

Policy Council Meeting Agenda | June 4, 2025

1. **Call to Order | Chairman Sam Gibson**
2. **Roll Call | Sherry Thurman**
3. **Approval of Minutes | Chairman Sam Gibson**
 - a. April 2, 2025
4. **CSBG | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
 - b. Conflict of Interest Forms
5. **Overview of Policy Council Survey | Jordan Herald, Community Services Assistant Director**
6. **Agency Budget and Fiscal Department Overview | Ginger Stout, Finance Director**
7. **Roundtable | Mark Farley, Executive Director**
 - a. Legislative Update
8. **Old/New Business | Chairman Sam Gibson**
9. **Public Comments | Chairman Sam Gibson**
10. **Adjourn | Chairman Sam Gibson**

**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		

DISCUSSION	<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
DISCUSSION	<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>

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.

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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

DISCUSSION

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).

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.

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.

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.

OLD/NEW BUSINESS**MAYOR SAM GIBSON****DISCUSSION**

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.

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.

PUBLIC COMMENTS**MAYOR SAM GIBSON****DISCUSSION**

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.

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

Sam Gibson, Secretary

April 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	204	8	20	\$ 16,000.00	6	\$ 4,600.00	80	22		68
Putnam	374	23	23	\$ 17,800.00	7	\$ 5,200.00	6	0	309	6
Warren	593	12	30	\$ 24,000.00	9	\$ 6,800.00	0	1	294	247
TIER 2 COUNTIES										
DeKalb	301	11	40	\$ 24,600.00	9	\$ 6,800.00	0	0	220	21
Fentress	672	10	21	\$ 16,800.00	4	\$ 3,200.00	360	0	269	8
Macon	124	4	24	\$ 17,800.00	5	\$ 4,000.00	0	0		91
Overton	366	15	25	\$ 19,400.00	7	\$ 4,600.00	0	0	309	10
Smith	77	6	20	\$ 16,000.00	8	\$ 5,800.00	0	0		43
White	175	14	18	\$ 14,400.00	5	\$ 4,200.00	80	0		58
TIER 3 Counties										
Cannon	168	3	9	\$ 7,200.00	10	\$ 7,400.00	0	0	138	8
Clay	48	10	32	\$ 25,600.00	6	\$ 4,400.00	0	0		0
Jackson	33	6	20	\$ 16,000.00	5	\$ 3,600.00	0	0		2
Pickett	43	10	11	\$ 8,562.11	4	\$ 2,800.00	15	0		3
Van Buren	115	0	30	\$ 19,600.00	7	\$ 4,800.00	52	0		26
Total:	3293	132	323	\$243,762.11	92	\$68,200.00	593	23	1,539	591

1645

ERA_ Eviction Rental Assistance	
Cannon	1
Clay	4
Cumberland	5
Fentress	3
Jackson	4
Macon	2
Overton	3
Putnam	8
Smith	3
Van Buren	3
Warren	8
White	2
TOTAL	46

\$2,015.00
\$13,287.00
\$14,978.00
\$5,815.00
\$6,620.79
\$5,600.00
\$5,340.00
\$18,580.56
\$10,759.00
\$2,506.60
\$18,279.71
\$4,498.04
\$108,279.70

March 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	532	10	23	\$ 18,600.00	8	\$ 5,800.00	116	2	280	93
Putnam	90	44	26	\$ 21,000.00	9	\$ 6,200.00	0	0		11
Warren	542	17	35	\$ 28,200.00	10	\$ 7,400.00	238	0		242
TIER 2 COUNTIES										
DeKalb	106	7	47	\$ 30,200.00	6	\$ 4,600.00	0	0		46
Fentress	729	8	25	\$ 19,542.66	6	\$ 4,400.00	661	0		29
Macon	227	4	26	\$ 21,000.00	7	\$ 6,200.00	0	0	85	105
Overton	185	9	28	\$ 22,400.00	10	\$ 7,600.00	129	1		8
Smith	165	7	22	\$ 17,800.00	6	\$ 4,400.00	0	0	117	13
White	402	13	23	\$ 18,400.00	8	\$ 6,000.00	55	0	221	82
TIER 3 Counties										
Cannon	50	4	10	\$ 7,000.00	14	\$ 10,000.00	0	0		22
Clay	252	14	33	\$ 26,600.00	14	\$ 10,600.00	0	0	191	0
Jackson	210	10	25	\$ 19,400.00	9	\$ 6,400.00	0	1	159	6
Pickett	198	8	13	\$ 9,707.47	4	\$ 3,000.00	23	0	146	4
Van Buren	428	0	30	\$ 23,400.00	10	\$ 7,200.00	200	0	159	29
Total:	4116	155	366	\$283,250.13	121	\$89,800.00	1422	4	1,358	690

ERA	HH	Funds utilized
Cannon	3	\$7,320
Clay	7	\$10,929
Cumberland	4	\$9,718
DeKalb	4	\$26,500
Fentress	2	\$6,602
Jackson	5	\$12,381
Macon	1	\$4,200
Overton	4	\$15,011
Putnam	9	\$34,171
Smith	2	\$9,145
Van Buren	1	\$2,354
Warren	7	\$23,096
White	4	\$19,245

CONFLICT OF INTEREST POLICY

Employees and members of the board have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which UCDD/UCHRA wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee or board member is in a position to influence a decision that may result in personal gain for that employee, board member, or for a relative as a result of UCDD/UCHRA's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee or board member is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee or board member has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she discloses this information as soon as possible. Disclosing the existence of any actual or potential conflicts of interest allows UCDD/UCHRA to establish safeguards to protect all parties.

Personal gain may result not only in cases where an employee, board member, or relative has significant ownership in a firm with which UCDD/UCHRA does business but also when an employee, board member, or relative receives any kickback, bribe, substantial gift, or special considerations as a result of any transaction or business dealings involving UCDD/UCHRA. If such situations exist, individuals will be asked to complete and sign a Conflict of Interest form. Employees and board members may also be asked to complete and sign a Conflict of Interest form annually to maintain compliance with auditors.

Employee/Board Member Signature

Date

Printed Name

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

Program/Matching Revenues

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

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

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

Program Match \$ 159,992