KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

January 24, 2013

MINUTES

The regular 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, January 24, 2013.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Ms. Debbie Black
Councilman Daniel Brown
Commissioner Amy Broyles
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Ms. Robin Burris
Ms. Polly Doka
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Mr. Jim DuBose
Ms. Zoe Evans
Ms. Mary Farmer
Rev. John Gill
Ms. Susan Long
Ms. Kenya McKenzie
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Dr. James McIntyre
Mr. Dennis Murphy
Judge John Rosson
Dr. Sandra Twardosz
Ms. Lula Williams
The meeting was opened with a moment of silence. Ms. Virginia Anagnost, board chair, presiding.

Ms. Anagnost recognized Ms. Kenya McKenzie and Ms. Robin Burris for their service to the board as representatives of Head Start. Each was presented with a certificate of appreciation.

Mr. John Harris introduced AmeriCorps members who were unable to attend the AmeriCorps presentation at the last board meeting: Stephanie Carlson, Erica Okwuazi, Jessica Session, Tim Hill, and Chelsea Peters. Mr. Harris also announced Snow Day on Friday, January 25, and invited board members to attend.

Ms. Anagnost expressed appreciation to the AmeriCorps members for their service.

I. MINUTES

Ms. Anagnost noted a correction on page 1 of the Minutes that instead of being reinvested, the funds from the Aslan Foundation designated for the Gift of Sight, Hearing and Dentures were withdrawn from Home Federal and deposited with the Knox County Finance Department to meet immediate needs.

Ms. Anagnost asked if there were other additions or corrections to the minutes.

Mr. Wesley Donaldson made a motion to approve the minutes of December 6, 2012. Ms. Robin Burris seconded the motion. The motion was unanimously approved.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee Report for January 16, 2013.

The committee approved the Personnel Actions on the attached sheet. The committee 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 reports and financial reports for the month of December, 2012. The committee reviewed the Homeless Services financial reports. The committee reviewed the cash balance report through January 16, 2013. Although the amount posted showed a negative cash balance, additional information presented showed $1.4 million received and waiting to be posted at the Knox County Finance Department and $1.2 million that has been requested and is in various stages of the payment process at grantor agencies. Based on this additional information, there is no indication of a problem with the cash balance. Both the annual agency audit and the audit of the retirement program are on the schedule to be completed by the end of January. An extension has been requested and received for the submission of the Charitable Solicitations Registration which cannot be submitted until the audit report is available. The committee reviewed the Administrative Committee and CAC Board meeting schedules for 2013. It was noted that the board meeting scheduled for Thursday, March 28, is during Spring Break and the day before the Good Friday/Spring Holiday. There are no plans to change the date at this time. Anyone who knows now that they will be unable to attend this meeting is asked to contact Patricia Johnson with that information. All other board members are asked to make a special effort to be present at the meeting. The committee recommends that the dates for the December meetings be changed as follows: Wednesday, December 4, 2013,
Administrative Committee meeting and Thursday, December 12, 2013, CAC Board meeting. The request to the City of Knoxville for Capital Funds was reviewed. The committee recommends that the replacement of the back up generators of the LT Ross Building to be the top priority. The committee reviewed plans for the development of the local budget requests to be submitted to the City of Knoxville and Knox County. It was noted that except for the increases that Head Start has funded, CAC employees have received no salary increase since August 2009. The committee recommends that the City of Knoxville and Knox County each be asked for an increase of $50,000 in the next budget to go towards a 2.5% pay increase for CAC employees. The work program and budgets for the Weatherization Assistance Program were reviewed. The program has been significantly reduced. Responsibility for the program has moved from the TN Department of Human Service (TDHS) to the Tennessee Housing Development Agency (THDA). We have added the services in Roane and Loudon Counties at the request of the Mid-East Community Action Agency and THDA. We will be sub-contracting to provide the services in the eight (8) counties in the Upper East Human Development Agency’s service area. Due to reductions in funding and available work, there will be a reduction-in-force affecting three (3) employees in Housing and Energy Services effective January 18, 2013. Funding requests to the United Way agencies of Grainger, Jefferson, Union, and Loudon counties for 2-1-1 were reviewed. An article regarding authorization of the Community Services Block Grant (CSBG) was distributed. Emergency Food and Shelter Program (EFSP) funds in the amount of $90,496 have been received. The committee was advised that Barbara Monty, director of the CAC Office on Aging, is planning to retire in the near future. The process for the selection of her successor and planning for an appropriate way to recognize her outstanding service were discussed. Mr. Buz Johnson was appointed as chair of the Nominating Committee, which includes Mr. Charles Wright and Mr. Jim DuBose. The committee reviewed schedules for the following events:
Beardsley Farm Snow Day, Friday, January 25th 7pm – 1am at Barley’s Taproom and Pizzeria in the Old City. $7 general admission / $3 soup ticket. Call 546-8446 for info. Snowflake Ball, Senior Companion Program’s annual fundraiser, Saturday, January 26th at Kerbela Temple. $35. Tickets at 541-4500. Volunteer Income Tax Assistance (VITA) begins Wednesday, January 23. Schedules are available. Call 546-3500 for more information or visit online at www.knoxcacvita.org. Pancake Fest. Tuesday, February 19th at O’Connor Senior Center, 7am – 1pm. $5 all-you-can-eat pancakes, sausage, juice, and coffee. Fundraiser for O’Connor Senior Center. Call 523-1135 for more information.

