

Executive Committee Meeting Agenda | June 18, 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 – April 16, 2025
 - b. Policy Council Report
4. **UCHRA Financial Report | Ginger Stout, Finance Director**
5. **Van Buren County Head Start Report | Jeff Mason, Chairman**
 - a. March-April, 2025 Financial Reports
 - March and April Budgets
 - Monthly Activity Reports
 - In-Kind Reports
 - Credit Card Reports
 - b. Request Sale of a 2011 Thomas Minotour School Bus
 - c. Board of Directors Carryover Request Letter HVAC
 - d. HVAC Carryover Budget Request Justification
 - e. HVAC Repair Carryover Request Narrative FY 2024 to FY 2025
 - f. NFS Waiver for HVAC Carryover
6. **CSBG Update | LaNelle Godsey, Deputy Director/Community Services Director**
 - a. Dashboards
 - b. Conflict of Interest
7. **Action Items | Jeff Mason, Chairman**
 - a. 2025-2026 Work Plan
 - b. Performance Evaluations
 - Mark Farley, Executive Director
 - Ginger Stout, Finance Director
8. **Executive Director Report | Mark Farley, Executive Director**
 - a. Commodities Program
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	APRIL 16, 2025	10:42 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Jeff Mason		
TYPE OF MEETING	UCHRA Executive Committee Meeting		
FACILITATOR	Chairman Jeff Mason		
NOTE TAKER	Sherry Thurman		
MEMBERS PRESENT	Dale Reagan, Allen Foster, Jimmy Johnson, Jim Morgan, Steve Jones, Lori Burnett, Stephen Bilbrey, Sam Gibson, Randy Porter, Laurin Wheaton, Jeff Mason, John Potts, David Sullivan, Terry Bell, Denny Robinson, Jerry Lowery		
MEMBERS ABSENT	Greg Mitchell, Matt Adcock, Josh Miller, Steven Barlow, Alisa Farmer, Representative Cameron Sexton, Senator Paul Bailey		
	CALL TO ORDER	CHAIRMAN JEFF MASON	
CALL TO ORDER	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.		
	APPROVAL OF CONSENT AGENDA	CHAIRMAN JEFF MASON	
DISCUSSION/ ACTION	Chairman Jeff Mason advised that the consent agenda consist of the following: <ul style="list-style-type: none">• Executive Committee Meeting Minutes – February 24, 2024• Policy Council Report A motion was made to approve the Consent Agenda.		
ACTION	<u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Jimmy Johnson Chairman Jeff Mason asked for discussion or comments on the motion. The motion carried unanimously.		
	UCHRA FINANCIAL REPORT	GINGER STOUT, FINANCE DIRECTOR	
DISCUSSION/ ACTION	Ginger Stout presented the UCHRA financial report as of February 28, 2025. A motion was made to approve the financial report.		
ACTION	<u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Steve Jones		

ACTION	<p>Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>The motion carried unanimously.</p>
DISCUSSION/ ACTION	<p>VAN BUREN COUNTY HEAD START REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p> <p>Executive Director Mark Farley presented and discussed the agenda items for the Van Buren County Head Start Program.</p> <ul style="list-style-type: none"> a. February Financial Report <ul style="list-style-type: none"> • 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 <p>Executive Director Mark Farley noted that there has been a lot of media coverage recently regarding federal funding. We receive federal funding for our Head Start program, and there are currently a number of changes happening within the program at the federal level.</p> <p>We've received our first official request for information from the Elon DOGE committee. In response, we compiled and submitted the requested information regarding our Head Start program.</p> <p>Currently, we are not experiencing any issues related to our funding.</p> <p>A motion was made to approve the Van Buren Head Start Report.</p>
ACTION	<p><u>Motion to Approve</u></p> <p>Motion made by: Dale Reagan</p> <p>Motion seconded by: Steve Jones</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>The motion carried unanimously.</p>
DISCUSSION	<p>CSBG UPDATE LANELLE GODSEY, DEPUTY DIRECTOR/ COMMUNITY SERVICES DIRECTOR</p> <ul style="list-style-type: none"> • Dashboards • UCHRA Bylaws
DISCUSSION	<p>LaNelle Godsey provided an update on the CSBG program, highlighting the following points:</p> <ul style="list-style-type: none"> • Dashboards for January, February, and March 2025 were presented. Rental assistance funds remain available, and we have been able to support clients using these resources. This funding is expected to continue through the end of June. For any questions regarding the dashboards, please reach out to LaNelle. • UCHRA has submitted a request for additional funding. When funds are left over from other districts, we routinely request those resources to be reallocated to the Upper Cumberland region. • Copies of the bylaws are included in the meeting binders for reference. This is a requirement of the Community Services Block Grant to ensure all members remain

DISCUSSION/ ACTION	familiar with the governing guidelines.
	A motion was made to approve the CSBG update.
ACTION	<p><u>Motion to Approve</u> Motion made by: Dale Reagan Motion seconded by: Stephen Bilbrey</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"> • 2025-2026 Budget • Local Dues Structure • Resolution 25-4-1 • Policy Council Members
DISCUSSION/ ACTION	<p>Chairman Jeff Mason presented the Action Items for discussion.</p> <p>Executive Director Mark Farley explained that Resolution 25-4-1 authorizes UCHRA to reapply for funding for the Day Reporting Center, which supports substance abuse and recovery programs in coordination with the court system. This resolution grants the agency permission to submit the funding application.</p> <p>Mr. Farley also noted that due to recent losses, there are vacancies on the Policy Council. He recommended appointing Tracie Long and Alejandra Cisneros Conohan to fill these positions.</p> <p>Chairman Jeff Mason stated that he was open to either taking a motion to approve all action items as a group or voting on each item individually.</p> <p>A motion was then made to approve all action items as a group.</p>
ACTION	<p><u>Motion to Approve</u> Motion made by: Randy Porter Motion seconded by: Dale Reagan</p> <p>Chairman Jeff Mason asked for discussion or comments on the motion.</p> <p>Motion carried with a rollcall vote. Fifteen board members voted yes. One member was unavailable for the vote.</p>
	<p>EXECUTIVE DIRECTOR REPORT MARK FARLEY, EXECUTIVE DIRECTOR</p>
DISCUSSION	<p>Executive Director Mark Farley shared that informational flyers for both UCDD and UCHRA are available, outlining the services and programs each agency provides. Board members are encouraged to request copies if they would like to present this information to their budget committees.</p> <p>Mr. Farley then provided the following program updates:</p> <ul style="list-style-type: none"> • The first graduation ceremony for the Day Reporting Center is scheduled for May 23rd. This court-referred program provides an alternative to incarceration, offering

