children:
Monthly Volunteer Total: 0	Parent Meetings/Trainings:0	# Present: Attendance:0
Total Enrollment: 40	Operational Days:16	Withdrawn: Added: 0
Monthly Total Present:	Monthly ADA: 92.23%	Meals B: L: S:

Distribute to: 1 Copy to Central Office Staff 1 Copy to be filed at the Center

February 2025
 (Month/Year)

Carrie Swafford
 (Staff Member Completing Report)

Van Buren
 (County or Center)



HEADSTART INKIND
Feb-25

PERSONNEL PROF GOODS & SERVICES OCCUPANCY EQUIP MILEAGE TOTAL

July	\$765.82	\$1,582.15	\$520.05	\$0.00	\$0.00	\$314.52	\$3,182.54
August	\$8,023.92	\$0.00	\$379.06	\$0.00	\$0.00	\$1,758.38	\$10,161.36
September	\$10,475.43	\$77.34	\$747.95	\$0.00	\$0.00	\$537.02	\$11,837.74
October	\$21,445.77	\$1,237.45	\$6,840.66	\$0.00	\$0.00	\$5,905.04	\$35,428.92
November	\$14,456.78	\$763.74	\$1,757.49	\$0.00	\$0.00	\$2,291.89	\$19,269.90
December	\$21,564.03	\$38.67	\$6,388.37	\$0.00	\$0.00	\$1,991.89	\$29,982.96
January	\$19,129.33	\$56,017.00	\$470.02	\$25,521.00	\$0.00	\$453.46	\$101,590.81
February	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
March	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June Final	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$95,861.08	\$59,716.35	\$17,103.60	\$25,521.00	\$0.00	\$13,252.20	\$211,454.23

216,871.25 IN KIND BOOKED
202,548.00 BUDGET TOTAL

14323.25 EXTRA IN KIND



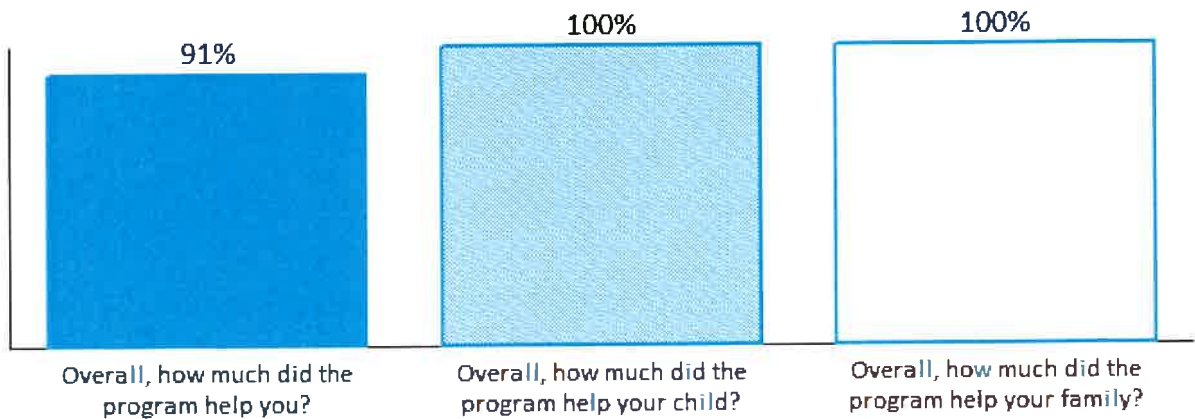
Family Outcomes Narrative Report

Upper Cumberland Human Resources Agency
*Aligning Services and Parent Experience to the
Parent, Family, and Community Engagement Framework*
Prepared 3/26/2025

Overview

In the Spring of the 2024-2025 school year, 34 parents and guardians of children enrolled in Upper Cumberland Human Resources Agency completed a survey about how they and their families benefited from the variety of services they received. Overwhelmingly, parents and guardians found Upper Cumberland Human Resources Agency services very helpful. 100% reported that they found the program very helpful to their children, 91% reported that they found the program very helpful to themselves personally, and 100% reported that they found the program very helpful to their families. These results are a strong testament from the respondents about how much the Upper Cumberland Human Resources Agency contributes to their families' well-being.

Percentage of Responses "Very Helpful"



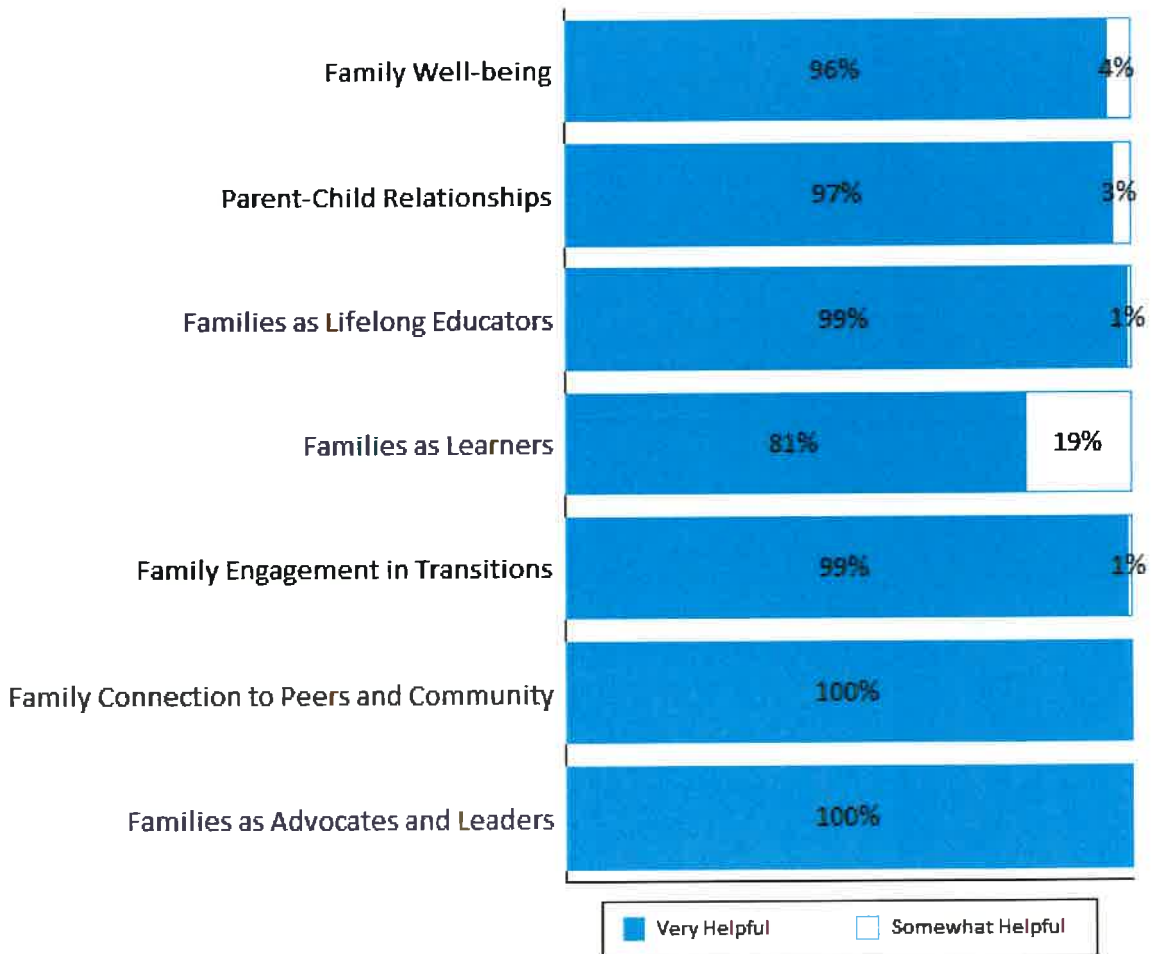
Outcome Areas

Family outcomes were measured in seven different "outcome areas" defined by the federal Office of Head Start in the "The Head Start Parent, Family and Community Engagement Framework".

Of the seven areas, parents and guardians found Upper Cumberland Human Resources Agency most helpful in "Family Connection to Peers and Community" and "Families as Advocates and Leaders". For "Family Connection to Peers and Community", 100% of respondents found the program very helpful and 0% deemed the program not helpful. In the area of "Families as Advocates and Leaders", 100% of respondents found the program very helpful and 0% found the program not helpful.

How much did the program help you and your family?

Percentage of Responses



Need for Help

There were only small pockets of parents and guardians who reported a significant need for more help on particular items. Below are the items on which the most respondents indicated both that they needed help and that the program was not helpful. How much did the program help...

Get the father to join in the child's learning?	-% of all Respondents - Not Helpful
Get you to read to your child?	-% of all Respondents - Not Helpful
Get you to vote (local, state, national elections)	-% of all Respondents - Not Helpful
Give you resources about moving your child to t	-% of all Respondents - Not Helpful
Give you the confidence to speak up for your ch	-% of all Respondents - Not Helpful

Overall

While there is always room for improvement, the overall message from the surveys was that Upper Cumberland Human Resources Agency is doing an excellent job serving the needs of the families whose children are enrolled in the program. The program has done a good job aligning its services to the needs of the families served. Further improvement will likely come from the fine tuning of services - perhaps targeting the small pockets of unmet needs or investigating why some groups are not benefiting as much from the program as others.



Housing Cost Adjustment Calculator

 headstart.gov/housing-cost-adjustment-calculator

The Housing Cost Adjustment Calculator helps families and staff accurately determine adjustments to gross income due to excessive housing costs ([45 CFR §1302.12\(i\)](#)). This tool simplifies the calculation process, aligning with the updated Head Start standards and eligibility rules. By factoring in excessive housing expenses, it ensures families in high-cost areas receive the appropriate adjustments to their income, improving access to Head Start services.

When determining whether a family is income-eligible, Head Start programs can use the Housing Cost Adjustment Calculator to calculate a possible adjustment to the family's gross income. Head Start programs should consider the full eligibility standards in 1302.12, as this adjustment is only one factor in the broader eligibility determination process.


Instructions

- 1. Use this tool for calculating the excessive housing cost adjustment.** Enter housing costs and income data as accurately as possible. If documentation for a specific type of housing cost is unavailable, leave the field blank. For "Payments per year," enter the number of payments made each year for each expense. For example, "12" for monthly, "4" for quarterly, "1" for annual.
- 2. Reference the [FAQs](#)** for detailed guidance on using the tool correctly. Links to family income guidelines and eligibility regulations are provided to support with compliance.
- 3. Review the results and incorporate them into the program's broader eligibility determination process.** Eligibility outcomes depend on accurate inputs and alignment with full eligibility determination requirements in 1302.12.