Mr. Strickland noted that there was a correction to January’s report from the Office on Aging Invested Funds. The note associated with Fundraising Proceeds should be changed from a 1 (one) to a 2 (two) indicating accrued interest and new deposits.

Mr. Thomas “Tank” Strickland made a motion to approve the Administrative Committee report for January 2013. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson made a motion to approve the change of board meeting dates. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

Ms. Barbara Kelly reported that Ms. Barbara Monty has announced her retirement as director of the Office on Aging on April 15, 2013. Ms. Kelly commented on the extraordinary leadership Ms. Monty has provided to the Office on Aging and to all aspects of CAC’S work in the community. She stated that an event to celebrate her outstanding career and to thank her for her service is being planned. The position has been announced and the process to fill this important position is underway.
III. WORKFORCE CONNECTIONS ANNUAL REPORT

Mr. Vaughn Smith delivered the Workforce Connections Annual Report for FY 2012. He reported that there have been two main challenges this year. The first is that the Department of Labor did not have an approved annual budget, but operated under a series of Continuing Resolutions. The second challenge is the way in which the state now receives Unemployment Insurance applications. Applications can only be received online or by telephone. The website tends to “kick people out of the system” and then the user is told to call the toll-free number. The toll-free number has wait times in excess of 100 minutes. Mr. Smith reported that more than 50% of calls to the Career Center are related to Unemployment Insurance. He highlighted outcomes in the Annual Report: Workforce Investment Act funds supported 546 unemployed and dislocated workers, 400 of which received training. 83 participants enrolled in the Youth Program graduated or got a GED. There were 26,000 visits to the Career Center this year. Through the On the Job Training Program, an employer can hire a program participant and be reimbursed 50% of an employee’s income for six months. This program helped participants in the Dislocated Worker program who were laid off from Rock-Tenn, Sea Ray Boats, and Hostess. Youth Program participants earned $30,000 in incentives for their wages and grades, with 39 of 41 participants graduating high school. Mr. Smith said that the national placement rate of persons with significant disabilities participating in customized job training programs is 25%. Workforce Connections’ placement rate of these participants is 92%. Mr. Smith reported that $2.9 million was expended on Workforce programs this period, resulting in $9.2 million in wages earned by program participants. He referred the members to the performance standards listed on the back of the annual report. Workforce Connections met or exceeded all of the nine (9) performance standards. Six (6) of the performance standards achieved by Workforce met or exceeded the statewide performance. Mr. Smith thanked his staff for the good work they do and the excellent service they deliver to clients. He also thanked partners at the Employment Security Division of the Tennessee Department of Labor and Workforce Development, Vocational Rehabilitation, and others.

Mr. Smith added that there would be two main challenges in the coming year. First, the staff will continue to face the challenge of the Unemployment Insurance system. The Career Center is not set up to handle the number of visitors who come there looking for help with their unemployment insurance. In fact, only one staff member at the Center is trained to assist with these kinds of issues. Another challenge will be Governor Haslam’s initiative to reduce the amount of rented space by 1 million square feet statewide. A proposal has been made to move the Career Center from its University Avenue location to 2700 Middlebrook Pike. Mr. Smith explained that the proposed building is in disrepair and hasn’t been properly maintained, but he is working with an assistant commissioner on getting the building repaired and cleaned, including the installation of a new parking lot and landscaping. Ms. Judy Poulson asked for the address of the proposed location. Mr. Smith replied that it is located at 2700 Middlebrook Pike.

Ms. Anagnost thanked the Workforce staff for meeting performance standards.

IV. LOCAL BUDGET REQUESTS

Ms. Barbara Kelly referred the board to a handout for the Capital Project Request to the City of Knoxville. The focus of this request is on one safety-related item. The emergency back-up generators for the LT Ross Building are original to the 31 year old building and are in desperate need of replacement. When there is a loss of power to the building, the back-up generators do not
work, even after multiple repairs to the system. Many windowless rooms, including restrooms, are completely dark. We are requesting $133,000 to replace diesel generators with gas generators, which will be a benefit to those in the neighborhood as well, since diesel generators emit a foul odor that permeates the building and the neighborhood.

Ms. Kelly commented on the Administrative Committee recommendation that the local budget requests to the City of Knoxville and Knox County include an increase of $50,000 each to be designated for an employee pay increase. These funds will cover part of the cost of a 2.5% salary increase for CAC staff effective July 1, 2013. CAC employees have not received a pay increase since August 2009 with the exception of two small increases given to Head Start employees which the Head Start national office specifically designated for Head Start salary increases. Ms. Anagnost noted that both City and County employees have received increases since August 2009. Mr. Chris Caldwell confirmed that County employees received one increase during the period. City employees receive automatic annual increases.