DISCUSSION	<p>participants support from clinical staff to address recovery needs, stabilize their lives, reenter the workforce, and reintegrate into their communities. Currently, 17 individuals are actively participating in the program.</p> <ul style="list-style-type: none"> • UCHRA operates two transitional homes, located in Smithville and South Carthage, both of which are nearing full capacity. • Discussions are ongoing with the Fletcher Group, the Smith County Recovery Court, and Judge Beller regarding the development of additional transitional housing. A recent meeting with the Tennessee Department of Mental Health and Substance Abuse Services was positive, and the department has expressed interest in supporting the initiative. • State allocations for Opioid Abatement funding are expected to open in the spring. Mr. Farley encouraged consideration of a regional project that would enhance substance abuse services beyond what is currently provided at the county level. Anyone with suggestions is asked to contact Mr. Farley or Melissa Hoisington. • UCHRA is working with Tennessee Tech, the hospital, Highlands Economic Partnership, Workforce Development, and WCTE to explore innovative strategies for lifting families out of poverty. As of April 15th, 60 families have successfully graduated from the program, achieving 255% of the federal poverty level. This includes 91 children who are now living above the poverty line. The initiative began with 708 families, and progress continues.
DISCUSSION	<p>OLD BUSINESS CHAIRMAN JEFF MASON</p> <p>No old business was presented for discussion.</p>
DISCUSSION	<p>NEW BUSINESS CHAIRMAN JEFF MASON</p> <p>Chairman Jeff Mason thanked Mr. Farley for providing the name plates for the meeting.</p>
DISCUSSION	<p>PUBLIC COMMENTS CHAIRMAN JEFF MASON</p> <p>There were no public comments presented.</p>
DISCUSSION	<p>ADJOURN CHAIRMAN JEFF MASON</p> <p>Chairman Jeff Mason advised that he would accept a motion to adjourn.</p>
ACTION	<p><u>Motion to Adjourn:</u> Motion made by: Randy Porter Motion seconded by: Dale Reagan</p> <p>The UCHRA Executive Committee voted unanimously to adjourn the April 16, 2025 meeting.</p>
CONCLUSION 10:55 a.m.	

 Jeff Mason, Chairman

 Sam Gibson, Secretary

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

DRAFT MINUTES	JUNE 4, 2025	10:30 A.M.	COOKEVILLE, TN
MEETING CALLED BY	Executive Director Mark Farley called the meeting to order.		
TYPE OF MEETING	UCHRA Policy Council		
FACILITATOR	Executive Director Mark Farley		
NOTETAKER	Sherry Thurman		
MEMBERS PRESENT	Cindy Putman, Kristi Paling, Phil Fox, Michael Burton, Barbara Wheeler, Linda Pastrick, Patti Ognibene, Tracie Long, Alejandra Cisneros Conohan, Misty Phy		
MEMBERS ABSENT	Sam Gibson, Keisha Richards, Charlene Whitaker, Bill Gibson, Zack Gilpin, Bob DePriest, Anne Stamps, Marilyn Davis		
	CALL TO ORDER	MAYOR SAM GIBSON	
CALL TO ORDER	Executive Director Mark Farley 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	Executive Director Mark Farley asked for a motion to approve the minutes of the April 2, 2025 Policy Council meeting. A motion was made to approve the minutes.		
ACTION	<u>Motion to Approve</u> Motion made by: Barbara Wheeler Motion seconded by: Linda Pastrick Executive Director Mark Farley asked for discussion on the motion. Motion carried unanimously.		
	CSBG • CSBG Dashboards • Conflict of Interest Forms	LANELLE GODSEY, DEPUTY DIRECTOR/COMMUNITY SERVICES DIRECTOR	
DISCUSSION	LaNelle Godsey announced that Conflict of Interest forms have been distributed to all Policy Council members. She requested that members review and sign the forms. These forms are required annually by the Community Services Block		

DISCUSSION

Grant and are collected during the June meeting each year.

LaNelle also provided an update on the dashboards for March and April 2025. She reported that the Eviction Rental Assistance Program has launched successfully, with clients being served throughout March and April. Services will continue through the end of July. The program is designed to assist individuals who are behind on rent to help prevent eviction.

LaNelle shared that the agency will receive increased funding for the LIHEAP program. This additional support will allow the agency to eliminate the current waiting list and provide services for the remainder of the program year. The agency is currently working with the state to finalize the funding contract.

**OVERVIEW OF POLICY COUNCIL
SURVEY**

**JORDAN HERALD,
COMMUNITY SERVICES
ASSISTANT DIRECTOR**

Jordan Herald shared that she previously distributed a Community Needs Assessment questionnaire to all members during a past meeting and has since received seven completed responses. The information collected from these questionnaires will be included in the full Community Needs Assessment, which is scheduled to be completed at the start of the next program year. This data plays a critical role in shaping programs and identifying the most pressing needs within the communities we serve.

Jordan provided a summary of the preliminary findings from the seven surveys received so far. Key service gaps identified include childcare, housing, and access to healthcare. Employment challenges highlighted in the responses involve a lack of higher-wage opportunities and limited availability of family-friendly jobs. There is also a strong demand for career and training support, particularly in job readiness and soft skills development.

Survey responses indicated that adults in the workforce continue to face educational barriers such as high costs, limited access, and emotional stress. Financial insecurity remains a significant concern, driven by high housing costs, debt, and a shortage of financial literacy resources. Mental health services and transportation were also noted as major access issues.

Jordan encouraged all Policy Council members who have not yet completed the questionnaire to do so and email their responses to her.

Executive Director Mark Farley stated that the organization is continually exploring opportunities to develop and add new programs, as well as evaluating the effectiveness of existing ones. He emphasized that the Community Needs Assessment questionnaire is a key tool in helping determine future program priorities and assess the success of current efforts.