Disclaimer: This tool should be used alongside other relevant documentation and necessary steps taken as part of the full Head Start eligibility determination process. To determine the housing cost adjustment for a family, use the following formula:

If Total Housing Costs are greater than $(\text{Total Family Income} \times 0.30)$, then $\text{Adjusted Income} = \text{Total Family Income} - (\text{Total Housing Costs} - (\text{Total Family Income} \times 0.30))$. Otherwise, the Total Family Income must not be adjusted.


Enter Your Information

Step 1: Income  Calculate and enter total household gross income for the family and input it into the following field. Note the definition for "income" has been revised in Section 1305.2.

Total Annual Income

\$

0

Step 2: Housing Costs  Enter the payment amount and number of payments for housing costs listed using available bills, bank statements, and other relevant documentation provided by the family.

Monthly Housing Expenses

Housing costs means the total annual applicable expenses on housing which may include rent or mortgage payments, homeowner's or renter's insurance, utilities, interest, and taxes on the home. Utilities include electricity, gas, water, sewer, and trash.

For each line item below, enter the amount and number of payments made per year.

Rent or Mortgage 

0

Payment Amount

12 ▼

Payments per year

Renter's or Homeowner's Insurance 

0

Payment Amount

12 ▼

Payments per year

Property or Renter's Taxes 

0

Payment Amount

12 ▼

Payments per year

Electricity 

0

Payment Amount

12 ▼

Payments per year

Gas 

0

Payment Amount

12 ▼

Payments per year

Water 

0

Payment Amount

12 ▼

Payments per year

Sewer 

0

Payment Amount

12 ▼

Payments per year

Trash 

0

Payment Amount

12 ▼

Payments per year

Calculate Adjustment Reset

Errors have occurred and are highlighted above. Please review and use the tooltips to guide you.

Results

Total Housing Costs :

30% of Total Household Income

Do housing costs exceed 30% of total household income?

Total Housing Deduction :

Adjusted Household Income :

(Use to Determine Eligibility)

For more information, go to the [Federal Poverty Level Guidelines](#).

Note: This calculator provides an estimate for housing adjustment. Please speak with a Head Start representative for official determinations and provide supporting documents or go to our [Contact Us](#) page.



Timeline for Compliance with Updated Performance Standard Requirements

 headstart.gov/publication/timeline-compliance-updated-performance-standard-requirements

Review the timelines by which grant recipients must comply with the Head Start Program Performance Standards (the Performance Standards) updated in the final rule, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The final rule was published in the Federal Register on August 21, 2024.

Citation	Performance Standard Summary	Compliance
1302.11(b) Community Assessment	Programs must collect relevant data while maintaining the community assessment's content focus on geographic location, race, ethnicity, etc. Requires programs to conduct annual updates only as needed, such as if there are significant shifts in community demographics.	August 1, 2025
1302.12(e) AIAN (American Indian and Alaska Native) Income Eligibility	All families in an American Indian and Alaska Native (AIAN) program's service area with age-eligible children, or pregnant women, are eligible for Head Start services, regardless of income.	Immediately (Statutory change from March 2024)
1302.12(f) MSHS (Migrant and Seasonal Head Start) Income Eligibility	Migrant and Seasonal Head Start (MSHS) programs may serve any child who has one family member whose income comes primarily from agricultural employment, regardless of total family income.	Immediately (Statutory change from March 2024)
1302.12(i)(1) Housing Adjustment	A program may adjust a family's income to account for excessive housing costs when determining eligibility.	October 21, 2024

Citation	Performance Standard Summary	Compliance
<p>1302.12(j) MSHS (Migrant and Seasonal Head Start) Eligibility Duration</p>	<p>In MSHS (Migrant and Seasonal Head Start) programs, once an infant or toddler and their family are deemed eligible, they are eligible until they turn three years old. This is consistent with the requirement that children participating in the Early Head Start program remain eligible for the duration of the program.</p>	<p>October 21, 2024</p>
<p>1302.13 Modernizing Recruitment</p>	<p>A program must include modern technologies to encourage and assist families in applying for admission to the program, and to reduce the family’s administrative and paperwork burden in the application and enrollment process.</p>	<p>October 21, 2024</p>
<p>1302.14(a)(2), (3) AIAN (American Indian and Alaska Native) and MSHS (Migrant and Seasonal Head Start) Selection Criteria</p>	<p>Tribes may prioritize children in families for which a child, a family member, or a member of the same household, is a member of an Indian tribe.</p> <p>MSHS (Migrant and Seasonal Head Start) programs may give priority to children whose families can demonstrate they have relocated frequently within the past two years to pursue agricultural work.</p>	<p>Immediately (Statutory change from March 2024)</p>
<p>1302.14(a)(6) Children of Staff Members</p>	<p>A program may consider the enrollment of eligible children of staff members as part of the selection criteria.</p>	<p>October 21, 2024</p>
<p>1302.14(b)(1) Children with Disabilities Enrollment</p>	<p>A program must ensure at least 10% of its actual enrollment is filled by children eligible for services under the Individuals with Disabilities Education Act (IDEA).</p>	<p>October 21, 2024</p>

Citation	Performance Standard Summary	Compliance
1302.14(d) Barriers to Enrollment	A program is required to use data from the community assessment to identify potential barriers to enrollment and attendance, including using data to understand access to transportation for the highest need families.	August 1, 2025
1302.15(g) Modernizing Enrollment	A program must regularly examine their enrollment processes and implement any identified improvements to streamline the enrollment experience for families.	October 21, 2024
1302.16(a)(2)(v) Barriers to Attendance	A program must examine barriers to regular attendance, such as access to safe and reliable transportation, and where possible, provide or facilitate transportation for the child if needed.	August 1, 2025
1302.17(a) Suspension and Expulsion	Suspension continues to be a measure of last resort only when there is a serious safety threat. Programs must first engage with a mental health consultant, collaborate with the parents, and use appropriate community resources. Programs must explore and document all steps taken to address the behaviors and supports needed to facilitate the child's safe reentry and continued participation in the program.	October 21, 2024
1302.23(b)(2–4) Family Child Care Option	Family child care (FCC) services must comply with specified child ratios and group sizes for programs. There is no longer reference to the term <i>assistant provider</i> . All <u>FCC (family child care)</u> providers who count toward ratios must meet the qualification requirements for <u>FCC (family child care)</u> providers described in §1302.91(e)(4).	August 1, 2025

Citation	Performance Standard Summary	Compliance
1302.34(b)(9) Modernizing Communication	A program must ensure it uses accessible communication methods and modalities that meet the needs of the community when engaging with prospective and enrolled families.	October 21, 2024
1302.40(b) Health and Mental Health Services Advisory Committee	Programs must establish and maintain a Health and Mental Health Services Advisory Committee.	October 21, 2024
1302.41 1302.42(b) 1302.46(b) Mental Health Integration	These program requirements consistently integrate mental health into all aspects of program service delivery.	October 21, 2024
1302.45(a) Multidisciplinary Approach	Programs must use a multidisciplinary approach to mental health and wellness supports. Mental health consultation services must be available at a frequency of at least once a month; if a mental health consultant is not available to provide services at least once a month, programs must use other licensed mental health professionals or behavioral health support specialists who coordinate with a mental health consultant.	August 1, 2025
1302.45(b) Mental Health Consultants	A program must ensure mental health consultants provide consultation services that build the capacity of adults in a child's life to strengthen and support the mental health and social and emotional development of children.	October 21, 2024

Citation	Performance Standard Summary	Compliance
1302.47(b)(5) Safety Practices	Programs must ensure all staff, consultants, contractors, and volunteers follow appropriate practices to keep children safe. Aligns the definition of <i>child abuse and neglect</i> with Child Abuse Prevention and Treatment Act (another federal statute).	October 21, 2024
1302.47(b)(10) Safety Practices – Lead	In facilities where lead may exist, programs must regularly inspect and test for the presence of lead and, as needed, conduct remediation and abatement.	October 21, 2024
1302.50(a) Modernizing Engagement with Families	Programs must communicate with families in a format that meets the needs of each individual family.	October 21, 2024
1302.52(d) Family Partnership Services	Programs must ensure family service worker assignments do not exceed 40 families per family service worker. Programs may temporarily exceed the maximum during periods of staff absence and in emergency or recovery circumstances. A waiver is required to exceed the ratio of family assignments to family service worker if it will extend beyond a temporary period.	August 1, 2027
1302.53(b)(2) QRIS	Programs should participate in their Quality Rating and Improvement System (QRIS) to the extent practicable if the state or local area has strategies in place to support their participation.	October 21, 2024
1302.80(d) Newborn Visit	A newborn visit must, at minimum, include a discussion of the following: maternal mental and physical health, safe sleep, infant health, and support for basic needs.	October 21, 2024

Citation	Performance Standard Summary	Compliance
1302.80(e) Pregnant Women	A program must track and record services an enrolled pregnant woman or pregnant women receives, both from the program and through referrals, to help identify specific prenatal care services and resources needed to support a healthy pregnancy.	December 19, 2024
1302.80(f) Promoting Healthy Birth Outcomes	Programs must help address disparities in maternal and birth outcomes across racial and ethnic groups.	February 18, 2025
1302.81 Mental Health Information and Services Integration for Expectant Families	Programs must ensure the required prenatal and postpartum information, education, and services are provided to enrolled pregnant women, mothers, fathers, and partners or other family members.	October 21, 2024
1302.82(a) Maternal Health Curriculum	If a program uses a curriculum in the provision of services to pregnant women and pregnant women, it should be a maternal health curriculum to support prenatal and postpartum education needs.	October 21, 2024
1302.90(c) Standards of Conduct	Programs must ensure that staff, consultants, contractors, and volunteers do not maltreat or endanger the health or safety of children, and that they report reasonably suspected or known incidents of child abuse and neglect.	October 21, 2024