Rev. John Gill made a motion to approve the Capital Project Request. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Monica Reed made a motion to approve increasing the local budget requests to the City and County by $50,000 each. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

V. WEATHERIZATION PROGRAM

Ms. Barbara Kelly reported that CAC would receive $235,000 in carryover funds from the American Reinvestment and Recovery Act (ARRA). This funding will allow us to complete forty-three (43) weatherization jobs in Knox County. She noted that the weatherization program is shrinking at time when the technical expertise needed to run the program is increasing. This makes it extremely difficult for small agencies to maintain the competency level needed to run the program. The Mid-East Community Action Agency has asked us to extend our service area to include Loudon and Roane counties. We plan to subcontract with Upper East Human Development Agency to serve the eight (8) counties in their service area. Expanding our service area helps us maintain our capacity and keep our staff busy and compensated. Ms. Kelly reported that three (3) employees in Housing and Energy Services have been laid off due to lack of work and funding.

Ms. Robin Burris made a motion to approve the Weatherization Program, including the service area expansion. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

VI. PROGRAM APPROVALS

Ms. Anagnost reported that board approval is needed for funding for United Way 2-1-1 of Grainger, Jefferson, Loudon, and Union counties. Ms. Zoe Evans made a motion to approve funding for 2-1-1. Ms. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson abstained from the vote citing conflict of interest.
Ms. Kelly reported that CAC has received funding from the Emergency Food and Shelter Program (EFSP) in the amount of $90,000 including $30,000 to purchase food through Knox County Purchasing to support local pantries, $30,000 to provide rent and mortgage assistance, and $30,000 to provide utility assistance. Ms. Anagnost added that this grant amount is $22,000 less than last year.

Mr. Jim DuBose made a motion to approve the EFSP grant. Councilman Dan Brown seconded the motion. The motion was unanimously approved.

VII. PROGRAM UPDATES

Ms. Karen Estes told the board that CAC Knox County Transit has a brochure available that explains their expanded transportation services through June 2013. She briefly explained eligibility for the expanded program. In December, the first month of operation, Transit provided 1,347 trips, served 238 individuals, and issued 17 Knox Area Transit (KAT) bus passes.

Ms. Barbara Monty announced that Mobile Meals needs to raise funds to get through the next year. There is now a waiting list for Mobile Meals. If the number of meals must be reduced, some people will be discontinued from the program. She noted that those with the most serious need such as being in hospice, or going through chemotherapy, will be given priority. Ms. Monty said that the program is trying to reduce the cost of congregate meals. Rev. John Gill asked how many people are on the waiting list. Ms. Monty replied that since last week, there have been twenty (20) people added to the list. Commissioner Amy Broyles asked about the financial bottom line. Ms. Monty said that to provide 850 – 900 meals per day annually, requires $450,000 to $500,000 in community funding, in addition to other grants and Federal funding. She added that the number of individuals who donate to the program is decreasing. She will be writing eight (8) grants between now and her retirement date of April 15. Ms. Anagnost asked when former County Mayor Mike Ragsdale held the fundraising telethon and media blitz in support of Mobile Meals. Ms. Monty replied that it was four years ago, in March of 2009. Senior Nutrition Program manager, Ms. Alison Taylor, addressed the board and let them know that she is available to talk to organizations and groups that would like to know how to help Mobile Meals.

Ms. Anagnost reminded members of the dates for Volunteer Income Tax Assistance (VITA) and O’Connor Center’s Pancake Fest Fundraiser on February 19, 2013.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Jim DuBose
CAC Board Secretary
KNOXVILLE- KNOX COUNTY COMMUNITY ACTION COMMITTEE

February 28, 2013

MINUTES

The regular 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 28, 2013.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Ms. Debbie Black
Councilman Daniel Brown
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Mr. Jim DuBose
Ms. Zoe Evans
Ms. Mary Farmer
Mr. Timothy McMahai
Ms. Christy McMillan
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Commissioner Amy Broyles
Mayor Tim Burchett
Mr. Mark Donaldson
Rev. John Gill
Ms. Susan Long
Dr. James McIntyre
Mr. Dennis Murphy
Ms. Monica Reed
Judge John Rosson
Dr. Sandra Twardosz
Ms. Lula Williams
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding. Ms. Anagnost introduced and welcomed Ms. Christy McMillan, who is serving on the CAC board as a representative of Head Start.

I. MINUTES

Ms. Anagnost asked if there were additions or corrections to the board minutes of January 24, 2013. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee Report for February 20, 2013.

Mr. Tim Royster from HG&A Associates met with the committee to review the Pension Plan audit for the period ending June 30, 2012 and 2011. There were no issues identified. The report and the related forms have been submitted to the U.S. Department of Labor as required by law. The committee approved the personnel actions on the attached sheet. The committee received a report of the Office on Aging invested funds. No action is required at this time. The committee reviewed the cash balance report through February 20, 2013. Although the amount posted showed a negative cash balance, additional information presented showed $1,186,778 received and waiting to be posted at the Knox County Finance Department. Additionally, $931,788 has been requested and is in various stages of the payment process at grantor agencies. Based on this additional information, there is no indication of a problem with the cash balance. The committee reviewed the Head Start and Early Head Start program information reports and financial reports for the month of January, 2013. The attendance rates have been adjusted to reflect bad weather closings. The committee was advised that Head Start met 100% of the immunization standards through the immunization audit conducted by the Knox County Health Department. The Head Start Policy Council has selected Mr. Timothy McMahan and Ms. Christy McMillan to represent Head Start on the board. They will be invited to attend the February meeting. The financial reports of the Homeless Services grants including Homeward Bound were reviewed. The committee reviewed an application to the City of Knoxville Community Development Department for $120,000 in Emergency Solutions Grant funds for the period July 1, 2013 through June 30, 2014. The committee was also advised the current Emergency Solutions Grant contract with the City of Knoxville will be amended to add an additional $15,000 in client services for the period ending June 30, 2013. Full board approval is recommended. The committee reviewed the local budget request to Knox County which includes an additional $50,000 to cover a portion of a 2.5% increase for CAC employees effective July 1, 2013. This action was approved last month. The committee was advised that Barbara Monty’s retirement event will be held on Tuesday, April 16 from 4 p.m. to 6 p.m. at the LT Ross Building.