**AGENCY BUDGET AND FISCAL
DEPARTMENT OVERVIEW**
**GINGER STOUT,
FINANCE DIRECTOR**
DISCUSSION

Ginger Stout provided an overview of the Upper Cumberland Human Resource Agency's budget for the program year covering July 1, 2025, through June 30, 2026.

UCHRA ROUNDTABLE
• Legislative Update
**MARK FARLEY,
EXECUTIVE DIRECTOR**

Executive Director Mark Farley informed the Policy Council that the state has reviewed the commodities program UCHRA has managed for over 20 years. As a result, the state will transition the distribution of food assistance to four designated food banks across Tennessee. UCHRA's contract with the U.S. Department of Agriculture will end on September 30th. The food banks are able to offer a broader selection of food, including meat and fresh vegetables—items that UCHRA has been unable to provide.

Executive Director Mark Farley asked Policy Council members to help share this information with clients to reduce concerns and ensure a smooth transition.

LaNelle Godsey added that a meeting with the Department of Agriculture is expected in June or early July, where further details will be provided.

Executive Director Mark Farley also announced that the Department of Human Services has released a new round of community grant opportunities. These grants are broad in scope and can support a variety of social service needs throughout the region. UCHRA is reviewing several grant opportunities to pursue and encourages local nonprofits or community groups interested in applying to reach out for assistance.

DISCUSSION

Executive Director Mark Farley shared that UCHRA continues to operate the Day Reporting Center through the Department of Corrections. A graduation ceremony was recently held for eleven individuals who successfully completed the program.

Executive Director Mark Farley reported that the UC Recover Program has been fully operational for five to six months and is funded through the OPIOID Abatement initiative. Currently, the program is actively working with 159 individuals. With another round of abatement funding expected soon, UCHRA is considering applying for funding to expand the program to include a focus on juveniles. If awarded, we would be able to work with local schools to establish a CPRS program specifically for individuals under eighteen. He encouraged members to refer individuals struggling with addiction to UCHRA for support through a CPRS.

Executive Director Mark Farley introduced two new members of the Policy Council: Tracie Long and Alejandria Cisneros Conohan.

	OLD/NEW BUSINESS	MAYOR SAM GIBSON
DISCUSSION	No old/new business was presented for discussion.	
	PUBLIC COMMENTS	MAYOR SAM GIBSON
DISCUSSION	No public comments were presented for discussion.	
	ADJOURN	MAYOR SAM GIBSON
ADJOURN	Executive Director Mark Farley advised that he would accept a motion to adjourn.	
ACTION	<u>Motion to Adjourn:</u>	
	Motion made by: Linda Pastrick	
	Motion seconded by: Kristi Paling	
	The Policy Council members voted unanimously to adjourn the June 4, 2025 meeting.	
CONCLUSION 10:20 A.M.		

Mayor Sam Gibson

**Upper Cumberland Human Resource Agency
Financial Report as of 4/30/2025**

Total Agency Grant Related Expenditures

Federal Grantor Revenue	\$ 16,834,240
State Grantor Revenue	\$ 2,775,380
Contract Revenues	\$ 2,278,143
Fares	\$ 288,519
Other Revenue	\$ 227,630
Inkind	\$ 316,763
TOTAL REVENUE	\$ 22,720,675

Salaries and Wages	\$ 7,724,198
Employee Benefits & Taxes	\$ 2,135,547
Total Personnel Expenses	\$ 9,859,744
Professional Fees	\$ 2,247,054
Supplies	\$ 250,878
Communication & Advertising	\$ 128,537
Postage & Shipping	\$ 5,305
Occupancy	\$ 634,192
Equipment Rental & Maintenance	\$ 36,941
Travel/Fuel	\$ 1,218,504
Training	\$ -
Vehicle Maintenance	\$ -
Transportation Trips	\$ -
Insurance	\$ 380,145
Assistance to Individuals	\$ 4,545,407
Printing	\$ 40,256
Contracted Services	\$ 489,052
Food	\$ -
Miscellaneous	\$ 15,601
RTAP-Training	\$ -
Job Access Trips	\$ -
Fundraising Costs	\$ -
Capital-Preventive Maintenance	\$ 11,862
Capital-Mobility Management	\$ -
Reimbursable Capital Exp.	\$ 1,070,235
In-kind / CPE	\$ 316,663
Total Non-Personnel Expenses	\$ 11,390,631
Total Direct Program Expenses	\$ 21,250,375
Administrative Expenses	\$ 1,611,254
TOTAL EXPENSES	\$ 22,861,629

Program Match \$ 140,954

Program/Matching Revenues

State Appropriation	\$ 121,575
Dues	\$ 191,863
Unrestricted Donations	\$ 10,000
Interest	\$ 1,925
TOTAL REVENUE	\$ 325,363

Non Grant Related Expenditures

Other	\$ 81,115
Retiree Benfits	\$ 35,052
Interest on Line of Credit	\$ 15,001
TOTAL EXPENSES	\$ 131,168
Revenue Over (Under) Exp	\$ 194,195
Match Requirement	\$ 140,954
Revenue Over (Under) Exp	\$ 53,241
Transportation Portion of Match	\$ 92,996
Unrestricted Revenue	\$ 146,238

June 2025 Head Start Action Items Executive Summary

March-April, 2025 Financial Reports

- March and April Budgets
- Monthly Activity Reports
- In-kind Reports
- Credit Card Reports