Citation	Performance Standard Summary	Compliance
1302.90(e) Wages	<p data-bbox="570 296 789 325">Programs must:</p> <ul data-bbox="613 369 1198 867" style="list-style-type: none"> <li data-bbox="613 369 1154 443">• Establish or update a pay scale for all positions <li data-bbox="613 453 1198 695">• Pay Head Start educators comparable to public school preschool teachers (or 90% of kindergarten teachers), as a marker of progress to pay parity for Head Start staff with K–3rd grade teachers <li data-bbox="613 705 1182 779">• Pay all staff a wage at least sufficient to cover basic costs of living <li data-bbox="613 789 1146 867">• Pay comparable wages across Head Start Preschool and Early Head Start <p data-bbox="570 909 1190 1276">Small Head Start agencies with 200 or fewer slots are exempt from most of the wage requirements, but these agencies must still develop or update a pay scale that promotes competitive wages for all staff, and make measurable progress toward reducing disparities in wages between Head Start educators and public preschool teachers over time.</p> <p data-bbox="570 1318 1195 1650">The final rule includes an option for the Secretary of the Department of Health and Human Services (HHS) to establish in 2028 a limited waiver process for most of the wage requirements for eligible programs, if the prior four years of appropriation increases for Head Start are less than an annual average of 1.3%.</p>	August 1, 2031

Citation	Performance Standard Summary	Compliance
1302.90(f) Benefits	<p>For full-time staff, programs must:</p> <ul style="list-style-type: none"> • Provide or facilitate health care coverage • Provide short-term, free, or low-cost behavioral health services • Provide paid leave <p>Part-time staff must be connected with health insurance options in the Marketplace.</p> <p>Programs must connect eligible staff with child care subsidy programs and the Public Service Loan Forgiveness Program.</p> <p>Small Head Start agencies with 200 or fewer slots are exempt from most of the benefits requirements, but these agencies must still make measurable improvement in benefits for Head Start staff over time.</p>	August 1, 2028
1302.91(e)(8)(ii) Mental Health Consultants' Licensure	<p>A program must ensure all mental health consultants are licensed or under the supervision of a licensed mental health professionals. Programs also must use mental health consultants with knowledge of and experience in serving young children and their families.</p>	October 21, 2024
1302.92(b)(1) Professional Development Plans	<p>Programs must develop professional development plans for full-time staff providing direct services to children, as required in Section 648A(f) of the Head Start Act.</p>	October 21, 2024

Citation	Performance Standard Summary	Compliance
1302.92(b)(2–3) Annual Training	<p>Programs must ensure staff receive annual training on</p> <ul style="list-style-type: none"> • Mandatory reporting • Positive strategies to understand and support children’s social and emotional development • The knowledge, experience, and competencies to improve child and family outcomes 	October 21, 2024
1302.93(c) Staff Breaks	<p>A program must provide, for each staff member, regular breaks of adequate length and frequency based on hours worked. During breaks, one teaching staff member may be replaced by one staff member who does not meet the teaching qualifications required for the age, provided that this staff member has the necessary training and experience to ensure safety of children and minimal disruption to the quality of services.</p>	August 1, 2027
1302.93(d) Culture of Wellness	<p>A program should cultivate a program-wide culture of wellness that empowers staff as professionals and supports staff to effectively accomplish their job responsibilities in a high-quality manner.</p>	October 21, 2024
1302.101(a)(2) Employee Engagement	<p>A program must comply with enhanced requirements for employee engagement to promote more responsive management styles designed to identify and resolve barriers to high-quality job performance.</p>	October 21, 2024

Citation	Performance Standard Summary	Compliance
1302.101(a)(5) 1302.102(d) Training on Incident Reporting	A program must submit reports, as appropriate, to the responsible HHS official immediately but no later than seven calendar days following a health or safety incident. All staff are required to be trained to implement reporting procedures.	October 21, 2024
1303.42 Suitable Facilities	Grant recipients are no longer required to have a written statement from an independent real estate professional confirming the lack of other suitable facilities in the area.	October 21, 2024
1303.43 Use of Grant Funds	If a recipient seeks to use federal funds for reasonable fees and costs necessary to submit an application under §§1303.42 and 1303.44, they must be granted approval from the responsible HHS official. Once approval is granted, the funds are allowable regardless of the outcome of the preliminary eligibility determination.	October 21, 2024
1303.44 Application Requirements	Programs must adhere to updated application requirements, including the facility's value and additional information HHS officials may request as part of the 1303 process.	October 21, 2024
1305.2 Definitions	Programs must use new and revised definitions for <i>Early Head Start</i> , <i>Federal interest</i> , <i>Grant recipient</i> , <i>Head Start</i> , <i>Head Start agency</i> , <i>Head Start Preschool</i> , <i>Housing costs</i> , <i>Income</i> , <i>Major renovations</i> , <i>Migrant family</i> , <i>Poverty line</i> , <i>Purchase</i> , and <i>Suspension</i> .	October 21, 2024

Read more:

[Updated Performance Standards Implementation](#), [Policy](#)



February 19, 2025

Department of Health and Human Services
Division of Children and Families
Administration of Children and Families
61 Forsyth St. Suite 4M60
Atlanta, Georgia 30303-8909

Ref.; Grant No. 04CH0011-000

Dear Sir or Madam,

As the Board of Director Chairperson, the request to approve the 2025/2026 Baseline Grant Request was approved as indicated.

Sincerely,

Jeff Mason
UCHRA
Van Buren County Head Start

January 2025 UCHRA Services Dashboard										
	Total Households Served Duplicated	Cases of Ensure Sold	Regular LIHEAP Households Served	Regular LIHEAP Funds Utilized	Crisis LIHEAP Households Served	CRISIS LIHEAP Funds Utilized	Outreach events-number of attendees	WP Applications	Commodities	Information and Referrals
TIER I Counties										
Cumberland	659	8	14	\$ 12,200.00	6	\$ 4,800.00	83	7	193	348
Putnam	84	32	17	\$ 14,200.00	8	\$ 6,400.00	0	0		27
Warren	580	14	24	\$ 19,200.00	33	\$ 24,600.00	35	4		470
TIER 2 COUNTIES										
DeKalb	98	14	24	\$ 19,400.00	27	\$ 20,400.00	0	1		32
Fentress	387	7	16	\$ 12,800.00	8	\$ 6,000.00	350	0		6
Macon	320	0	17	\$ 13,600.00	12	\$ 8,400.00	0	1	80	210
Overton	64	15	18	\$ 15,000.00	28	\$ 21,600.00	0	0		3
Smith	133	2	16	\$ 12,600.00	12	\$ 9,000.00	0	1	96	6
White	591	23	15	\$ 12,000.00	13	\$ 10,200.00	201	0	220	119
TIER 3 Counties										
Cannon	61	2	20	\$ 14,200.00	23	\$ 17,000.00	0	2		14
Clay	213	15	23	\$ 18,400.00	7	\$ 5,400.00	0	2	160	6
Jackson	201	17	17	\$ 13,800.00	8	\$ 6,200.00	0	0	157	2
Pickett	182	11	8	\$ 6,400.00	9	\$ 7,000.00	0	0	154	0
Van Buren	411	0	19	\$ 15,200.00	20	\$ 15,000.00	183	0	154	35
Total:	3984	160	248	\$199,000.00	214	\$162,000.00	852	18	1,214	1,278

** Regular LIHEAP applications received

February 2025 UCHRA Services Dashboard

	Total Households Served Duplicated	Cases of Ensure Sold	Regular LIHEAP Households Served	Regular LIHEAP Funds Utilized	Crisis LIHEAP Households Served	CRISIS LIHEAP Funds Utilized	Outreach events- number of attendees	WP Applications	Commodities	Information and Referrals
TIER 1 Counties										
Cumberland	\$ 472.00	8	24	\$ 19,230.00	7	\$ 5,400.00	186	7	240	
Putnam	\$ 477.00	37	26	\$ 21,600.00	8	\$ 6,000.00	0	1	384	21
Warren	\$ 649.00	9	35	\$ 28,000.00	12	\$ 8,600.00	43	9	287	254
TIER 2 COUNTIES										
Dekalb	\$ 323.00	6	39	\$ 29,200.00	10	\$ 8,000.00	0	1	220	47
Fentress	\$ 356.00	3	25	\$ 20,200.00	7	\$ 5,200.00	18	0	264	39
Macon	\$ 134.00	0	25	\$ 20,000.00	8	\$ 5,400.00	0	2		99
Overton	\$ 356.00	7	28	\$ 21,800.00	4	\$ 3,000.00	0	0	317	0
Smith	\$ 46.00	3	26	\$ 20,800.00	7	\$ 4,800.00	0	1		9
White	\$ 378.00	17	21	\$ 16,200.00	4	\$ 2,800.00	200	0		136
TIER 3 Counties										
Cannon	\$ 193.00	3	18	\$ 12,589.38	16	\$ 13,000.00	0	2	122	32
Clay	\$ 69.00	12	34	\$ 27,200.00	8	\$ 6,000.00	9	2		4
Jackson	\$ 46.00	9	24	\$ 19,200.00	7	\$ 5,400.00	0	0		6
Pickett	\$ 30.00	12	12	\$ 9,600.00	6	\$ 4,400.00	0	0		0
Van Buren	\$ 66.00	0	30	\$ 24,200.00	11	\$ 7,800.00	0	0		25
Total:	3595	126	367	\$289,819.38	115	\$85,800.00	456	25	1,594	912

ERA-EPP -
 (rental) HH Amount
 Clay 2 \$6,850
 Jackson 4 \$14,909.97
 Warren 1 \$529.50
 White 3 \$6,390



BY-LAWS OF THE UPPER CUMBERLAND HUMAN RESOURCE AGENCY

Adopted by the Governing Board June 16, 2021

UPPER CUMBERLAND HUMAN RESOURCE AGENCY

ARTICLE I | Section 1. Authority

The Upper Cumberland Human Resource Agency, Inc., hereinafter referred to as the "Agency," is the successor to the governmental agency empowered pursuant to an Act adopted by the General Assembly of the State of Tennessee as Chapter 289, Public Acts of 1973, and as amended, known as the Human Resource Agency Act of 1973, Tennessee Code Annotated, 13-26-101 et seq.

The Agency was incorporated June 11, 1990, and received its 501(c)(3) status on November 26, 2002.

Section 2. Purpose

The purpose of the Agency shall be to promote the development of human resources in the Upper Cumberland region through the effective and efficient delivery of human services. It is recognized that a special need exists to obtain strong local involvement in the decisions of Federal, State, and other agencies, which affect the welfare and well being of the region's citizens. The Agency shall have the responsibility to provide both a forum and a vehicle for local authority to administer and to assure implementation and operation of human resource programs.