Mr. Strickland presented a supplemental Administrative Committee report. The committee approved the following personnel action: Employ Susan Long as Director of the Office on Aging, effective on or about April 8, 2013, at an annual salary of $75,423.00, Grade 14, Step 8.
Ms. Barbara Kelly told the board that Ms. Long has a degree in marketing from the University of Tennessee and has recently been employed with East Tennessee Personal Care. She has served as director of senior services at Baptist Health System and served in an administrative role at three (3) assisted living centers. Ms. Long currently serves on boards at O’Connor Senior Center, the Council on Aging, CAC, and has been an active member of the CAC Administrative Committee.

Mr. Thomas “Tank” Strickland made a motion to approve the Administrative Committee report and the Supplemental Administrative Committee Report for February 2013. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

Ms. Anagnost introduced and welcomed Mr. Timothy McMahan, who is serving on the CAC board as a representative of Head Start.

Mr. Wesley Donaldson made a motion to approve the Emergency Solutions Grant application for the period ending June 30, 2014 and the amendment to add $15,000 to the current contract ending June 30, 2013. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

III. EMPTY STOCKING FUND

Ms. Lori Galbraith presented the 2012 Empty Stocking Fund (ESF) report. She expressed best wishes to the board on behalf of Mr. Fred Brown, who could not be present at the meeting. Ms. Galbraith told the board that 3,600 food baskets were distributed to those in need. Toys were provided to 2,658 children ages 16 and under. In all, $239,757.46 was raised for ESF, including the Milk Fund. In addition, ESF provided funds to cover 20,400 Mobile Meals delivered between Thanksgiving and Christmas. Thirteen (13) human interest stories were featured in the Knoxville News Sentinel to help raise funds for the Empty Stocking Fund. As a result of these stories, $29,324.08 was generated to help local families. Ms. Galbraith thanked Head Start, the Food Distribution program, Homeward Bound, Mobile Meals, and others for their assistance with ESF.

IV. THE BIG PICTURE: NATIONAL PERFORMANCE INDICATORS FOR 2012

Ms. Barbara Kelly presented highlights from the National Performance Indicators (NPI) report. A PowerPoint presentation and a handout accompanied the report. Ms. Kelly described outcomes of CAC’s goals for fiscal year 2011-2012. Ms. Kelly told the board that a full copy of the report is available upon request. A copy of the PowerPoint presentation is appended to the file copy of the minutes.

V. PRESENTATION

City Councilwoman, Brenda Palmer, presented a check for $1,900 to Ms. Barbara Monty on behalf of herself, Councilman Dan Brown, Councilman Finbarr Saunders, and Councilman Mark Campen. The Council members donated a portion of their respective 202 discretionary funds in support of Mobile Meals. Ms. Monty thanked Ms. Palmer and the Council members for their generous support of the program.
VI. STATUS OF FEDERAL FUNDING

Ms. Barbara Kelly spoke about the federal sequestration and the ways that it will impact CAC programs and services. The 5.1% reduction in federal funds over seven (7) months will result in a significant reduction in funding for CAC program operations. Programs already impacted are Mobile Meals, which currently has a waiting list of forty-nine (49). Other programs with waiting lists include Home Repair and the Weatherization Assistance Program. Ms. Kelly said that each program will have its own way of dealing with the shortfall. She added that there is a health and safety aspect to the reductions in funding, noting that CAC will do all it can to lessen the impact of funding cuts. Ms. Zoe Evans asked Ms. Kelly if she would regularly keep the board advised of the impact of funding reductions. Ms. Kelly replied that she would provide the board with regular updates. Ms. Anagnost urged board members to contact Senator Alexander, Senator Corker, and Congressman Duncan, adding that they should see the actual impact on services and programs that CAC provides to the community. Mr. Thomas “Tank” Strickland suggested that a letter should be written to the Senators and Congressman on behalf of the CAC board.

Mr. Thomas “Tank” Strickland moved that a letter be sent to Senator Alexander, Senator Corker, and Congressman Duncan. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

VII. 2013 NEIGHBORHOOD CONFERENCE

Ms. Eden Slater, a CAC AmeriCorps volunteer working with the City of Knoxville Office of Neighborhoods, spoke about the upcoming Neighborhood Conference. She explained that all residents of Knoxville and Knox County are invited to attend this free conference on March 23 at the Knoxville Convention Center. The conference will include workshops, information booths, activities, prizes, and free lunch and breakfast for attendees. She added that event organizers are looking for volunteers to help with the event. Mr. Charles Wright asked Ms. Slater if registration is required. She replied that anyone interested in attending may register online by February 19th. Registration forms were also made available at the board meeting.