Request Sale of a 2011 Thomas Minotour School Bus

Board of Directors Carryover Request Letter HVAC

HVAC Carryover Budget Request Justification

HVAC Repair Carryover Request Narrative FY 2024 to FY 2025

NFS Waiver for HVAC Carryover



HEADSTART PROGRAM 51

7/01/2024-6/30/2025

AWARD#

04CH011574

Mar-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	4,876.80	45,144.80	10,939.20
3. Family Child Care Personnel		-	-	-
4. Home Visitors		-	-	-
5. Teacher Aides & Other Education Personnel	99,648.00	8,746.88	79,642.28	20,005.72
6. Health/Mental Health Services Personnel		-	-	-
7. Disabilities Services Personnel	34,913.00	2,909.42	25,630.07	9,282.93
8. Nutrition Services Personnel		-	-	-
9. Other Child Services Personnel	87,570.00	6,656.64	65,852.08	21,717.92
Transition Specialist		-		-
Family and Community Partnerships Personnel				
10. Program Managers & Content Area Experts	31,741.00	1,770.10	19,760.05	11,980.95
11. Other Family & Comm Partnerships Personnel	26,988.00	685.08	13,573.58	13,414.42
Program Design and Management Personnel				
12. Executive Director		-	-	-
13. Head Start/ Early Head Start Director	65,166.00	5,430.50	48,259.25	16,906.75
14. Managers		-	-	-
15. Staff Development		-	-	-
16. Clerical Personell		-	-	-
17. Fiscal Personnel		-		
18. Other Adminstrative Personell	26,291.00	2,047.80	19,198.15	7,092.85
Other Personnel				
19. Maintenance Personnel		-	-	-
20. Transportation Personnel		-	-	-
21. Other Personnel	26,988.00	1,141.80	15,859.95	11,128.05
TOTAL PERSONNEL	455,389.00	34,265.02	332,920.21	122,468.79
b. FRINGE BENEFITS				
1. Social Security(FICA),State Disability, Unemploy	35,431.00	2,798.72	26,445.22	8,985.78
2. Health/Dental/Life Insurance	43,924.00	2,020.74	19,610.43	24,313.57
3. Retirement	27,287.00	2,533.93	25,516.68	1,770.32
4. Other Fringe		-	-	-
TOTAL FRINGE BENEFITS	106,642.00	7,353.39	71,572.33	35,069.67
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	-	1,276.63	1,223.37
2. Child and Family Services Supplies	15,000.00	177.61	5,554.46	9,445.54
3. Food Service Supplies	2,000.00	-	120.52	1,879.48
4. Other Supplies	5,000.00	238.45	2,267.36	2,732.64
TOTAL SUPPLIES	24,500.00	416.06	9,218.97	15,281.03
f. CONTRACTUAL				
1. Administrative Services(Legal,Accounting)		-	-	-
2. Health/Disabilities Services	14,000.00	1,259.70	5,495.19	8,504.81
3. Food Service	2,000.00	31.30	63.81	1,936.19
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	1,291.00	15,559.00	10,441.00
g. CONSTRUCTION				
1. New Construction		-	-	-
2. Major Renovation		-	-	-
3. Acquisition of Buildings/Modular Units		-	-	-
TOTAL CONSTRUCTION		-	-	-
h. OTHER				
1. Depreciation/Use Allowance		-	-	-
2. Rent		-	-	-
3. Mortgage		-	-	-
4. Utilities, Telephone	18,500.00	1,689.07	12,983.04	5,516.96
5. Building & Child Liability Insurance	6,000.00	1,832.19	4,721.75	1,278.25
6. Building Maintenance/Repair and Other Occupancy	11,000.00	1,924.25	7,225.12	3,774.88
7. Incidental Alterations/Renovations		-	-	-
8. Local Travel	100.00	-	-	100.00
9. Nutrition Services	15,000.00	2,991.56	9,849.61	5,150.39
10. Child Services Consultants	29,070.00	-	29,070.00	-
11. Volunteers		-	-	-
12. Substitutes(if not paid benefits)		-	-	-
13. Parent Services	7,000.00	122.74	4,905.29	2,094.71
14. Accounting & Legal Services		-	-	0.00
15. Publications/Advertising/Printing	1,200.00	105.00	808.97	391.03
16. Training or Staff Development	14,190.00	2,410.35	9,592.68	4,597.32
17A. Vehicle Operations	27,300.00	4,826.38	16,089.99	11,210.01
17B. Administrative Cost	500.00	-	0.68	499.32
19. Education Incentive-Teachers		-	-	-
20. Training Initiatives	-	-	-	-
21. Program Improvements	-	-	-	-
TOTAL OTHER	129,860.00	15,901.54	95,247.13	34,612.87
i. TOTAL DIRECT CHARGES	742,491.00	59,227.01	524,517.64	217,973.36
j. Indirect Costs	67,701.00	6,417.96	70,043.00	(2,342.00)
TOTALS - ALL BUDGET CATEGORIES	810,192.00	65,644.97	594,560.64	215,631.36

IN-KIND	202,548.00	202,548.00	-
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Monthly Expenses	\$65,644.97
<u>YTD ADMIN CALCULATION</u>	<u>-\$2,342.00</u>
Total Drawdown	\$63,302.97