ARTICLE II | OFFICES

The central office of the Agency shall be located within the geographical boundaries of the 14 Counties: Cannon, Clay, Cumberland, DeKalb, Fentress, Jackson, Macon, Overton Pickett, Putnam, Smith, Van Buren, White, Warren. The Agency may have such other offices, sites, and locations within any or all of the 14 counties as deemed necessary and proper to carry out the business of the Agency.

ARTICLE III | GOVERNING BOARD

Section 1. Members

As prescribed in TCA, Section 13-26-103; The County Executive/County Mayor of each county; Six (6) municipal mayors within the geographical district who serve on a rotating basis as determined by the bylaws of the Agency. Two representatives will be selected from three sub-regions divided between the 31 municipalities located within the Upper Cumberland Region. The mayors within each sub-region will vote to select two members to serve on the Governing Board for a term of one year commencing July 1.

Sub-regions:

- West: Macon, Smith, Dekalb, Cannon (11 municipalities)
- North: Clay, Pickett, Fentress, Jackson, Overton, Putnam (10 municipalities)
- South: Warren, Van Buren, White, Cumberland (10 municipalities)

One State Senator and One State Representative shall serve on the governing board in accordance with the provisions of TCA, Section 13-26-103, selected in accordance with that statute.

Section 2. Powers

The Governing Board constitutes the Board of Directors of UCHRA, and is vested with the highest and final authority of the Agency in all respects. The Governing Board is vested with all powers to the maximum extent permitted by the Human Resource Agency Act of 1973 (T.C.A. § 13-26-101, *et seq*) and the Tennessee Nonprofit Corporation Act (T.C.A. § 48-51-101, *et seq*). The Governing Board is vested with authority to ratify and approve, or reject, disapprove, or override any act of any other or inferior board, council, committee, or the Executive Director. The business and affairs of UCHRA shall be supervised by its Governing Board, which shall exercise in the name of and on behalf of UCHRA all of the rights and privileges legally exercisable by UCHRA as an entity, except as may otherwise be provided by law, the Charter, or these Bylaws. The Governing Board, as the governing body of UCHRA, shall have the authority to receive, administer and distribute property on behalf of UCHRA in accordance with the provisions set forth in these Bylaws.

The Governing Board shall appoint an Advisory Council composed of ex officio nonvoting members, to be invited to meet with the governing board at least once annually. The membership of the advisory council is broadly based and equitably distributed between representatives of providers and consumers of human resource services and as established by law, and the Advisory Council will include members of the Governing Board and municipal mayors in the service area of the human resource agency.

The Governing Board has the power to delegate all or a portion of its authority, including those powers in Article VII Section 2, to an Executive Committee which will be constituted in a manner designated in any resolution of delegation. Any such delegation may be made upon a written resolution passed by an affirmative vote of 2/3 vote of the Governing Board, which resolution shall include both the composition of such Executive Committee, and a specific enumeration of the powers delegated to the Executive Committee. In all events, these Bylaws will control, and the Governing Board will remain the final authority and retains the authority to ratify and approve, or reject, disapprove, or override any act of any such Executive Committee.

However, an act of an Executive Committee pursuant to such delegation from the Governing Board will constitute a final action of the Governing Board for all respects without the need for an additional vote to ratify same, though this provision will not serve as a prohibition on the Governing Board taking separate, subsequent action in its own right.

Though not required by 2021 Public Chapter 463, a Policy Council will be created and composed as prescribed in Article VIII of these Bylaws for the purposes referenced therein.

ARTICLE IV | OFFICERS

Section 1. Officers

The officers of the Agency shall be a Chairman, Vice Chairman, Secretary, and Treasurer. The four officers shall be elected each year at the regular scheduled annual meeting of the Governing Board from among its members to serve for terms of one year with eligibility for re-election. The Chairman and Vice Chairman will be eligible to serve both UCHRA and UCDD during the same time period.

Members will not be eligible to serve as the Secretary and Treasurer if the individuals are serving as UCDD officers during this period.

The four officers shall serve on the Board's Executive Committee. The term of office shall commence immediately upon election. The Board shall fill any vacancy occurring in any office for the un-expired term, except that the Executive Committee can make an interim appointment.

Section 2. Duties of Officers

The Chairman shall preside at all meetings of the Governing Board, Policy Council, the Advisory Council, and any Executive Committee created by resolution and shall have special duties as further prescribed in the by-laws, and shall have the further authority to preside at any meeting or call and preside at any special meeting. The Chairman may sign contracts, checks, reports, and instruments made or approved by the Board. The Chairman of the governing board or the Executive Committee may delegate this responsibility to the Executive Director of the Agency.

The Chairman of the Board in consultation with the Chairman of the Policy Council shall appoint all standing committees. The Governing Board will vote on all committee assignments at the Annual Meeting.

The Vice-Chairman shall in the absence of the Chairman or his/her inability to act, assume the duties of the Chairman.

The Secretary shall sign and approve all minutes of the Board and Executive Committee.

The Treasurer shall serve on the Finance Committee and may be authorized to sign checks for the Agency.

ARTICLE V | COMPENSATION

Members of the Governing Board shall not receive any salary or compensation for their services. Members may receive a per diem reimbursement in accordance with The Tennessee State Travel policy for state employees. Per diem will be based upon actual day or days for travel expenses incurred while engaging in UCHRA Agency business, within budget limitations.

ARTICLE VI | MEETINGS

The provisions of this Article VI will apply to all meetings of each Board or Committee of UCHRA.

Section 1. The Annual Meeting-Board of Directors

One annual meeting of the Governing Board shall be held at a time and place designated by the Governing Board, as hereinafter established. At this annual meeting, and at such other times as may be requested in accordance with Section 3 of this Article VI, the Advisory Council will be invited to meet with the Governing Board.

Section 2. Regular Meetings

Regular meetings of the Governing Board and the Policy Council will occur at least six (6) times per year, on a calendar approved by the Governing Board, and may be recessed from time to time. In the event that the Governing Board delegates all of its authority to an Executive Committee in accordance with Article III Section 2, then the Governing Board will meet at one annual meeting, as described in Article VI Section 1 and such other special meetings as may be called in accordance with Article VI Section 3, and the Executive Committee shall meet the six (6) times per year as set forth in this Section 2.

Section 3. Special Meetings

Upon the written request of a minimum of (25%) plus (1) of the membership of any board or committee, or when deemed expedient by the Chairman, the Chairman shall call a special meeting of the applicable board or council for the purpose of transacting any business designated verbatim in the written request in the call.

The information contained within the written request shall be detailed and specific to the nature of the business to be presented in the called meeting.

The call for such special meeting shall be delivered to each member or may be mailed, or emailed to each member at such address as the member shall have previously designated not later than five days [5] before the meeting. At such meetings, no business shall be considered other than that designated verbatim in the written request. In order for the five day notice to be waived to conduct an emergency called meeting, three [3] of the four [4] standing officers must agree in writing.

Section 4: Quorum

For a Quorum to be declared for any meeting of the Board or a committee meeting thereof: 1/3 Plus one (1) of the membership shall be in attendance;

For all Boards and committees, the minimum number of affirmative votes needed to pass a motion will be the greater of 51% of those present, or the same as the number required if 51% were in attendance.

Policy Council: Members: 19
 51%: 10
 Votes needed to pass motion if 10 are present: 6
 Number required for Quorum: 8
 YES votes required to pass a motion: 6

Governing Board: Members: 22
 51%: 12
 Votes needed to pass motion if 12 are present: 7
 Number required for Quorum: 9
 YES votes required to pass a motion: 7

Advisory Council: Non-voting ex-officio

Committees will adhere to the same guidelines and the numbers will depend upon the number of members on the committee.

Section 5. Voting

A roll call vote shall be required on every vote with the exception of a recess or adjournment for meetings of the Governing Board, Executive Committee, and Policy Council. However, on votes that do not involve the expenditure of funds, the Chairman may call for a voice vote. Upon objection or request of any member made prior to the vote, a roll call vote will be required.

Section 6: Rules

The rules contained in the last revised edition of "Robert's Rules of Order" as published by the Scott-Forman Publishing Company shall apply in all meetings of the Board to the extent that such rules are not in conflict with these By-Laws.

Section 7: Audit

The Upper Cumberland Human Resource Agency will contract with an independent accounting firm to conduct an annual audit of the financial records. The Audit committee will make requests for proposals on performing the audit at least every five years. If the audit firm that performed the previous audit contract term is awarded the contract again, the firm must provide a different auditing partner to oversee the audit. Under a shared management agreement it will be acceptable to have the same audit firm as the Upper Cumberland Development District.

Section 8: Public Comment

A public comment portion will be required prior to the conclusion of any meeting of the Governing Board and Policy Council. Members of the public may have up to 3 minutes, or such additional time as may be permitted by the Chairman, to speak to the board or council on any topic relevant to the Agency or its programs.

Section 9: Minimum Attendance Requirements

All members of the Governing Board, the Policy Council, and any Executive Committee are required to meet minimum attendance requirements as recommended by the Tennessee Comptroller of the Treasury. Members of each board or council are required to attend no fewer than 50% of all meetings, and the Executive Director will prepare a list of all members not meeting attendance requirements, which will be publicly available at the Annual Meeting. Municipal mayors not meeting attendance requirements as reflected by the list will not be eligible for reappointment to the Governing Board at the conclusion of their one-year term, and members of the Policy Council not meeting attendance requirements as reflected by the list, will not be eligible for reappointment to the Policy Council at the conclusion of their one-year term. Such attendance-based disqualification will remain for a period of one-year following the end of the term during which the attendance requirement was not met. Due to the statutory requirement of inclusion of each County Mayor/County Executive and the Senator and Representative member, there will be no attendance disqualification for any such officeholder. Any person disqualified from serving on the Governing Board or Policy Council due to attendance is nevertheless permitted to be included on the Advisory Council.

ARTICLE VII | GOVERNING BOARD

Section 1. Responsibilities

- a. The Governing Board has the responsibility to:
- b. Adopt or amend bylaws.
- c. Appoint an executive director, who would serve at the pleasure of the Governing Board.
- d. Determine major personnel, fiscal, and program policies.
- e. Approve overall program plans and priorities.
- f. Assure compliance with conditions of and approve proposals for financial assistance under this chapter.

