KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

February 25, 2016

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the L. T. Ross Building, 2247 Western Avenue, Knoxville, Tennessee at 10:00 a.m. on Thursday February 25, 2016.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Councilman Daniel Brown
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Polly Doka
Ms. Mary Farmer
Mr. Gerald Green (Represented by Mr. Doug Burton)
Ms. Kathy Mays
Dr. James McIntyre (Represented by Dr. Clifford Davis)
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Mr. Steve Ritter
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Mr. Thomas Strickland
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Rep. Joe Armstrong (Represented by Mr. John Wesley Donaldson)
Commissioner Amy Broyles
Rev. John Gill
Mr. Buz Johnson
Ms. Judy Poulson
Judge John Rosson
Ms. Jaleesa Warner
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the December 10, 2015 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland presented the January Administrative Committee report. The Administrative Committee met on January 28, 2016, and makes the following report:

Approved the personnel actions on the attached sheet. Received a report of the Office on Aging Invested Funds. No action is required at this time. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of December 2015. The committee reviewed the Homeless Services financial report. The committee reviewed the budgets, financial report and program progress for the Urban Agriculture program. The audit of the retirement program through June 30, 2015 has been completed and will be reviewed at the February Administrative Committee meeting. An extension until March 2016 has been received for completing the Charitable Solicitations Registration. The committee considered plans for the development of the local budget request to be submitted to the City of Knoxville and Knox County. The Administrative Committee recommends Mr. Terrell Patrick representing the East Resident Advisory Board to fill a seat in Group 2 of CAC board membership and Mr. Thomas “Tank” Strickland to fill an at-large seat in Group 3 of CAC board membership. Full board approval is recommended. The committee received a report of services provided during the recent inclement weather. The committee expresses its appreciation to the employees and volunteers who worked hard to insure that Mobile Meals, essential transportation, income tax assistance, and other needed services were provided. The committee also thanks everyone who came out to support the Snow Day fundraiser for Beardsley Farm. The committee made preliminary plans for the February meeting and reviewed the schedule of February events.

Mr. Strickland moved to accept the Administrative Committee report of January 28, 2016. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Derek Tate moved to accept Mr. Terrell Patrick to the CAC board to represent the East Resident Advisory Board. Ms. Lula Jones seconded the motion. The motion was unanimously approved.

Mr. Wright moved to accept Mr. Strickland to the CAC board as an at-large member representing Group 3. Mr. Tate seconded the motion. The motion was unanimously approved.

Ms. Anagnost welcomed Ms. Avice Reid to the board. Ms. Reid was appointed to the CAC board to represent City of Knoxville Mayor Madeline Rogero.

Mr. Thomas “Tank” Strickland presented the February Administrative Committee report. The Administrative Committee met on February 17, 2016, and makes the following report:
Tim Royster from HG&A Associates met with the committee to review the Retirement Plan Audit for the year ending June 30, 2015 and 2014. The report and related forms have been submitted to the U.S. Department of Labor as required by law. Approved the personnel actions on the attached sheet. A report of the Office on Aging Invested Funds was reviewed. No action is required at this time. The committee reviewed the Head Start and Early Head Start financial and program reports for the month of January 2016. The committee reviewed the Homeless Services financial reports. The committee was advised that the agency financial audit for the period ending June 30, 2015 will be completed and submitted before March 31, 2016 as required. The committee reviewed the local budget requests that have been submitted to the City of Knoxville and Knox County. Full board approval is recommended. This will be a separate agenda item. The committee reviewed proposals that have been submitted as follows. United Way: Senior Citizens Information and Referral Service (SCIRS) - $38,000; Resilient Families Case Management - $54,500. The City of Knoxville Community Development Department: Emergency Home Repair -$525,000; Weatherization Health and Safety - $250,000; Emergency Solutions Grant - $60,000. Full board approval is recommended. The committee received an update on the CSBG Organizational Standards. Plans were made for the February Board meeting. The Green Light Excellence Award will be presented.

Mr. Strickland moved to accept the Administrative Committee report of February 25, 2016. Mr. Chris Caldwell seconded the motion. The motion was unanimously approved.

Ms. Rebecca Parr moved to accept the grant proposals for United Way and the City of Knoxville Community Development Department. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

III. PRESENTATION: GREEN LIGHT AWARD OF EXCELLENCE – EAST TENNESSEE BRANCH OF THE U.S. GREEN BUILDING COUNCIL

Mr. Glenn Richters offered a brief overview of the U.S. Green Building Council (USGBC), which provides advocacy and education for sustainable and healthy living. Mr. Richters praised CAC for its programs and services which have made and continue to make lasting impacts in our community. The Green Light Award celebrates Knoxville area organizations that demonstrate leadership in advancing sustainability. Ms. Erin Gill, director of the City of Knoxville’s Office of Sustainability, said that CAC is being recognized for its lead role in a number of projects, including the Knoxville Extreme Energy Makeover (KEEM) and Lead Safe & Healthy Homes programs. In addition, CAC organized the local AmeriCorps program in 1994, making it one of the longest-running and, with about 40 members, largest AmeriCorps programs in the state. Ms. Gill said that CAC also promotes food security and sustainable agriculture through its operation of Beardsley Farm, a non-profit urban community farm. The USGBC members presented CAC with a beautiful award made of blown glass and created by a local artist. Ms. Kelly received the award and thanked the USGBC for their recognition.