Director of Finance & Administration

Date

Elsie Blaylock
Van Buren Co. Head Start Director

4/17/25
Date



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

AWARD# 04CH011574
 Apr-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	50,509.28	5,574.72
3. Family Child Care Personnel		-	-	-
4. Home Visitors		-	-	-
5. Teacher Aides & Other Education Personnel	99,648.00	7,906.10	87,548.38	12,099.62
6. Health/Mental Health Services Personnel		-	-	-
7. Disabilities Services Personnel	34,913.00	2,909.42	28,539.49	6,373.51
8. Nutrition Services Personnel		-	-	-
9. Other Child Services Personnel	87,570.00	7,576.96	73,429.04	14,140.96
Transition Specialist		-		-
Family and Community Partnerships Personnel				
10. Program Managers & Content Area Experts	31,741.00	1,510.69	21,270.74	10,470.26
11. Other Family & Comm Partnerships Personnel	26,988.00	1,736.92	15,310.50	11,677.50
Program Design and Management Personnel				
12. Executive Director		-	-	-
13. Head Start/ Early Head Start Director	65,166.00	5,430.50	53,689.75	11,476.25
14. Managers		-	-	-
15. Staff Development		-	-	-
16. Clerical Personell		-	-	-
17. Fiscal Personnel		-		
18. Other Adminstrative Personell	26,291.00	2,047.80	21,245.95	5,045.05
Other Personnel				
19. Maintenance Personnel		-	-	-
20. Transportation Personnel		-	-	-
21. Other Personnel	26,988.00	1,024.16	16,884.11	10,103.89
TOTAL PERSONNEL	455,389.00	35,507.03	368,427.24	86,961.76
b. FRINGE BENEFITS				
1. Social Security(FICA),State Disability, Unemploy	35,431.00	2,785.78	29,231.00	6,200.00
2. Health/Dental/Life Insurance	43,060.50	1,985.25	21,595.68	21,464.82
3. Retirement	28,150.50	2,633.82	28,150.50	-
4. Other Fringe		-	-	-
TOTAL FRINGE BENEFITS	106,642.00	7,404.85	78,977.18	27,664.82
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	173.27	1,449.90	1,050.10
2. Child and Family Services Supplies	15,000.00	293.02	5,847.48	9,152.52
3. Food Service Supplies	2,000.00	-	120.52	1,879.48
4. Other Supplies	5,000.00	549.07	2,816.43	2,183.57
TOTAL SUPPLIES	24,500.00	1,015.36	10,234.33	14,265.67
f. CONTRACTUAL				
1. Administrative Services(Legal,Accounting)		-	-	-
2. Health/Disabilities Services	14,000.00	187.74	5,682.93	8,317.07
3. Food Service	2,000.00	7.58	71.39	1,928.61
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	195.32	15,754.32	10,245.68
g. CONSTRUCTION				
1. New Construction		-	-	-
2. Major Renovation		-	-	-
3. Acquisition of Buildings/Modular Units		-	-	-
TOTAL CONSTRUCTION		-	-	-
h. OTHER				
1. Depreciation/Use Allowance		-	-	-
2. Rent		-	-	-
3. Mortgage		-	-	-
4. Utilities, Telephone	18,500.00	1,463.26	14,446.30	4,053.70
5. Building & Child Liability Insurance	6,000.00	-	4,721.75	1,278.25
6. Building Maintenance/Repair and Other Occupancy	11,000.00	202.00	7,427.12	3,572.88
7. Incidental Alterations/Renovations		-	-	-
8. Local Travel	100.00	-	-	100.00
9. Nutrition Services	15,000.00	1,567.81	11,417.42	3,582.58
10. Child Services Consultants	29,070.00	-	29,070.00	-
11. Volunteers		-	-	-
12. Substitutes(if not paid benefits)		-	-	-
13. Parent Services	7,000.00	645.96	5,551.25	1,448.75
14. Accounting & Legal Services		-	-	0.00
15. Publications/Advertising/Printing	1,200.00	55.00	863.97	336.03
16. Training or Staff Development	14,190.00	-	9,592.68	4,597.32
17A. Vehicle Operations	27,300.00	438.60	16,528.59	10,771.41
17B. Administrative Cost	500.00	0.16	0.84	499.16
19. Education Incentive-Teachers		-	-	-
20. Training Initiatives	-	-	-	-
21. Program Improvements	-	-	-	-
TOTAL OTHER	129,860.00	4,372.79	99,619.92	30,240.08

i. TOTAL DIRECT CHARGES	742,491.00	48,495.35	573,012.99	169,478.01
j. Indirect Costs	67,701.00	6,960.47	77,003.47	(9,302.47)
TOTALS - ALL BUDGET CATEGORIES	810,192.00	55,455.82	650,016.46	160,175.54
IN-KIND	202,548.00		202,548.00	-

Monthly Expenses	\$55,455.82
<u>YTD ADMIN CALCULATION</u>	<u>-\$7,083.09</u>
Total Drawdown	<u>\$48,372.73</u>

Director of Finance & Administration

Date

Elsie Blaylock
Van Buren Co. Head Start Director

5/12/25
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 |

Area	Comments		
Date: 3/1/25 - 3/31/25			
Special Activities, Events and/or Trainings of the Month			
Description	Dates	Attendees #	Notes
Dr. Seuss Week	3/3/25-3/7/25		
Fire Drill	3/11/25		Training
Tornado Drill	3/13/25		Training
St Patrick's Day	3/14/25		
Spring Break	3/17/25-3/21/25		No School
Van Buren Prevention Coalition	3/26/25		
Spring Pictures	3/27/25	34	
MVP Derby Day	3/29/25		
2 hour Delay due to storms	3/31/25	39	
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	3/27/25	SpED Teacher	Worked with Anthony and Aurora
Candice Brewer	3/28/25	Occupational Therapy	Worked with Anthony and Aurora
Dr Mark Loftis	3/31/25	Class Observation	
Upcoming Special Activities, Events and/or Trainings			
Description	Dates	Attendees #	Notes
Bus Evac. Drill	4/3/25		Training
Fire Drill	4/8/25		Training
Earthquake Drill	4/9/25		Training
Tornado Drill	4/10/25		Training
Van Buren Imagination Library	4/15/25		
Ball Study Begins	4/16/25		
Easter Celebration	4/17/25		
Good Friday	4/18/25		No School
Fire Drill	4/21/25		Training
Earth Day	4/22/25		

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

March 2025
(Month/Year)

Maggie Hodge
(Staff Member Completing Report)

Van Buren
(County or Center)



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 |

Van Buren Prevention Coalition	4/23/25		
Paula Balls	4/24/25		
Family Reading Night-Camping	4/25/25		Family Engagement

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

Home Visits by Center Edu. Staff: 39	Medical Trips # of Children:	Dental Trip # of Children:
Monthly Volunteer Total:	Parent Meetings/Trainings:	# Present: 384
Total Enrollment: 39	Operational Days: 16	Withdrawn: 1 Added: 0
Monthly Total Present: 559	Monthly ADA: 94.43%	Meals B: 514 L: 551 S: 519

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

March 2025
(Month/Year)

Maggie Hodge
(Staff Member Completing Report)

Van Buren
(County or Center)



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 |

Area	Comments		
Date: 4/1/25			
Special Activities, Events and/or Trainings of the Month			
Description	Dates	Attendees #	Notes
Site Visits: Admin, Farm Bureau and Ag Ext	4/2/25		Field Trip
Bus Evac.	4/3/25		Training
Parent Meeting	4/4/25		Meeting
Kindergarten Children Transition Trays	4/7-4/17		Transition
Fire Drill	4/8/25		Training
Earthquake Drill	4/9/25		Training
Tornado Drill	4/10/25		Training
Good Friday	4/18/25		No School
Fire Drill	4/21/25		Training
Van Buren Prevention Coalition	4/23/25		
List of Visits by Central Office Staff			
Person(s)	Dates	Purpose	Notes
List of Public School Contacts and Visits			
Person(s)	Dates	Purpose	
Candace Brewer	4/3/25	OT	
Cheryl Chavez	4/3/25	SES SpEd	
Angie Ally	4/7/25	CCRR	
Lindsey Walley & Hailey Dodson	4/8/25	Dental Program	
Sheriff Brock	4/8/25		
Angie Ally	4/10/25	CCRR	
Cheryl Chavez	4/10/25	SES SpED	
Angie Alley	4/11/25	CCRR	
Laura Rhea, Cassell, Lisa Cope	4/14/25	CAC	
Micheal Brock	4/14/25	Sheriff	
Cheryl Chavez	4/17/25	SES SpEd	
Angie Alley	4/21/25	CCRR	
Candace Brewer	4/24/25	OT	
Cheryl Chavez	4/24/25	SES SpEd	
Angie Alley	4/25/25	CCRR	