Section 2. Duties, Powers, Responsibilities, and Limitations

The Governing Board is vested with all the rights, powers, privileges, responsibilities, and limitations imposed, granted, required and necessary for the operation of a Human Resource Agency as provided by law, including but not limited to all powers in Article III, Section 2, which shall also include but not be limited to the following:

- a. To own and dispose of property both real and personal under the standing policies and procedures of UCHRA and to receive and administer funds and contributions from private or public sources which will be used in support of a Human Resource Program and funds under any Federal or State assistance provisions of the Human Resource Act of 1973.
- b. To apply for such programs and projects as it deems proper and necessary for carrying out the purpose of the Agency.
- c. To enter into contracts to delegate programs and projects to other agencies

- d. To ratify and approve, or reject, disapprove, or override any act the actions of the Policy Council, and to consider any recommendations of the Advisory Council.
- e. To assure that an annual report of the activities of the Agency is prepared through the end of the fiscal year, that being June 30, and to assure that the travel rules and regulations are administered in conformity therewith.
- f. To use The State of Tennessee requirements of Competitive Bidding System of competitive bidding on purchases of supplies and equipment and other contracts approval and to insure State of Tennessee, Federal Government, and UCHRA Agency compliance therewith.
- g. To develop written personnel procedures to be filed with the Commissioner of Finance and Administration for the hiring, promotion, demotion, and dismissal of all employees and to include therein an employee compensation plan based on a salary comparability analysis which takes into account state salary scheduled, local government salary schedules, and regional private market variations.
- h. To establish and maintain the uniform accounting system as approved by the Comptroller of the Treasury as required under the Human Resource Act of 1973.
- i. To assure that the Bond requirements are complied with under the Human Resource Act of 1973 and/or current State and Federal requirements.
- j. To establish all necessary committees for the proper operation of the Agency, which shall include; a Personnel, Grievance Committee and Community Action Committee. The number of committees, the method of selection, the terms of their tenure, and composition to be determined by the Executive Committee, if outside the Governing Board's annual meeting. However, members of each standing committee will be selected in accordance with Article IV, Section 2.
- k. To assure that the Agency operates within the intent of the law authorizing its establishment and remains a service delivery agency conforming at all times with the rules and regulations imposed by the various Federal, State, and local requirements for each program operated, to further assure compliance with current Federal guidelines, and to assure that the Agency does not in any way infringe on the planning functions of the Development District.
- l. To assure that an annual meeting of the overall Governing Board is held in accordance with Article VI, Section 1.
- m. To appoint one Minority Member-at-Large to the Policy Council.
- n. When deemed to be in the best interest of the Agency or the region, the Governing Board is specifically empowered to enter into and renew or extend a Shared Administration and Cost Pool Agreement between the Agency and the Upper Cumberland Development District, providing shared management between the respective entities.

ARTICLE VIII | POLICY COUNCIL

Section 1. Composition

As deemed in the interest of complying with applicable state or federal guidelines, there is hereby appointed a Policy Council. A participation requirement for all Consumer Representatives shall be met by attending [3] three of the [6] six regular scheduled meetings over the course of the annual term.

The Governing Board will appoint members of the policy council each year whomay come from a slate of candidates recommended by the Agency staff. The Policy Council will be comprised of 19 persons, who shall include the following:

Provider Representatives (6) - The Provider Representatives for this Policy Council shall represent major groups and interests in the region served. Those groups may include but are not limited to the following areas. Utilities, law enforcement, public housing, education, social assistance programs, children's services, senior services, substance abuse, mental health, workforce development, and corrections. These are designated as providers in order to have the broadest possible base of representation of human resources in each county.

Consumer Representatives (6) - The Consumer Representatives shall represent low-income individuals and families within their respective communities. The Consumer Representatives shall be composed of six representatives from the counties served by the Upper Cumberland Human Resource Agency. To be eligible to serve, Consumer Representatives shall have been actual users and consumers of human resource services provided by UCHRA within one year prior to their appointment (and within one year prior to re-appointment to the Policy Council).

Elected Officials or their representatives. (6) - The elected officials or their representatives shall represent the various programs offered by the local municipalities within the region. Those groups may include but are not limited to the following areas. Utilities, law enforcement, public housing, education, social assistance programs, children's services, senior services, substance abuse, mental health, workforce development, and corrections. The Chairman and Secretary of the governing board shall serve in those capacities on the Policy Council.

One minority-member-at-large will be appointed to the Policy Council by the Governing Board.

Section 2. Terms

Members of the Policy Council shall serve a one-year term commencing on July 1 each year, and will serve until their successors are elected unless otherwise removed. However, a member of the Policy Council may be removed from their position by a vote of the Governing Board for any reason with or without cause.

Section 3. Powers and Responsibilities

The Policy Council (subject to the approval and ratification of the Governing Board of the Agency, or any Executive Committee as delegated in Article VII, Section 2) may

recommend changes to the By-Laws; shall have the power to recommend major personnel, fiscal and program policies and otherwise make oversee program plans and priorities, and assure compliance with requirements of Agency contracts or funding bodies. The actions of the Policy Council are at all times subject to the approval and ratification or disapproval and rejection of the Governing Board, (or any Executive Committee to whom such authority is delegated).

Section 4. Officers

The Chairman and Secretary of the Governing Board will serve in the same capacity on the Policy Council.

Section 5. Compensation

Members of the Policy Council shall not receive any salary or compensation for their services. Members may receive a per diem reimbursement in accordance with The Tennessee State Travel policy for state employees. Per diem will be based upon actual day or days for travel expenses incurred while engaging in UCHRA Agency business, within budget limitations.

ARTICLE X | ADVISORY COUNCIL

Section 1. Composition

In accordance with the provisions of the Human Resource Act of 1973, as amended by 2021 Public Chapter 463, the Governing Board shall appoint an advisory council composed of ex officio nonvoting members, to be invited to meet with the governing board at least once annually. The membership of the Advisory Council is broadly based and equitably distributed between representatives of providers and consumers of human resource services and as established by law, and the council includes members of the Governing Board, Policy Council and all other municipal mayors within the Agency's geographical boundaries referenced in Article II. There is no set or maximum number of members on the Advisory Council, but there will be a minimum of 12 total providers and consumers of human resource services among the membership of the Advisory Council, and all municipal mayors within the Agency's geographical boundaries referenced in Article II will be among the members.

Section 2. Compensation

Members of the Advisory Council shall not receive any salary or compensation for their services. Members may receive a per diem reimbursement in accordance with The Tennessee State Travel policy for state employees. Per diem will be based upon actual day or days for travel expenses incurred while engaging in UCHRA Agency business, within budget limitations.

ARTICLE XI | COMMITTEES

Section 1. Committee Reports

Committees shall submit a written report on their actions to the Chairman, who will refer the matters to the Governing Board, and may also refer such reports to the Policy Council as he deems appropriate for the various programs. No finding, recommendation, or action of any committee shall be effective until ratified and approved by the Governing Board.

Section 2. Vacancies

In the event a person serving as County Executive/County Mayor or City Mayor is succeeded on the UCHRA Governing Board by virtue of death, disability, resignation, election, or appointment, the successor so elected or appointed shall succeed the predecessor on each committee. Any other vacancies on any committee may be filled by the Chairman.

ARTICLE XII | EMPLOYEES

Section 1. Executive Director

An Executive Director of the Agency shall be appointed by the Governing Board (or as delegated to an Executive Committee) under the terms and conditions set forth in the Personnel Policies of the Agency, who will serve at the pleasure of the Governing Board. The Executive Director shall be responsible to the Governing Board, report to and be controlled by the Governing Board (or as delegated to an Executive Committee), and have such duties as may from time to time deem appropriate. The Executive Director shall report to the Governing Board at each annual meeting and regular meeting, shall make budget and program recommendations, and shall perform other such duties as the Governing Board (or an Executive Committee) may designate. The Executive Director will notify the Governing Board of new programs as may occur from time to time. Due to the infrequency of Board meetings, and because many of the programs involve standard state or federal contracts, and renewals of such contracts, the Executive Director is authorized to make purchases and enter contracts binding the Agency that do not exceed the total expenditure of \$50,000, and which do not exceed one year; and may execute renewals of contracts or programs in higher amounts that have previously been approved by the Board.

Section 2. Finance Director

A Finance Director shall be appointed by the Governing Board (or as delegated to the Executive Committee) under the terms and conditions set forth in the Personnel Policies of the Agency. The Finance Director shall report to and be controlled by the Governing Board (or as delegated to an Executive Committee).

Section 3. Other Employees

The Executive Director shall name, select, control, and release such other staff members as may be necessary to properly operate and administer the Agency, in accordance with the personnel policies of UCHRA.

Section 4. Other Management Methods

When deemed to be in the best interest of the agency or the region, the Executive Committee shall have the option to enter into a contractual arrangement with other agencies to provide shared management.

ARTICLE XIII | AMENDMENTS

These By-laws shall be amended after consideration by the Policy Council, upon a 2/3 vote of the Governing Board.

ARTICLE XIV | OPEN MEETINGS

The Upper Cumberland Human Resource Agency shall be in compliance with the Open Meeting Act, T.C.A. § 8-44-101, et seq, and the State of Tennessee Public Records Law, T.C.A. § 10-7-503, et seq.

ARTICLE XV | EFFECTIVE DATE

ARTICLE XVI | FISCAL YEAR

The fiscal year of the Agency shall be July 1-June 30.


Chairman of the Board

8-18-21
Date

Adopted by the Governing Board this 16th day of June, 2021.

