KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

March 31, 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, March 31, 2016.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Councilman Daniel Brown
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Ms. Mary Farmer
Mr. Gerald Green (Represented by Mr. Doug Burton)
Mr. Buz Johnson
Ms. Kathy Mays
Dr. James McIntyre (Represented by Dr. Clifford Davis)
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Judge John Rosson
Mr. Thomas Strickland
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Jaleesa Warner
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Commissioner Amy Broyles
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Rev. John Gill
Mr. Steve Ritter

OBSERVER – Ms. Patti Galvan – Knox County Finance
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 February 25, 2016 board meeting. There being none, the minutes were approved as distributed.

Ms. Anagnost welcomed Ms. Jaleesa Warner to the board meeting. Ms. Warner was appointed to the board as a representative of Head Start. Ms. Anagnost told the board that the Department of Human Services has reviewed four out of five CAC Head Start Centers and that there were no findings. All four centers received a three-star status, and the same is expected for the fifth center. Ms. Anagnost told the board that the City of Knoxville has reviewed CAC Housing & Energy Services’ Minor Home Repair program, the Lead-Safe and Healthy Homes program, and Homeward Bounds’ Rapid Re-housing program and Homeless Prevention program. All received good reviews and there were no findings.

II. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland presented the administrative committee report for March 23, 2016.

The administrative committee met on Wednesday, March 23, 2016 and makes the following report:

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 Homeless Services financial reports. The committee reviewed the Head Start and Early Head Start financial and program information reports for the month of February 2016. The Head Start and Early Head Start Procedures and Criteria for the Recruitment, Selection, and Enrollment of Children was reviewed. Full board approval is recommended. The Head Start and Early Head Start Self Assessment Plan for 2015-2016 was reviewed. Full board approval is recommended. The committee was advised that the agency financial audit for the period ending June 30, 2015 will be completed and submitted by March 31, 2016 as required. The report will be reviewed at the April meeting of the Administrative Committee. The committee reviewed the Results Oriented Management and Accountability (ROMA) cycle as it applies to planning for the Community Services Block Grant (CSBG). Outcomes for the year ending June 30, 2015 will be reviewed at the full board meeting. Board and client surveys will be conducted as part of the needs assessment process. This will be a separate agenda item. The committee was advised that all 50 of the Operational Standards that apply to CAC will be met by June 30, 2016 as required. This will be a separate agenda item. Board member notebooks and plans for new board member orientation were reviewed and discussed. All board members are invited to attend the new board member training and lunch on Thursday, April 7, 2016 from 11:30 - 1:00 p.m. The committee recommends that the CAC board meeting in June be changed to Thursday, June 30, 2016. Full board approval is recommended.
Mr. Strickland moved to accept the Administrative Committee report of March 23, 2016. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Dr. Sandra Twardosz moved to approve the Head Start and Early Head Start Procedures and Criteria for the Recruitment, Selection, and Enrollment of Children. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Ms. Polly Doka moved to accept the Head Start and Early Head Start Self Assessment Plan for 2015-2016. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to change the June board meeting date to June 30, 2016. Mr. Derek Tate seconded the motion. The motion was unanimously approved.

III. OFFICE ON AGING ANNUAL REPORT

Ms. Susan Long presented the Office on Aging (OOA) Annual report for FY 2014-2015. Ms. Long reported that OOA programs continue to grow and improve. Staff is focused on fund-raising and recruiting new volunteers. She noted that OOA does not have a paid grant writer or a fund raiser on staff. Ms. Long directed the board to the pie chart on the inside cover of the annual report and noted that only 50% of OOA funding comes from Federal funds. Many aging agencies are funded by 100% Federal funds, but OOA would be able to sustain only half of the programs currently offered if it relied solely on Federal funds. Ms. Long reported that 22% of funding comes from the City of Knoxville and Knox County and 22.5% comes from private funds. She said that Mobile Meals currently has no waiting list. She announced a recent partnership with Provision called Caring Plate, a program which provides healthy, home-delivered meals at no charge to cancer patients undergoing treatment who are 60 years of age or under. Ms. Long spoke about OOA’s partnership with Philips Lifeline, an emergency response service which is offered at half-price to seniors who are referred by the OOA. She added that OOA receives a referral fee for this program. Ms. Long introduced each OOA program manager. She briefly commented on each program and thanked the staff for their work. Ms. Long reported that OOA has received a grant for a new Elder Abuse Prevention initiative, which will work closely with the Knoxville Police Department, local officials, and partners to ensure safety and protection for vulnerable seniors in Knox County.

IV. OPERATIONAL STANDARDS UPDATE

Ms. Kelly presented an update on the Operational Standards. She reported that a board member notebook has been complied which includes documents that are required to meet certain standards along with other helpful information for board members. Ms. Kelly also announced that new board member training will be held on Thursday, April 7 and that all board members were invited to attend. The notebooks were distributed to members and Ms. Lori Galbraith explained what was included in each section of the notebook.

V. ROMA OUTCOMES: THE BIG PICTURE

Ms. Kelly presented a PowerPoint presentation of the Results Oriented Management and
Accountability (ROMA) outcomes. Board members received a handout of the highlights of the outcomes which is attached to these minutes. The National Performance Indicators are organized around the six ROMA goals which are: 1. Low-income people become more self-sufficient; 2. The conditions in which low-income people live are improved; 3. Low-income people own a stake in their community; 4. Partnerships among supporters and providers of services to low-income people are achieved; 5. Agencies increase their capacity to achieve results; 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments. Ms. Rebecca Parr asked if all CAC programs were represented in the ROMA outcomes. Ms. Kelly said that we put forth our best effort to make sure that all programs are represented in the outcomes.

VI. ROMA CYCLE: BOARD SURVEY OF COMMUNITY NEEDS

Ms. Kelly asked each board member to complete a board survey of community needs. This is required annually to be included in a needs assessment, which provides information that helps with program planning. The survey will be compiled and analyzed by the U.T. SWORPS (Social Work Office of Research and Program Support) and will be used in program planning.

VII. CAC TRANSIT: TITLE VI APPROVAL

Ms. Anagnost presented the Title VI Plan for Knox County CAC Transit for consideration and approval. A handout summarizing the plan was included in the board packet. An update of the plan is due in April 2016. There are no changes from the previous plan.

Mr. Wright moved to approve the Title VI plan approval for Knox County CAC Transit. Mr. Doug Burton seconded the motion. The motion was unanimously approved.

VIII. PROGRAM UPDATES

Ms. Susan Long announced Hip Hop for Hunger, a Mobile Meals fundraiser, to be held at The International on April 15. She invited the board to attend the annual Duncan Awards on Thursday, May 5 at Hunter Valley Farm. This is a fundraiser for Senior Citizens Information and Referral Service (SCIRS).

There being no other business, the meeting was adjourned.

Judy Poulson
Secretary Pro Tem