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April 2025
(Month/Year)

Maggie Hodge
(Staff Member Completing Report)

Van Buren
(County or Center)



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 |

Upcoming Special Activities, Events and/or Trainings			
Description	Dates	Attendees #	Notes
Kindergarten Bus Training	5/2/25		
Tentative FCF Field Trip	5/2/25		
Family Reading Night Camping	5/2/25		
End of the year program	5/7/25		Last Day of School

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

Home Visits by Center Edu. Staff: 0	Medical Trips # of Children: 0	Dental Trip # of Children: 11
Monthly Volunteer Total:	Parent Meetings/Trainings:	# Present: Attendance: 554
Total Enrollment: 38	Operational Days: 22	Withdrawn: 1 Added: 0
Monthly Total Present: 554	Monthly ADA: 93.95%	Meals B: 707 L: 715 S: 658

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

April 2025
(Month/Year)

Maggie Hodge
(Staff Member Completing Report)

Van Buren
(County or Center)



HEADSTART INKIND
Mar-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

211,454.23 IN KIND BOOKED
202,548.00 BUDGET TOTAL

8906.23 EXTRA IN KIND



HEADSTART INKIND
Apr-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

211,454.23 IN KIND BOOKED
202,548.00 BUDGET TOTAL

8906.23 EXTRA IN KIND



UC HRA
Van Buren County
Head Start

**CREDIT CARD REPORT
MARCH 2025**

Vendor	Date	Item	Amount	Code
CAPITAL ONE	1/24/2025	SEL PAIL, 2-GV 40 PK, 2-DISINFCT 300, RX-30, ALL FC, CLXTBCRAINCL-2, 810 REFIL, DCK WHITE TP-3	139.43	E4
		DUR ALK D4-2, ENR D-8PK	32.91	E2
		BL EYEWASH	4.32	F2
	1/28/2025	SOSSWPDS 18CT	4.84	E4
		PC GP 3-4 B-2	39.94	E2
	2/10/2025	4 DIAPER ENIE REFILLS	63.88	E2
		2-GV LACTOSE FREE 1% MILK	6.76	F3
REGIONS BANK-OMNI ATLANTA HOTEL	2/13/2025	HOTEL AND TICKETS FOR RIVHSA CONFERENCE	742.35	H16
REGIONS BANK-WALMART	2/21/2025	3-LG WHITE EGGS 18CT	24.54	F3
		TRAINING PANTS FOR GIRLS 86CT	19.97	E2
REGIONS BANK-AMAZON	2/25/2025	2-DR SUES CAT IN THE HAT-SET OF 24 FOR BLUE FOX BAKING	20.91	E2
REGIONS BANK-WALMART	2/27/2025	2-BANANA BUNCHES, GOLDFISH CHEDDAR CHEESE CRACKERS, ROUND CRACKERS,-2, SPINACH ARTICHOKE CHEESE DIP-2, LG 8CT WHITE EGGS, COOKED HAM, STRAWBERRIES -2	44.54	H9
		SOAK PROOF DISPOSABLE ROUND FOAM PLATES	15.16	
REGIONS BANK-NATIONAL HEADSTART ASSOC.	2/27/2025	REGISTRATION FOR LEADERSHIP EDUCATION AND DEVELOPMENT SUMMIT	459.00	H16
REGIONS BANK-AMAZON	3/1/2025	CHAIN REPAIR PLIER	94.18	E4
REGIONS BANK-DROPBOX	2/27/2025	MONTHLY SUBSCRIPTION	14.98	F2
SAMS CLUB	2/24/2025	12-RAGU SAUCE, 34-HAM. WHITE, 34-CAPRI SUN VARITEY, 34 AMBROSIA APPLE, 34 10 PD PANCAKE MIX, 34 SYRUP, 18-1 LB SPAGHETTI	1308.68	H9
SAMS CLUB	3/6/2025	34 MOTT'S APPLE JUICE, 34 THIN SANDWICH BREAD, 34-ATHENO'S 24 OZ FETA, 2 LEMONS, 33 10 PD BAKING POTATOES, 34 NUTRI GRAIN 36CT, 34 FISH STICKS, - 4PK CREAM CHEESE	1638.34	H9
	Total		\$4,674.73	



**CREDIT CARD REPORT
APRIL 2025**

Vendor	Date	Item	Amount	Code
STAPLES BUSINESS ADVANTAGE	3/10/2025	BROTHER DF310 DRUM UNIT	173.27	E1
REGIONS BANK-WALMART	3/3/2025	12-EATER BLUE BUNNY PLASTIC BUCKET, 14 EASTER BLUE BUNNY FACE PLASTIC BUCKET, 14-EASTER EGGS PLASTIC BUCKETS	49.60	E2
REGIONS BANK-AMAZON	3/6/2025	PK 50-INCENTIVE BOOKMARKS	15.94	E2
REGIONS BANK-WALMART	3/10/2025	PAINT BRUSH SET, ALL FREE AND CLEAR DETERGENT	27.96	E4
		82 GAL. STORAGE BOX	64.99	E2
REGIONS BANK-AMAZON	3/11/2025	50-BULK PK COLORING BOOKS WITH CRAYONS, 50 BULK PK COLORING BOOKS WITHOUT CRAYONS	99.89	E2
REGIONS BANK-AMAZON	3/12/2025	DR. SEUSS ROLL & MOVE FOAM ACTIVITY BLOCKS	23.40	E2
REGIONS BANK-AMAZON	3/19/2025	2-FOAM REFILL 2PK FOAM SOAP CARTRIDGES	52.00	E4
REGIONS BANK-AMAZON	3/20/2025	MOUNTING BRACKET -STACKABLE SHARPS CONTAINER	15.99	F2
REGIONS BANK-AMAZON	3/22/2025	BUBBLE MACHINE	39.99	E2
REGIONS BANK-AMAZON	3/22/2025	SHARPS CONTAINER	20.48	F2
REGIONS BANK-SOUTHERN EARLY CHILDHOOD	3/25/2025	MEMBERSHIP RENEWAL	55.00	H15
REGIONS BANK-AMAZON	3/28/2025	FABRIC SOFTENER DRYER SHEETS 195 COUNT	8.07	E4
REGIONS BANK-DROPBOX	2/27/2025	MONTHLY SUBSCRIPTION	14.98	F2
SAMS CLUB	4/7/2025	33-RAMEN CHICKEN NOODLE SOUP 24PK, 10-8PK GREEN BEANS, 33- V8 SPLASH, 10- 8PK WHOLE KERNEL CORN, 33- SWEET SUE CHICKEN WITH BROTH, 11-12PK SALATINE CRACKERS, 16 CT MIXED FRUIT BOWLS, 10-8CT SWEET PEAS, 31-CHEERIOS BREAKFAST CEREAL 2PK	1544.26	H9
	Total		\$2,205.82	