**Upper Cumberland Human Resource Agency
Budget July 1, 2025 - June 30, 2026**

Total Agency Grant Related Expenditures

Federal Grantor Revenue	\$ 19,759,306
State Grantor Revenue	\$ 5,068,564
Contract Revenues	\$ 2,194,747
Fares	\$ 265,000
Other Revenue	\$ 1,746,070
Inkind	\$ 232,598
TOTAL REVENUE	\$ 29,266,286

Salaries and Wages	\$ 10,660,667
Employee Benefits & Taxes	\$ 3,148,773
Total Personnel Expenses	\$ 13,809,440
Professional Fees	\$ 3,240,011
Supplies	\$ 199,747
Communication & Advertising	\$ 182,720
Postage & Shipping	\$ 13,169
Occupancy	\$ 774,106
Equipment Rental & Maintenance	\$ 56,728
Travel/Fuel	\$ 958,944
Training	\$ 186,404
Vehicle Maintenance	\$ 117,151
Transportation Trips	\$ -
Insurance	\$ 555,004
Assistance to Individuals	\$ 3,756,253
Printing	\$ 18,995
Contracted Services	\$ 912,401
Food	\$ 95,542
Miscellaneous	\$ 94,574
RTAP-Training	\$ 10,000
Job Access Trips	\$ 420,000
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ 363,200
Capital-Mobility Management	\$ -
Reimbursable Capital Exp.	\$ 1,134,934
In-kind / CPE	\$ 232,598
Total Non-Personnel Expenses	\$ 13,322,481
Total Direct Program Expenses	\$ 27,131,921
Administrative Expenses	\$ 2,294,356
TOTAL EXPENSES	\$ 29,426,278

Program Match \$ 159,992

Program/Matching Revenues

State Appropriation	\$ 125,050
Dues	\$ 145,742
Unrestricted Donations	\$ 100
Interest	\$ 100
TOTAL REVENUE	\$ 270,992

Non Grant Related Expenditures

Supplies	\$ 20,000
Other	\$ 31,000
Interest on Line of Credit	\$ 60,000
TOTAL EXPENSES	\$ 111,000

Revenue Over (Under) Exp Match Requirement	\$ 159,992
Revenue Over (Under) Exp Inc (Dec) Transit Fund Balance	\$ 159,992
Unrestricted Revenue	\$ -

Program Name Program Code	Public Transportation 1426	Transportation Capital 0926	Shuttle UC 7426	Mobility Management 7626
Federal Grantor Revenue	\$ 4,717,919	\$ 1,033,600	\$ -	\$ 334,000
State Grantor Revenue	\$ 2,417,046	\$ 184,200	\$ -	\$ 41,750
Contract Revenues	\$ 1,922,001	\$ 74,200	\$ 98,271	\$ 41,750
Fares	\$ 265,000	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 9,321,967	\$ 1,292,000	\$ 98,271	\$ 417,500
Salaries and Wages	\$ 4,804,571	\$ -	\$ 38,400	\$ 260,000
Employee Benefits & Taxes	\$ 1,185,000	\$ -	\$ 7,500	\$ 67,500
Total Personnel Expenses	\$ 5,989,571	\$ -	\$ 45,900	\$ 327,500
Professional Fees	\$ 77,000	\$ 192,000	\$ -	\$ -
Supplies	\$ 29,000	\$ -	\$ 50	\$ 500
Communication & Advertising	\$ 102,500	\$ -	\$ -	\$ 2,800
Postage & Shipping	\$ -	\$ -	\$ -	\$ -
Occupancy	\$ 245,000	\$ -	\$ 100	\$ 16,320
Equipment Rental & Maintenance	\$ 7,500	\$ -	\$ 150	\$ -
Travel/Fuel	\$ 507,000	\$ -	\$ 14,500	\$ -
Training	\$ 62,000	\$ -	\$ -	\$ 9,000
Vehicle Maintenance	\$ 55,000	\$ -	\$ -	\$ -
Transportation Trips	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 405,000	\$ -	\$ 20,500	\$ 1,500
Assistance to Individuals	\$ -	\$ -	\$ -	\$ -
Printing	\$ -	\$ -	\$ -	\$ -
Contracted Services	\$ 35,000	\$ -	\$ -	\$ 3,200
Food	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ -	\$ -	\$ 500	\$ -
RTAP-Training	\$ 10,000	\$ -	\$ -	\$ -
Job Access Trips	\$ 420,000	\$ -	\$ -	\$ -
Fundraising Costs	\$ -	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ 330,000	\$ -	\$ 8,200	\$ -
Capital-Mobility Management	\$ -	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	\$ -	\$ 1,100,000	\$ -	\$ -
In-kind / CPE	\$ -	\$ -	\$ -	\$ -
Total Non-Personnel Expenses	\$ 2,285,000	\$ 1,292,000	\$ 44,000	\$ 33,320
Total Direct Program Expenses	\$ 8,274,571	\$ 1,292,000	\$ 89,900	\$ 360,820
Administrative Expenses	\$ 1,047,396	\$ -	\$ 8,371	\$ 56,680
TOTAL EXPENSES	\$ 9,321,967	\$ 1,292,000	\$ 98,271	\$ 417,500
Revenue Over (Under) Expend.	\$ -	\$ -	\$ -	\$ -

Program Name Program Code	American Rescue Plan - Fuel 7524		Total Department Budget
Federal Grantor Revenue	\$	141,000	\$ 6,226,519
State Grantor Revenue	\$	-	\$ 2,642,996
Contract Revenues	\$	-	\$ 2,136,222
Fares	\$	-	\$ 265,000
Other Revenue	\$	-	\$ -
Inkind	\$	-	\$ -
TOTAL REVENUE	\$ \$	141,000	\$ 11,270,738
Salaries and Wages	\$	-	\$ 5,102,971
Employee Benefits & Taxes	\$	-	\$ 1,260,000
Total Personnel Expenses	\$	-	\$ 6,362,971
Professional Fees	\$	-	\$ 269,000
Supplies	\$	-	\$ 29,550
Communication & Advertising	\$	-	\$ 105,300
Postage & Shipping	\$	-	\$ -
Occupancy	\$	-	\$ 261,420
Equipment Rental & Maintenance	\$	-	\$ 7,650
Travel/Fuel	\$	141,000	\$ 662,500
Training	\$	-	\$ 71,000
Vehicle Maintenance	\$	-	\$ 55,000
Transportation Trips	\$	-	\$ -
Insurance	\$	-	\$ 427,000
Assistance to Individuals	\$	-	\$ -
Printing	\$	-	\$ -
Contracted Services	\$	-	\$ 38,200
Food	\$	-	\$ -
Miscellaneous	\$	-	\$ 500
RTAP-Training	\$	-	\$ 10,000
Job Access Trips	\$	-	\$ 420,000
Fundraising Costs	\$	-	\$ -
Capital-Preventive Maintenance	\$	-	\$ 338,200
Capital-Mobility Management	\$	-	\$ -
Reimbursable Capital Exp.	\$	-	\$ 1,100,000
In-kind / CPE	\$	-	\$ -
Total Non-Personnel Expenses	\$	141,000	\$ 3,795,320
Total Direct Program Expenses	\$	141,000	\$ 10,158,291
Administrative Expenses	\$	-	\$ 1,112,447
TOTAL EXPENSES	\$	141,000	\$ 11,270,738

	Empower 29	Total Department Budget
Federal Grantor Revenue	\$ -	\$ -
State Grantor Revenue	\$ 6,351,810	\$ 6,351,810
Contract Revenues	\$ -	\$ -
Fares	\$ -	\$ -
Other Revenue	\$ -	\$ -
Inkind	\$ -	\$ -
TOTAL REVENUE	\$ 6,351,810	\$ 6,351,810
Salaries and Wages	\$ 1,825,000.00	\$ 1,825,000
Employee Benefits & Taxes	\$ 657,000	\$ 657,000
Total Personnel Expenses	\$ 2,482,000	\$ 2,482,000
Professional Fees	\$ 2,500,000	\$ 2,500,000
Supplies	\$ 37,960	\$ 37,960
Communication & Advertising	\$ 30,000	\$ 30,000
Postage & Shipping	\$ 5,000	\$ 5,000
Occupancy	\$ 95,000	\$ 95,000
Equipment Rental & Maintenance	\$ 14,000	\$ 14,000
Travel/Fuel	\$ 85,000	\$ 85,000
Training	\$ -	\$ -
Vehicle Maintenance	\$ -	\$ -
Transportation Trips	\$ -	\$ -
Insurance	\$ 15,000	\$ 15,000
Assistance to Individuals	\$ 650,000	\$ 650,000
Printing	\$ 15,000	\$ 15,000
Contracted Services	\$ -	\$ -
Food	\$ 25,000	\$ 25,000
Miscellaneous	\$ -	\$ -
RTAP-Training	\$ -	\$ -
Job Access Trips	\$ -	\$ -
Fundraising Costs	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ -
Capital-Mobility Management	\$ -	\$ -
Reimbursable Capital Exp.	\$ -	\$ -
In-kind / CPE	\$ -	\$ -
Total Non-Personnel Expenses	\$ 3,471,960	\$ 3,471,960
Total Direct Program Expenses	\$ 5,953,960	\$ 5,953,960
Administrative Expenses	\$ 397,850	\$ 397,850
TOTAL EXPENSES	\$ 6,351,810	\$ 6,351,810
Revenue Over (Under) Expend.	\$ -	\$ -

	SSBG 20	Commodities 39	SCSEP 66	CACFP 43
Federal Grantor Revenue	311,550	\$ 117,000	\$ 218,749	\$ 108,630
State Grantor Revenue	-	\$ -	\$ -	\$ -
Contract Revenues	-	\$ -	\$ -	\$ -
Fares	-	\$ -	\$ -	\$ -
Other Revenue	-	\$ -	\$ -	\$ -
Inkind	-	\$ -	\$ 30,050	\$ -
TOTAL REVENUE	\$ 311,550	\$ 117,000	\$ 248,799	\$ 108,630
Salaries and Wages	169,000	\$ 55,000	\$ 179,100	\$ 53,262
Employee Benefits & Taxes	60,000	\$ 17,600	\$ 13,500	\$ 19,182
Total Personnel Expenses	229,000	\$ 72,600	\$ 192,600	\$ 72,444
Professional Fees	3,500	\$ 500	\$ -	\$ -
Supplies	500	\$ 5,000	\$ 937	\$ 2,500
Communication & Advertising	1,800	\$ 250	\$ -	\$ 1,800
Postage & Shipping	100	\$ 500	\$ 100	\$ 270
Occupancy	13,000	\$ 5,000	\$ 6,210	\$ 50
Equipment Rental & Maintenance	801	\$ -	\$ -	\$ 1,300
Travel/Fuel	23,149	\$ 5,010	\$ -	\$ 8,000
Training	-	\$ -	\$ 200	\$ 2,000
Vehicle Maintenance	-	\$ 15,150	\$ -	\$ -
Transportation Trips	-	\$ -	\$ -	\$ -
Insurance	1,700	\$ 1,000	\$ 1,000	\$ 1,004
Assistance to Individuals	8,000	\$ -	\$ -	\$ -
Printing	-	\$ -	\$ -	\$ 795
Contracted Services	-	\$ -	\$ -	\$ 6,200
Food	-	\$ -	\$ -	\$ -
Miscellaneous	-	\$ -	\$ 8,332	\$ 655
RTAP-Training	-	\$ -	\$ -	\$ -
Job Access Trips	-	\$ -	\$ -	\$ -
Fundraising Costs	-	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	-	\$ 15,000	\$ -	\$ -
Capital-Mobility Management	-	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	-	\$ -	\$ -	\$ -
In-kind / CPE	-	\$ -	\$ 30,050	\$ -
Total Non-Personnel Expenses	52,550	\$ 47,410	\$ 46,829	\$ 24,574
Total Direct Program Expenses	281,550	\$ 120,010	\$ 239,429	\$ 97,018
Administrative Expenses	36,842	\$ 11,990	\$ 9,370	\$ 11,612
TOTAL EXPENSES	318,392	\$ 132,000	\$ 248,799	\$ 108,630
Revenue Over (Under) Expend.	(6,842)	\$ (15,000)	\$ -	\$ -