Ms. Anagnost thanked Ms. Slater for joining the meeting to promote the conference.

VIII. PROGRAM UPDATES

Ms. Karen Estes presented an update on the utilization of the additional funding provided by Knox County for Knox County CAC Transit. She reported that 489 trips have been provided to CAC passengers since December 1, 2012, when expanded transportation services became available. The program has provided 4,281 one-way trips, with 1/3 of those trips assisting individuals with disabilities. The program has provided 204 KAT bus passes to 132 individuals. Ms. Estes thanked her staff for their efforts on a particularly difficult day when an ice storm blanketed the city. While CAC was officially closed due to inclement weather, eighteen (18) Transit staff members arrived to work and carried out the day’s tasks. Ms. Estes directed the board members to a handout which listed those employees who went the extra mile to provide for the people who needed services. The handout included a letter from a client who expressed her gratitude to a Transit driver who not only took her to dialysis at 2:00 a.m., but also made sure she
got inside her home safely. The driver then spread rock salt on her steps, increasing her safety at home. Ms. Estes thanked the Knox County CAC Transit staff for their dedication and hard work.

Ms. Alison Taylor announced the Mayors for Meals event on Wednesday, March 20, 2013 at the Mobile Meals Kitchen. Guests of honor will include City of Knoxville Mayor, Madeline Rogero, Knox County Mayor, Tim Burchett, and Farragut Mayor, Mr. Ralph McGill.

Ms. Barbara Kelly announced that the City of Knoxville has been chosen as one of the top five (5) finalists in the Bloomberg Philanthropies’ Mayors Challenge, which the City would use to develop an Urban Food Corridor. The board viewed a promotional video illustrating how funding would be used to promote local food security. Ms. Anagnost added that residents can vote online in support of Knoxville’s application via a link on the City of Knoxville’s website.

Ms. Barbara Monty invited board members to attend the Tennessee Commission on Aging and Disability’s “Listening Tour” to be held on Thursday, March 7, 2013, at O’Connor Senior Center.

There being no further business, the meeting was adjourned.

Respectively submitted,

Jim DuBose
CAC Board Secretary
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

April 25, 2013

MINUTES

The regular 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, April 25, 2013.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Councilman Daniel Brown
Commissioner Amy Broyles
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Mr. Jim DuBose
Ms. Zoe Evans
Rev. John Gill
Ms. Christy McMillan
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Ms. Mary Farmer
Dr. James McIntyre
Mr. Timothy McMahan
Mr. Dennis Murphy
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

I. MINUTES

Ms. Anagnost asked if there were additions or corrections to the minutes of February 8, 2013. There being none, the minutes were approved as distributed.

II. KNOXVILLE INTERDENOMINATIONAL CHRISTIAN MINISTERIAL ALLIANCE (KICMA) RECOGNITION

Mr. Albert Nelson introduced and welcomed three members of the Knoxville Interdenominational Christian Ministerial Alliance (KICMA). Rev. John Butler, Rev. Barbara McKinney, and Rev. Anne Monzella attended the board meeting to present a check to CAC in the amount of $2,500 to be used for utility assistance. Ms. Anagnost presented a framed certificate of appreciation to the KICMA members and thanked them for their generous gift.

III. ELECTION OF OFFICERS

Mr. Buz Johnson presented the Nominating Committee report. He noted that Mr. Charles Wright and Mr. Jim DuBose were members of the committee. He presented the following slate of officers: For Chair, Ms. Virginia Anagnost; Vice-Chair, Mr. Thomas “Tank” Strickland; and Secretary, Mr. Jim DuBose. Mr. Johnson asked if there were additional nominations. There were none.

Mr. Wesley Donaldson made a motion to approve the election of officers. Councilman Dan Brown seconded the motion. The motion was unanimously approved.

Ms. Anagnost thanked the board members for their support. She noted that under the CAC by-laws the chief financial officer of Knox County serves as the treasurer of CAC. This position is held by Mayor Tim Burchett and Knox County Finance Director Chris Caldwell is his designated representative.

IV. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee Report for March 28, 2013.

Mr. Pace Porter and Mr. Matt Neilson from PYA (Pershing Yoakley & Associates) met with the committee to review the audit report for the period ending June 30, 2012. Mr. Neilson went through the major sections of the report and answered questions from committee members. The auditor’s report expresses an unqualified opinion of the CAC financial statements. CAC was determined to be a low-risk auditee. There were no material weaknesses identified with regard to internal controls over major programs. There was one finding. CAC was paid in excess of the amount allowable under the AmeriCorps grant. This amount ($14,004) has been returned to the granting agency. The committee approved the personnel actions on the attached report. The
committee reviewed a plan for Head Start proposed budget cuts and program changes due to reductions in program funds. The committee reviewed the Head Start/Early Head Start Self-Assessment Plan for 2012-2013. The committee was advised of revised safety policies that are under consideration. The committee received information about the Mobile Meals waiting list. The committee received information about up-coming meetings and events. Senior Service Directory Kickoff Event. Tuesday, April 23 at O’Connor Center. 2pm – 4pm. Board members are encouraged to attend. John J. Duncan Sr. Duncan Award for Senior Advocacy is Thursday, May 2 at O’Connor Center. 4pm – 6pm. Senior Employment Job Fair. Wednesday, May 22 at the LT Ross Building. 9am – 12 noon.