IV. ANNUAL REPORTS

Ms. Kelly reported that due to unforeseen circumstances, the Office on Aging Annual Report will be delivered at the March board meeting. Ms. Windie Wilson presented the
Workforce Connections Annual Report for 2014-2015. Workforce Connections provided job search assistance with more than 19,243 customer visits and assisted 166 people in earning Career Readiness Certificates. Thirty-one (31) out of thirty-two (32) participants received a diploma. Participants in the Summer Youth Program earned more than $1,000 each while working summer jobs. Ms. Wilson highlighted some of the success stories included in the report. She recognized employer partnerships for providing job options and resources for job seekers. Ms. Wilson reported that Workforce Connections expended $2.6 million on a broad range of services during 2014-2015. She noted that adult, dislocated worker, and Out of School Summer Youth participants for that program year earn more than $5.5 million in wages in their first year after program exit. Ms. Wilson said that Workforce Connections met and exceeded all performance goals except for the Youth Literacy standard, which historically relied on subcontractor services, but this year did not. Ms. Wilson thanked her staff for their hard work.

Ms. Wilson reported that Workforce Connections met and exceeded all performance goals except for the Youth Literacy standard, which historically relied on subcontractor services, but this year did not. Ms. Wilson thanked her staff for their hard work. Ms. Wilson for a job well done in her first full year as director of Workforce Connections after the retirement of former director, Vaughn Smith, who retired last year.

V. CITY AND COUNTY BUDGET REQUESTS

Ms. Kelly explained that the CAC administrative staff prepares budget requests made to the City and County based on priorities. CAC is requesting $51,500 from the City of Knoxville to provide a 2% staff wage increase effective July 1, 2016; $60,000 to provide a case manager for Vulnerable Seniors Case Management to help seniors who are 85 years and older to remain in their homes; and $35,000 to provide a part-time maintenance position for O’Connor Senior Center due to an increase in the senior population attending the Center. Ms. Kelly reported that CAC is requesting $51,500 from Knox County to provide a 2% wage increase for CAC staff effective July 1, 2016; $60,000 in matching funds to provide transportation for those who need rides to work; $35,000 to provide Mobile Meals for residents who live in underserved and isolated areas of Knox County. Ms. Kelly said that budget proposals are usually presented in May by the City and County mayors. If they are approved, City Council and County Commission, respectively, the funds are made available in July. Dr. Twardosz asked if Head Start staff would also receive salary increases if the requests are approved. Ms. Kelly replied that this increase would apply to all CAC staff, including Head Start.

Ms. Polly Doka moved to approve the City and County budget requests. Mr. Wright seconded the motion. The motion was unanimously approved.

VI. EMPTY STOCKING FUND REPORT

Ms. Lori Galbraith reported that nine (9) human interest stories were done in partnership with the Knoxville News Sentinel to help raise $203,558.24 to provide 3,550 food baskets and 2,569 toys to families in need and 18,700 Mobile Meals to those who can no longer cook for themselves. The Knoxville News Sentinel provided $63,580 to make possible holiday meals from Thanksgiving Day through Christmas for vulnerable seniors. In addition, $9,636 in community donations was received to provide additional help for working poor families in East Tennessee.
VII. ORGANIZATIONAL STANDARDS

Ms. Kelly presented a video from the Community Action Partnership which explained Category 5 of the Organizational Standards which deals with Board Governance. After viewing the video, Ms. Kelly said that the board would continue to receive training on the Organizational Standards via board meetings and at the annual board training held in August. She added that members would each be provided with a notebook containing information about the Organizational Standards as well as the Conflict of Interest Disclosure form and other required documentation required for CAC board members at the next meeting.

VIII. PROGRAM UPDATES

Ms. Kelly reported that the Snowflake Ball, which had to be re-scheduled due to inclement weather, will be held on March 5 at Kerbela Temple. Ms. Lori Galbraith announced the Neighborhood Luncheon, sponsored by the City of Knoxville, to be held on March 5 at the Knoxville Convention Center. Mr. Albert Nelson announced that the 2nd Annual East Knoxville Community-Wide Clean-Up will be held on March 12 at Harvest Center Plaza from 9 am – noon.

There being no other business, the meeting was adjourned.

Polly Doka
Secretary Pro Tem