	LIHEAP WX 02	Weatherization 11	CSBG 21/23/28	LIHEAP 81
Federal Grantor Revenue	\$ 396,374	\$ 726,725	\$ 844,002	\$ 3,545,795
State Grantor Revenue	\$ -	\$ -	\$ -	\$ -
Contract Revenues	\$ -	\$ -	\$ -	\$ -
Fares	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 396,374	\$ 726,725	\$ 844,002	\$ 3,545,795
Salaries and Wages	\$ 42,290	\$ 56,000	\$ 411,000	\$ 394,045
Employee Benefits & Taxes	\$ 19,333	\$ 21,280	\$ 120,402	\$ 149,737
Total Personnel Expenses	\$ 61,623	\$ 77,280.0	\$ 531,402	\$ 543,782
Professional Fees	\$ -	\$ -	\$ 25,000	\$ -
Supplies	\$ 5,505	\$ 1,500	\$ 15,001	\$ 6,594
Communication & Advertising	\$ -	\$ -	\$ 5,200	\$ 9,995
Postage & Shipping	\$ -	\$ -	\$ 1,500	\$ 3,226
Occupancy	\$ -	\$ -	\$ 80,000	\$ 45,101
Equipment Rental & Maintenance	\$ -	\$ -	\$ 10,000	\$ 16,877
Travel/Fuel	\$ 5,000	\$ 21,448	\$ 50,000	\$ 5,637
Training	\$ -	\$ 20,000	\$ 25,300	\$ -
Vehicle Maintenance	\$ -	\$ -	\$ 1	\$ -
Transportation Trips	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ 2,500	\$ 5,000	\$ 3,900
Assistance to Individuals	\$ -	\$ -	\$ 5,000	\$ 2,867,094
Printing	\$ -	\$ -	\$ 1,000	\$ -
Contracted Services	\$ 290,026	\$ 547,975	\$ -	\$ -
Food	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 25,000	\$ 43,812	\$ -	\$ 11,575
RTAP-Training	\$ -	\$ -	\$ -	\$ -
Job Access Trips	\$ -	\$ -	\$ -	\$ -
Fundraising Costs	\$ -	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ -	\$ -	\$ -
Capital-Mobility Management	\$ -	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	\$ -	\$ -	\$ -	\$ -
In-kind / CPE	\$ -	\$ -	\$ -	\$ -
Total Non-Personnel Expenses	\$ 325,531	\$ 637,235	\$ 223,002	\$ 2,969,999
Total Direct Program Expenses	\$ 387,154	\$ 714,515	\$ 754,404	\$ 3,513,781
Administrative Expenses	\$ 9,220	\$ 12,210	\$ 89,598	\$ 85,902
TOTAL EXPENSES	\$ 396,374	\$ 726,725	\$ 844,002	\$ 3,599,683
Revenue Over (Under) Expend.	\$ -	\$ -	\$ -	\$ (53,888)

	Ensure 08	Options 77	Choices 80	Head Start 51	Total Department Budget
Federal Grantor Revenue	\$ -	\$ -	\$ 77,960	\$ 810,192	\$ 7,156,977
State Grantor Revenue	\$ -	\$ 26,137	\$ -	\$ -	\$ 26,137
Contract Revenues	\$ -	\$ -	\$ -	\$ -	\$ -
Fares	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Inkind	\$ -	\$ -	\$ -	\$ 202,548	\$ 232,598
TOTAL REVENUE	\$ \$ 30,000	\$ \$ 26,137	\$ \$ 77,960	\$ \$ 1,012,740	\$ 7,445,712
Salaries and Wages	\$ -	\$ 14,000	\$ 50,000	\$ 455,572	\$ 1,879,269
Employee Benefits & Taxes	\$ -	\$ 3,660	\$ 3,660	\$ 103,779	\$ 532,133
Total Personnel Expenses	\$ -	\$ 17,660	\$ 53,660	\$ 559,351	\$ 2,411,402
Professional Fees	\$ -	\$ 300	\$ 1,500	\$ -	\$ 30,800
Supplies	\$ -	\$ 600	\$ 500	\$ 24,500	\$ 63,137
Communication & Advertising	\$ -	\$ 75	\$ 200	\$ 3,600	\$ 22,920
Postage & Shipping	\$ -	\$ -	\$ 50	\$ 100	\$ 5,846
Occupancy	\$ -	\$ 1,000	\$ 2,100	\$ 26,000	\$ 178,461
Equipment Rental & Maintenance	\$ -	\$ 50	\$ 50	\$ 1,000	\$ 30,078
Travel/Fuel	\$ -	\$ 3,000	\$ 3,000	\$ 5,200	\$ 129,444
Training	\$ -	\$ -	\$ 3,000	\$ 21,040	\$ 71,540
Vehicle Maintenance	\$ -	\$ -	\$ -	\$ 35,000	\$ 50,151
Transportation Trips	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ 400	\$ 1,000	\$ 6,200	\$ 23,704
Assistance to Individuals	\$ -	\$ -	\$ -	\$ 9,059	\$ 2,889,153
Printing	\$ -	\$ -	\$ -	\$ -	\$ 1,795
Contracted Services	\$ -	\$ -	\$ -	\$ 18,000	\$ 862,201
Food	\$ 28,000	\$ -	\$ -	\$ 12,542	\$ 40,542
Miscellaneous	\$ 2,000	\$ -	\$ 2,000	\$ 100	\$ 93,474
RTAP-Training	\$ -	\$ -	\$ -	\$ -	\$ -
Job Access Trips	\$ -	\$ -	\$ -	\$ -	\$ -
Fundraising Costs	\$ -	\$ -	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Capital-Mobility Management	\$ -	\$ -	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	\$ -	\$ -	\$ -	\$ -	\$ -
In-kind / CPE	\$ -	\$ -	\$ -	\$ 202,548	\$ 232,598
Total Non-Personnel Expenses	\$ 30,000	\$ 5,425	\$ 13,400	\$ 364,889	\$ 4,740,844
Total Direct Program Expenses	\$ 30,000	\$ 23,085	\$ 67,060	\$ 924,240	\$ 7,152,246
Administrative Expenses	\$ -	\$ 3,052	\$ 10,900	\$ 99,315	\$ 380,011
TOTAL EXPENSES	\$ 30,000	\$ 26,137	\$ 77,960	\$ 1,023,555	\$ 7,532,257
Revenue Over (Under) Expend.	\$ -	\$ -	\$ -	\$ (10,815)	\$ (86,545)

	DRC 16	JJPP 17	Chance 57	Drivers Ed 48
Federal Grantor Revenue	\$ -	\$ -	\$ 24,000	\$ -
State Grantor Revenue	\$ 1,325,213	\$ 191,418	\$ 750,000	\$ -
Contract Revenues	\$ -	\$ -	\$ -	\$ 55,000
Fares	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ -	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 1,325,213	\$ 191,418	\$ 774,000	\$ 55,000
Salaries and Wages	\$ 636,734	\$ 102,000	\$ 416,601	\$ 29,700
Employee Benefits & Taxes	\$ 252,311	\$ 34,764	\$ 154,142	\$ 4,875
Total Personnel Expenses	\$ 889,045	\$ 136,764.0	\$ 570,743	\$ 34,575
Professional Fees	\$ 12,111	\$ 2,000	\$ 5,500	\$ 500
Supplies	\$ 25,000	\$ 9,500	\$ 11,000	\$ 2,000
Communication & Advertising	\$ 10,000	\$ 1,000	\$ 8,000	\$ 500
Postage & Shipping	\$ 100	\$ 158	\$ 1,000	\$ 40
Occupancy	\$ 167,725	\$ 5,000	\$ 35,000	\$ 2,000
Equipment Rental & Maintenance	\$ -	\$ 500	\$ 2,000	\$ -
Travel/Fuel	\$ 22,000	\$ 6,260	\$ 5,000	\$ 3,500
Training	\$ 8,290	\$ 2,000	\$ 13,324	\$ 100
Vehicle Maintenance	\$ 2,000	\$ 2,000	\$ 5,000	\$ 3,000
Transportation Trips	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 45,000	\$ 4,000	\$ 22,000	\$ 3,300
Assistance to Individuals	\$ 100	\$ -	\$ 6,000	\$ -
Printing	\$ 100	\$ -	\$ -	\$ 100
Contracted Services	\$ -	\$ -	\$ -	\$ -
Food	\$ -	\$ -	\$ 30,000	\$ -
Miscellaneous	\$ -	\$ -	\$ -	\$ -
RTAP-Training	\$ -	\$ -	\$ -	\$ -
Job Access Trips	\$ -	\$ -	\$ -	\$ -
Fundraising Costs	\$ -	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ -	\$ -	\$ 10,000
Capital-Mobility Management	\$ -	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	\$ 4,934	\$ -	\$ 30,000	\$ -
In-kind / CPE	\$ -	\$ -	\$ -	\$ -
Total Non-Personnel Expenses	\$ 297,360	\$ 32,418	\$ 173,824	\$ 25,040
Total Direct Program Expenses	\$ 1,186,405	\$ 169,182	\$ 744,567	\$ 59,615
Administrative Expenses	\$ 138,808	\$ 22,236	\$ 90,819	\$ 6,475
TOTAL EXPENSES	\$ 1,325,213	\$ 191,418	\$ 835,386	\$ 66,090
Revenue Over (Under) Expend.	\$ -	\$ -	\$ (61,386)	\$ (11,090)