Mr. Thomas “Tank” Strickland made a motion to approve the Administrative Committee report for March 2013. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Strickland presented the Administrative Committee Report for April 17, 2013.

There were no personnel actions. The committee reviewed 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 reports and financial reports for the March 2013. The committee was advised that the audit report for the period ending June 30, 2012 has been submitted and received. The Charitable Solicitation Registration application prepared by Pershing Yoakley & Associates has been submitted and approved through December 2013. The committee reviewed the cash balance report through April 16, 2013. Although the amount posted shows a negative balance, additional information presented showed $717,087.02 received and waiting to be posted at the Knox County Finance Department. Additionally, $882,321.52 has been requested and is in various stages of the payment process at grantor agencies. Based on this additional information, there is no indication of a problem with the cash balance. The committee was informed that meetings have been held with city and county officials regarding the local budget requests. CAC board members are invited to attend Mayor Rogero’s budget presentation on Friday, April 26 at noon at Ijams Park (Mead’s Quarry). Transportation will leave from the Ross Building at 11:00 am. Please sign up if you plan to attend. The committee was updated on issues related to the utilization of federal funds for transit services in the newly expanded urbanized area which includes Knox County and portions of the surrounding area. The committee received a summary of the Transportation Title VI Program. The committee received the recommendations from the Council on Aging for the allocation of Older Americans Act funds. The committee was advised that the President’s budget includes a 50% reduction in funding for the Community Services Block Grant (CSBG). It will be up to supporters in Congress to make sure that funding for this essential community action funding remains intact. The committee recommends that staff be authorized to submit operational plans for the Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Program (LIHEAP) as close to the May 1 due date as possible. No funding information is currently available. Additional information will be provided at the May board meeting. The committee reviewed plans for the Summer Child Nutrition Program. The committee was informed of a monitoring report finding related to Workforce Connections. The report states that funds generated by charging fees for the Global Career Development Facilitator Training were not reported as “program income.” Staff does not agree that the funds in question are reportable as “program income” and has asked the Tennessee
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Ms. Anagnost announced that we would take up agenda item IX regarding CSBG pre-planning next in order to facilitate the schedule. Ms. Lori Galbraith presented the findings of the CAC client surveys and board surveys. Client surveys totaled 165 this year. At the individual and family level, the top five (5) needs are the same as reported in 2012. They are: 1. Can’t pay utility bill; 2. Money for rent or house payment; 3. Health problem; 4. Finding a job; 5. Money for food. Clients also reported that predatory lending services such as title loans and tax preparation with high fees were concerns. Caring for an elderly family member was also reported as an increased need, up from 1% in 2012 to 13%. At the neighborhood and community level, affordable housing and health care rose in the rankings. Lack of recreational programs was also cited as a growing need. Ms. Galbraith added that the Homeless Management Information System (HMIS) indicates that more people, particularly women, children, and seniors, are losing their homes or are at-risk of becoming homeless.

With regard to the board surveys, the top three priority rankings were: 1. Helping people become more self-sufficient by getting and keeping a job; 2. Helping people become for self-sufficient through education by increasing literacy, getting a GED, obtaining job training or post-secondary education; 3. Helping low-income families move out of poverty by providing comprehensive case management services. Overall interests included: 1. Getting and keeping a job; 2. Helping elderly people to live independently in their homes and prevent the high cost of institutionalization. When asked what CAC should keep doing, the board responded that the agency should continue to recruit, train, and retain the hard-working, dedicated and compassionate front-line staff that CAC employs. Ms. Galbraith told the board that the Community Action Plan would be finalized and made available by May or June.

V. HEAD START SEQUESTER PLAN

Ms. Joyce Farmer reported on the Head Start Sequester Plan. On March 1st, Head Start received a letter from the National Head Start office explaining the impact on the program caused by the recent federal sequestration. There will be a 5% reduction in the Head Start budget. Initially, this would occur from March 1, 2013 – September 30, 2013, which is the federal budget year. Ms. Farmer said that the Head Start budget runs through December, so it was unclear how this would unfold. The deficit amount is approximately $415,000 – $425,000. Ms. Farmer stressed the importance of maintaining the quality of the Head Start program. To make up for the reduced funding, Head Start will close the program two weeks early. Ms. Farmer reported that this summer, Head Start will focus on home-based programming because it is less expensive. There will be furlough days and rotating shifts for those who need to work. All of the staff will absorb some of the impact of the reduced funding. Due to the budget cuts, there will be a reduction of 70 children enrolled in the fall. This will reduce the enrollment level from 860 to 790
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Dr. Sandra Twardosz made a motion to approve the Head Start Sequestration Plan. Rev. John Gill seconded the motion. The motion was unanimously approved.