June 18, 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 sale of a 2011 Thomas Minotour School Bus was approved as indicated.

Sincerely,

Jeff Mason
UCHRA
Van Buren County Head Start



June 18, 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. 04CH011574-04

Dear Sir or Madam,

As the Board of Director Chairperson, the request to approve the 2024/2025 Carryover Request Application for HVAC repair was approved as indicated.

Sincerely

Jeff Mason
UCHRA
Van Buren County Head Start



UCHRA Van Buren County Head Start

Carryover Request

June 10, 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. 04CH011574-04
PY 2024-2025 Period (05)**

Dear Sir or Madam,

Upper Cumberland Human Resource Agency Head Start is requesting at this time the use of carryover from FY23-24 Grant No. 04CH011574-04 funds in the amount of \$27,100 (CAN #3-G044122). \$27,100 in Building Maintenance and repair for repair of the heating and air system inside the center. To ensure uninterrupted services for the children in the program, repairing the heat and air unit within the center building is a vital step towards safeguarding the health, well-being and educational success of young children. With this repair approval it will enable the program to properly maintain heat and air systems which are essential for creating a healthy comfortable and conducive learning environment. In addition we are requesting a waiver for \$6,775 in-kind match FY 24-25 related to the carryover request. In Van Buren County there are limited community resources that make obtaining in kind very difficult. We rely mainly on parents to be able to achieve our in kind requirement through participation in the program by volunteering, completing home activities, attending parent training, program generated parent activities and parents completing classroom observations.

We have always met our required in-kind even when not utilizing all allotted funding. Adding additional in-kind would add a burden to the program due to community resources outside the county being stretched thin as a result of programs in their counties also needing help. Your immediate attention to consideration in allowing the program the opportunity to carry forward the dollars allocated for these projects is as always greatly appreciated. If you have any questions you can contact me at eblaylock@uchra.com (423-881-5182).

Respectfully,

Elsie Blaylock

Ref.,; Grant No. 04CH011574-04

PY 2024-2025 Period 05

Carry Over Request Narrative

Object Class Categories	Carry Over	Program Operations	T/TA
Personnel	0	0	0
Fringe Benefits	0	0	0
Travel	0	0	0
Equipment	0	0	0
Supplies	0	0	0
Contractual	0	0	0
Construction	0	0	0
Other	\$27,100	\$27,100	0
Indirect Cost	0	0	0
Total	\$27,100	\$27,100	0

	UCHRA HEAD START Budget Justification							HEAD START	
								<u>PA22</u>	<u>PA22</u> <u>C</u>
Personnel									
Teachers								0.00	
Teacher Assistant								0.00	
Disability Service Personnel								0.00	
Assistant Mentor Coach/ Education								0.00	

Supervisor									
Literacy Aid/ Safety Coordinator								0.00	
Family and Community Partnership Specialist								0.00	
Family Service Worker								0.00	
Custodian/ Maintenance								0.00	
Management/ Admin								0.00	
Personnel Total								0.00	
Fringe									
Health Insurance								0.00	
Retirement								0.00	
Social Security (FICA), State Disability, Unemploy ment (FUTA), Worker's Compensation, State Unemployment								0.00	
Fringe Total								0.00	
Travel									
								0.00	
Travel Total								0.00	
Equipment									
								0.00	
Equipment Total								0.00	
Supplies									
Office								0.00	
Child and Family Supplies								0.00	
Food Service Supplies								0.00	

Other Supplies								0.00	
Supplies Total								0.00	
Contractual									
Health / Disabilities Services								0.00	
Food Services								0.00	

Training and Technical Assistance									0.00
Contractual Total								0.00	
Construction									
								0.00	
Construction Total								0.00	
Other									
Utilities, Telephone								0.00	
Building and Child Liability Insurance								0.00	
Building Maintenance / Repair and Other Occupancy	To complete the project formerly identified in the current budget for the purpose of repairing HVAC unit that has recently stopped working.							\$27,100	
Local Travel								0.00	
Nutrition Services								0.00	
Parent Services								0.00	
Accounting and Legal Services								0.00	
Publications /								0.00	

Advertising / Printing									
Training or Staff Development							0.00		
Vehicle operations							0.00		
Administrative office							0.00		
Other Total							\$27,100		
Indirect Cost							0.00		
							Total Budget	PA22	PA22C
							Total Federal	\$27,100	0.00
							Non-Fed Share	0.00	0.00

Non-Federal Share Waiver Request

Grant Number/Organization: 04CH011574-04

Budget Period/Program year: Fiscal Year 2024/2025 **Period** 05

Projected Total Expenditures for Head Start/Early Head Start - \$791,819

Total Non-Federal Share Required: \$197,955

Projected Non-Federal Share for PYE: \$189,639

Projected Non-Federal Share Waiver Requested: \$6,775

Total Head Start/Early Head Start Children Served: 37

Governing Board & Policy Council Approval: Yes

Non-Federal Share History:

- The program strives to meet the required in-kind. Although it is difficult the program has met all required in-kind. The program meets required in-kind through mostly parent participation in program activities and educational opportunities. In order for the mandated in-kind to be met the program reaches outside the county for support. This is becoming more difficult to achieve due to rising costs and community resources stretched thin as a result of programs needing help in their home counties.