	DUI 83	Opioid Abatement	TN ARP 44	TOPS 58
Federal Grantor Revenue	\$ -	\$ -	\$ -	\$ -
State Grantor Revenue	\$ -	\$ -	\$ 121,000	\$ 9,300
Contract Revenues	\$ 3,525	\$ -	\$ -	\$ -
Fares	\$ -	\$ -	\$ -	\$ -
Other Revenue	\$ -	\$ 1,716,070	\$ -	\$ -
Inkind	\$ -	\$ -	\$ -	\$ -
TOTAL REVENUE	\$ 3,525	\$ 1,716,070	\$ 121,000	\$ 9,300
Salaries and Wages	\$ -	\$ 663,942	\$ -	\$ 2,750
Employee Benefits & Taxes	\$ -	\$ 252,298	\$ -	\$ 750
Total Personnel Expenses	\$ -	\$ 916,240	\$ -	\$ 3,500.0
Professional Fees	\$ 100	\$ 420,000	\$ -	\$ -
Supplies	\$ 500	\$ 15,000	\$ -	\$ 5,800
Communication & Advertising	\$ -	\$ 5,000	\$ -	\$ -
Postage & Shipping	\$ 25	\$ 1,000	\$ -	\$ -
Occupancy	\$ -	\$ 29,500	\$ -	\$ -
Equipment Rental & Maintenance	\$ -	\$ 2,500	\$ -	\$ -
Travel/Fuel	\$ 150	\$ 45,090	\$ -	\$ -
Training	\$ 150	\$ 20,000	\$ -	\$ -
Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -
Transportation Trips	\$ -	\$ -	\$ -	\$ -
Insurance	\$ -	\$ 15,000	\$ -	\$ -
Assistance to Individuals	\$ -	\$ 100,000	\$ 111,000	\$ -
Printing	\$ -	\$ 2,000	\$ -	\$ -
Contracted Services	\$ 2,000	\$ -	\$ 10,000	\$ -
Food	\$ -	\$ -	\$ -	\$ -
Miscellaneous	\$ 600	\$ -	\$ -	\$ -
RTAP-Training	\$ -	\$ -	\$ -	\$ -
Job Access Trips	\$ -	\$ -	\$ -	\$ -
Fundraising Costs	\$ -	\$ -	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ -	\$ -	\$ -
Capital-Mobility Management	\$ -	\$ -	\$ -	\$ -
Reimbursable Capital Exp.	\$ -	\$ -	\$ -	\$ -
In-kind / CPE	\$ -	\$ -	\$ -	\$ -
Total Non-Personnel Expenses	\$ 3,525	\$ 655,090	\$ 121,000	\$ 5,800
Total Direct Program Expenses	\$ 3,525	\$ 1,571,330	\$ 121,000	\$ 9,300
Administrative Expenses	\$ -	\$ 144,740	\$ -	\$ 600
TOTAL EXPENSES	\$ 3,525	\$ 1,716,070	\$ 121,000	\$ 9,900
Revenue Over (Under) Expend.	\$ -	\$ -	\$ -	\$ (600)

	Sped Edu. 54	Total Department Budget
Federal Grantor Revenue	\$ -	\$ 24,000
State Grantor Revenue	\$ 2,500	\$ 2,399,431
Contract Revenues	\$ -	\$ 58,525
Fares	\$ -	\$ -
Other Revenue	\$ -	\$ 1,716,070
Inkind	\$ -	\$ -
TOTAL REVENUE	\$ \$ 2,500	\$ 4,198,026
Salaries and Wages	\$ 1,700	\$ 1,853,427
Employee Benefits & Taxes	\$ 500	\$ 699,640
Total Personnel Expenses	\$ 2,200	\$ 2,553,067
Professional Fees	\$ -	\$ 440,211
Supplies	\$ 300	\$ 69,100
Communication & Advertising	\$ -	\$ 24,500
Postage & Shipping	\$ -	\$ 2,323
Occupancy	\$ -	\$ 239,225
Equipment Rental & Maintenance	\$ -	\$ 5,000
Travel/Fuel	\$ -	\$ 82,000
Training	\$ -	\$ 43,864
Vehicle Maintenance	\$ -	\$ 12,000
Transportation Trips	\$ -	\$ -
Insurance	\$ -	\$ 89,300
Assistance to Individuals	\$ -	\$ 217,100
Printing	\$ -	\$ 2,200
Contracted Services	\$ -	\$ 12,000
Food	\$ -	\$ 30,000
Miscellaneous	\$ -	\$ 600
RTAP-Training	\$ -	\$ -
Job Access Trips	\$ -	\$ -
Fundraising Costs	\$ -	\$ -
Capital-Preventive Maintenance	\$ -	\$ 10,000
Capital-Mobility Management	\$ -	\$ -
Reimbursable Capital Exp.	\$ -	\$ 34,934
In-kind / CPE	\$ -	\$ -
Total Non-Personnel Expenses	\$ 300	\$ 1,314,357
Total Direct Program Expenses	\$ 2,500	\$ 3,867,424
Administrative Expenses	\$ 371	\$ 404,049
TOTAL EXPENSES	\$ 2,871	\$ 4,271,473
Revenue Over (Under) Expend.	\$ (371)	\$ (73,447)



LOCAL DUES STRUCTURE

Counties/Cities	Population	@\$0.26	Increase for FY 25-26	@\$0.31
Cannon	14,778	\$ 3,842.28	\$ 738.90	\$ 4,581.18
Woodbury	2,703	\$ 702.78	\$ 135.15	\$ 837.93
Clay	7,581	\$ 1,971.06	\$ 379.05	\$ 2,350.11
Celina	1,422	\$ 369.72	\$ 71.10	\$ 440.82
Cumberland	61,145	\$ 15,897.70	\$ 3,057.25	\$ 18,954.95
Crab Orchard	720	\$ 187.20	\$ 36.00	\$ 223.20
Crossville	12,071	\$ 3,138.46	\$ 603.55	\$ 3,742.01
Pleasant Hill	540	\$ 140.40	\$ 27.00	\$ 167.40
DeKalb	20,080	\$ 5,220.80	\$ 1,004.00	\$ 6,224.80
Alexandria	981	\$ 255.06	\$ 49.05	\$ 304.11
Dowelltown	342	\$ 88.92	\$ 17.10	\$ 106.02
Liberty	334	\$ 86.84	\$ 16.70	\$ 103.54
Smithville	5,004	\$ 1,301.04	\$ 250.20	\$ 1,551.24
Fentress	18,489	\$ 4,807.14	\$ 924.45	\$ 5,731.59
Allardt	555	\$ 144.30	\$ 27.75	\$ 172.05
Jamestown	1,935	\$ 503.10	\$ 96.75	\$ 599.85
Jackson	11,617	\$ 3,020.42	\$ 580.85	\$ 3,601.27
Gainesboro	920	\$ 239.20	\$ 46.00	\$ 285.20
Macon	25,216	\$ 6,556.16	\$ 1,260.80	\$ 7,816.96
Lafayette	5,584	\$ 1,451.84	\$ 279.20	\$ 1,731.04
Red Boiling Springs	1,205	\$ 313.30	\$ 60.25	\$ 373.55
Overton	22,511	\$ 5,852.86	\$ 1,125.55	\$ 6,978.41
Livingston	3,905	\$ 1,015.30	\$ 195.25	\$ 1,210.55
Pickett	5,799	\$ 1,507.74	\$ 289.95	\$ 1,797.69
Putnam	79,854	\$ 20,762.04	\$ 3,992.70	\$ 24,754.74
Algood	3,963	\$ 1,030.38	\$ 198.15	\$ 1,228.53
Baxter	1,578	\$ 410.28	\$ 78.90	\$ 489.18
Cookeville	34,842	\$ 9,058.92	\$ 1,742.10	\$ 10,801.02
Monterey	2,746	\$ 713.96	\$ 137.30	\$ 851.26
Smith	19,904	\$ 5,175.04	\$ 995.20	\$ 6,170.24
Carthage	2,291	\$ 595.66	\$ 114.55	\$ 710.21
Gordonsville	1,363	\$ 354.38	\$ 68.15	\$ 422.53
South Carthage	1,490	\$ 387.40	\$ 74.50	\$ 461.90
Van Buren	6,168	\$ 1,603.68	\$ 308.40	\$ 1,912.08
Spencer	1,492	\$ 387.92	\$ 74.60	\$ 462.52
Warren	42,378	\$ 11,018.28	\$ 2,118.90	\$ 13,137.18
McMinnville	13,788	\$ 3,584.88	\$ 689.40	\$ 4,274.28
White	27,351	\$ 7,111.26	\$ 1,367.55	\$ 8,478.81
Doyle	493	\$ 128.18	\$ 24.65	\$ 152.83
Sparta	4,998	\$ 1,299.48	\$ 249.90	\$ 1,549.38
Total		\$ 122,235.36	\$ 23,506.80	\$ 145,742.16

RESOLUTION 25-04-01

**UPPER CUMBERLAND HUMAN RESOURCE AGENCY
EXECUTIVE COMMITTEE**

WHEREAS, the Upper Cumberland Human Resource Agency (UCHRA) has been operating the Day Reporting Center as a vital resource in supporting the rehabilitation and successful reintegration of individuals involved in the criminal justice system; and

WHEREAS, the Day Reporting Center has proven to be an essential component in providing individuals with necessary resources and support for reintegration into society, and promoting positive outcomes; and

WHEREAS, UCHRA is seeking to expand the services provided by the Day Reporting Center to include the counties of Wilson and Trousdale, broadening its reach and increasing the capacity to support individuals in these additional counties; and

WHEREAS, the Executive Committee of UCHRA recognizes the importance of this expansion in fulfilling the agency's mission to provide critical rehabilitative services and resources to individuals in the justice system across the region.

NOW, THEREFORE, BE IT RESOLVED, that the Executive Committee of UCHRA hereby fully approves:

1. The continuation of UCHRA's operation and support of the Day Reporting Center; and
2. UCHRA's expansion of services to include Wilson and Trousdale Counties and trusts that this expansion will further enhance the impact of the Day Reporting Center.

DULY PASSED AND ADOPTED, this 16th day of April, 2025.

Jeff Mason, Chairman

Date

Allen Foster, Vice Chairman

Date

**Upper Cumberland Human Resource Agency
Proposed Policy Council Members**

Chairman of Policy Council

Sam Gibson

Provider Representative - Senior Services

Tracie Long
Aging Service for the Upper Cumberland

Minority Representative

Alejandra Cisneros Conohan