Ms. Farmer presented the annual Head Start Self-Assessment Plan. She stated that the plan had been approved by the Head Start Policy Council. Ms. Anagnost indicated that the Administrative Committee had reviewed the Head Start Self Assessment Plan at their March meeting and that approval by the full board was recommended.

Mr. Charles Wright made a motion to approve the Head Start Self-Assessment Plan. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

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Ms. Barbara Kelly told the board that we will have to submit plans for the Community Service Block Grant (CSBG) and Low Income Home Energy Assistance Program (LIHEAP). These will be submitted by May 1, 2013, without budgets because we have not been given the allocation amounts. Ms. Kelly added that CSBG continues to have strong bipartisan support in Congress. It is unlikely that CSBG will be cut 50% which is the President’s budget proposal. We will have to deal with, at least, the 5% sequestration cut. We have had layoffs in the Housing and Energy Services unit and will probably have other reductions as the reduced funding levels are implemented in other programs.

Mr. Vaughn Smith reported that Workforce Connections is also feeling the effects of the sequestration. The contracts that come to the department from July – June are in two parts. July through September is in the current fiscal year. October through June is the next year and is a two-year contract. The 5% cut will affect funding from July through September. The allocations are down, along with the sequestration problems, resulting in the need for measures to be taken to make up the difference. With few exceptions, the program has not accepted new enrollees in the last six months. Three staff members at the Career Center and one Youth Program employee have left and will not be replaced until adequate funding is secured. There will be reductions in the Dislocated Worker, Adult, and Youth programs. The Dislocated Worker program will be most affected, with an 8% reduction, beginning July 1. There will be a 2-3% reduction for the Adult and Youth programs. When allocations are received in October, program enrollment will be re-opened. Mr. Smith reported that the Employment Security Division of the Tennessee Department of Labor (TNDOL) is issuing a statewide reduction in force, resulting in the layoffs of 74 employees. The TNDOL is closing 14 Career Centers, which includes 5 centers located in rural areas that lie south and west of Knoxville. As an alternative to Career Centers, “Career Coaches”
(buses equipped with internet service and technology for job seekers) will travel to rural areas and offer employment services. Mr. Smith noted that there is a new job service platform called Jobs4TN.com, which has been put in place to replace physical offices. He noted that people without internet access cannot benefit from this platform. As a result of the state audit, it was found that the Unemployment Insurance Trust Fund was overspent by $78 million. The TNDOL commissioner and deputy commissioner have since been replaced.

VII. OLDER AMERICANS ACT ALLOCATIONS

Ms. Zoe Evans presented the Council on Aging recommendations for the allocation of Older Americans Act funds. Funding remains unchanged for FY 2013-2014 at $252,195. In January 2013, the Council on Aging executive committee sent out Requests for Proposals to various agencies. After application reviews, the committee made site visits and invited each agency to make a presentation to the committee. Ms. Evans reported that this year’s recommendations are the same as last year.

Ms. Zoe Evans made a motion to approve the Council on Aging recommendations for the allocation of Older Americans Act funds. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

VIII. CAC CASE MANAGEMENT REPORT

Ms. Barbara Kelly told the board that the CAC Case Management program, in partnership with the Knoxville Community Development Corporation (KCDC), has been in operation for five years. She referred the board to a handout describing outcomes of the program. When the Case management program began in 2008, CAC committed to a goal of having no evictions to the streets. To date, no participants in the program have been evicted to the streets. There were seven (7) case managers at the beginning of the program. In the current period, there are 4 case managers. As funds become more difficult to obtain, and as people are becoming stabilized in the KCDC facilities, we are able to deal with larger case loads and a reduced number of staff. In the 42 month period, 118 residents facing eviction were placed in alternative housing. There are people who, because of their circumstances and issues, cannot be successful residents of public housing. These individuals need to be helped to find a place to live, and there are not many options for them. We were not able to provide follow-up services for them. Using the Homeless Management Information System (HMIS), we are analyzing what happened to those 118 people. So far, we have found 22 of those individuals that are now receiving homeless services; 27 refused services and their whereabouts are undetermined. Twenty (20) of these persons were previous homeless. It is not surprising to find that if formerly homeless persons are placed in housing without furniture, with untreated mental, physical and social issues, they will not be successful residents of public housing. Case managers provide a very important bridge for these families and individuals. Residents evicted from KCDC cannot receive a Section 8 housing voucher or admittance to other subsidized housing in the future. Only those with a chance of success should be placed in public housing. Ms. Kelly thanked Misty Goodwin and the staff of Homeward Bound for their excellent work. Ms. Ashley Ogle added that the case management program falls into the Housing First approach, providing wrap-around supports, which is what is needed for these individuals to be successful. Ms. Ogle thanked CAC for its partnership and good
work at KCDC facilities. Ms. Zoe Evans asked what is considered to be alternative housing. Ms. Kelly responded that it is housing that we would rather not use, but may be the only alternative for individuals with certain issues. Ms. Ogle added that KCDC is not the only organization that provides subsidized housing. Some individuals need nursing home care; others may be able to live with relatives; some relocate.

X. PROGRAM UPDATES

Ms. Barbara Kelly recommended that the full board approve the Title VI compliance update. This refers to compliance with Title VI of the Civil Rights Act of 1964 and the requirements of the U.S. Department of Transportation. Each year, CAC Knox County Transit prepares a plan stating how Title VI requirements will be implemented in relation to all aspects of the transportation program. The CAC Administrative Committee has reviewed the plan update and a full copy of the plan is available on request.