Non-Federal Share Waiver Request

Criteria for Waiver Request:

- Upper Cumberland Human Resource Agency Van Buren County Head Starts sits in a very rural part of Van Buren County Tennessee. In Van Buren County there are limited community resources that make obtaining in-kind very difficult. We rely mainly on parents to be able to achieve our in-kind requirement through participation in the program, community resources outside the county, parents attending trainings/activities and volunteers.

What Efforts have your agency made to generate the required Non-Federal Share:

- Upper Cumberland Human Resource Agency Van Buren County Head Start strives to ensure in-kind is met by creating home activities for the families to complete at home with their child which focuses on educational opportunities and goals set by the families, orchestrating new activities to allow parents to volunteer in the program and creating new partnerships with community resources outside our county.
-

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

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

Program of Work FY 2025-2026

The four (4) major departments of the Upper Cumberland Human Resource Agency (UCHRA) are committed to assisting individuals and communities to improve their quality of life. In pursuit of this goal, here are the points of emphasis for the coming fiscal year:

Empower Upper Cumberland

We have moved from implementation to being fully operational in administering the Tennessee Opportunity Act Pilot project. We are now established across all 14 counties with enrollments of eligible families occurring as well as bringing in partner programs to provide services as needed. As we execute this program we will establish best practices and new techniques to assist families in moving up the economic ladder with the ultimate goal of stability. Circles chapters will be started across the region to provide support to the families. *(Circles USA gathers middle-income and high-income volunteers to support families in poverty. Surrounded by people who have landed jobs, negotiated a lease, or managed credit card debt, for example, people experiencing poverty are more equipped to achieve long-term financial stability.)*

Community Services

The Community Services Department's programs and services focus on assisting our Community's low-income and vulnerable populations.

- **Low-Income Home Energy Assistance**
Continue outreach and provide assistance with energy bills.
- **Weatherization**
With our new partnership with ICAST, we hope that multi-units will have the option to be weatherized. Through UCHRA only single units can receive weatherization services.
- **Child & Adult Care Food Program**
We are expanding the program to include At Risk Feeding Program. We will be implementing the program with the Putnam County School Nutrition. We will also begin exploring the summer feeding program. The goal is to start with Putnam County and then grow the program to other interested counties.
- **Senior Community Service Employment**
We will continue to recruit participants and host sites in the following UC counties: Clay, Cumberland, Overton, Pickett, Putnam, and White.
- **Home and Community Services (CHOICES) & Social Services Block Grant**
With our new partnership with the Tennessee Board of Regents and Tennessee Tech University, we hope to increase the number of potential employees available to not only our program but to other service providers across the region. At this time the needs of the region far exceed the available staffing capacity.
- **Commodities**
We will work on securing funding for a box truck to deliver commodities, due to the age and mileage of the current box truck. The commodities program provides bi-monthly food to low-income households in the Upper Cumberland.

Upper Cumberland Human Resource Agency

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www.uchra.org

- **Community Services Block Grant**

The focus is shifting to align this grant with poverty alleviation, rather than poverty management.

- **Van Buren County Head Start**

Continue to provide a safe and enriching environment for children to help prepare them for school.

Transportation

The UCHRA Public Transportation program, operated by the Upper Cumberland Human Resource Agency, strives to provide safe, affordable, and dependable public transportation to residents of all ages in the 14-county Upper Cumberland area of Tennessee. Our goal is to move to an on-demand model as the needs of the region continue to shift in that direction.

Community Intervention

The Community Intervention Department provides programs that target and support justice-involved adults and juveniles. We plan to continue building the day reporting model to supplement the substance abuse issues of the region.

- **UC Recovery**

In our substance abuse work will continue to build partnerships with outside agencies and organizations in an effort to grow available resources and to stabilize funding opportunities.

County Offices

It is our goal to provide services at the county level.

Upper Cumberland Development District | Upper Cumberland Human Resource Agency
Performance Evaluation Committee Report

PERFORMANCE EVALUATION COMMITTEE REPORT		JUNE 5, 2025	12:30 P.M.	COOKEVILLE, TN
MEETING CALLED BY	Chairman Jeff Mason			
TYPE OF MEETING	UCDD/UCHRA Performance Evaluation Committee Meeting			
FACILITATOR	Chairman Jeff Mason			
NOTE TAKER	Sherry Thurman			
MEMBERS PRESENT	Allen Foster, Jimmy Johnson, Denny Robinson, Jeff Mason			
	CALL TO ORDER		CHAIRMAN JEFF MASON	
CALL TO ORDER	Chairman Jeff Mason called the meeting to order.			
ROLL CALL	Sherry Thurman called the roll and the attendance is recorded above. There was a quorum of the committee members present.			
	PERFORMANCE EVALUATIONS			
	• MARK FARLEY, EXECUTIVE DIRECTOR		CHAIRMAN JEFF MASON	
	• GINGER STOUT, FINANCE DIRECTOR			
DISCUSSION	The committee conducted its annual review of performance evaluations for Executive Director Mark Farley and Finance Director Ginger Stout. The overall average ratings were: <ul style="list-style-type: none">Executive Director: 3.81Finance Director: 4.00 A motion was made to accept the performance evaluations as presented and recommend to the executive board.			
ACTION	<u>Motion to Approve</u> Motion made by: Allen Foster Motion seconded by: Jimmy Johnson Chairman Jeff Mason asked for discussion on the motion. Motion carried unanimously.			
	OTHER BUSINESS		CHAIRMAN JEFF MASON	
DISCUSSION	No other business was presented for discussion.			
	ADJOURN		CHAIRMAN JEFF MASON	
ACTION	Chairman Jeff Mason advised that he would accept a motion to adjourn. <u>Motion to Adjourn:</u> Motion made by: Denny Robinson Motion seconded by: Allen Foster Motion carried unanimously. The UCDD/UCHRA Performance Evaluation Committee voted unanimously to adjourn the June 5, 2025 meeting.			
CONCLUSION 12:40 P.M.				



**Evaluations for Executive Director & Finance Director
5-Jun-25**

Executive Director		Finance Director	
#1	3.69	#1	4.00
#2	3.81	#2	4.00
#3	4.00	#3	4.00
#4	<u>3.75</u>	#4	<u>4.00</u>
Total	15.25		16.00
Average	3.81		4.00