Mr. Charles Wright made a motion to approve the CAC Knox County Transit annual plan for Title VI compliance. Judge John Rosson seconded the motion. The motion was unanimously approved.

Ms. Anagnost asked the board to consider a request to the United Way of Monroe County for $1,000 to support East Tennessee 211. This request came up after the Administrative Committee meeting in March.

Rev. John Gill made a motion to approve the 211 request. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

Ms. Anagnost referred the board to the information about the Summer Child Nutrition Program which was included in the board packet. There will be 78 sites in Knoxville and Knox County. A list is provided in the packet. Ms. Barbara Kelly reported that the program will add three (3) mobile sites this year and will operate for three (3) additional days. Even so, only approximately 15% of the children currently receiving free and reduced priced school meals will be served. The budget is $475,000 for staff, food, milk and delivery charges.

Mr. Buz Johnson made a motion to approve the application for the Summer Child Nutrition Program. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

Ms. Anagnost reported that a letters have been sent to Congressman Duncan, Senator Alexander, and Senator Corker on behalf of the CAC board explaining the detrimental impact of the recent budget cuts on low-income families, individuals, and the community. The board members were given copies of the letters.

Ms. Susan Long invited the board to the Duncan Award for Senior Advocacy Reception on April 2, 2013, at the O’Connor Center. Ludell Coffey and Deborah Herzel are this year’s honorees. She also invited the board to PAWS Among the Blooms on May 17, 2013 at Stanley’s Greenhouse. She reminded the board that the latest edition of the Senior Directory is now available. It is also available online at www.knoxseniors.org/directory. She also reminded the
members that Mobile Meals has a waiting list and encouraged board members to come up with ideas and strategies to reduce the number of people on the waiting list.

Ms. Anagnost told the board that the Report of Investments dated 4/25/2013 includes an additional $16,120.43 which has been added to the O’Connor Fundraising proceeds.

There being no further business, the meeting was adjourned.

Respectively submitted,

Jim DuBose  
CAC Board Secretary
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

April 25, 2013

MINUTES

The regular 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, April 25, 2013.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Councilman Daniel Brown
Commissioner Amy Broyles
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Mr. Jim DuBose
Ms. Zoe Evans
Rev. John Gill
Ms. Christy McMillan
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Ms. Mary Farmer
Dr. James McIntyre
Mr. Timothy McMahan
Mr. Dennis Murphy
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

I. MINUTES

Ms. Anagnost asked if there were additions or corrections to the minutes of February 8, 2013. There being none, the minutes were approved as distributed.

II. KNOXVILLE INTERDENOMINATIONAL CHRISTIAN MINISTERIAL ALLIANCE (KICMA) RECOGNITION

Mr. Albert Nelson introduced and welcomed three members of the Knoxville Interdenominational Christian Ministerial Alliance (KICMA). Rev. John Butler, Rev. Barbara McKinney, and Rev. Anne Monzella attended the board meeting to present a check to CAC in the amount of $2,500 to be used for utility assistance. Ms. Anagnost presented a framed certificate of appreciation to the KICMA members and thanked them for their generous gift.

III. ELECTION OF OFFICERS

Mr. Buz Johnson presented the Nominating Committee report. He noted that Mr. Charles Wright and Mr. Jim DuBose were members of the committee. He presented the following slate of officers: For Chair, Ms. Virginia Anagnost; Vice-Chair, Mr. Thomas “Tank” Strickland; and Secretary, Mr. Jim DuBose. Mr. Johnson asked if there were additional nominations. There were none.

Mr. Wesley Donaldson made a motion to approve the election of officers. Councilman Dan Brown seconded the motion. The motion was unanimously approved.

Ms. Anagnost thanked the board members for their support. She noted that under the CAC by-laws the chief financial officer of Knox County serves as the treasurer of CAC. This position is held by Mayor Tim Burchett and Knox County Finance Director Chris Caldwell is his designated representative.

IV. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee Report for March 28, 2013.

Mr. Pace Porter and Mr. Matt Neilson from PYA (Pershing Yoakley & Associates) met with the committee to review the audit report for the period ending June 30, 2012. Mr. Neilson went through the major sections of the report and answered questions from committee members. The auditor’s report expresses an unqualified opinion of the CAC financial statements. CAC was determined to be a low-risk auditee. There were no material weaknesses identified with regard to internal controls over major programs. There was one finding. CAC was paid in excess of the amount allowable under the AmeriCorps grant. This amount ($14,004) has been returned to the granting agency. The committee approved the personnel actions on the attached report. The
committee reviewed a plan for Head Start proposed budget cuts and program changes due to reductions in program funds. The committee reviewed the Head Start/Early Head Start Self-Assessment Plan for 2012-2013. The committee was advised of revised safety policies that are under consideration. The committee received information about the Mobile Meals waiting list. The committee received information about up-coming meetings and events. Senior Service Directory Kickoff Event. Tuesday, April 23 at O’Connor Center. 2pm – 4pm. Board members are encouraged to attend. John J. Duncan Sr. Duncan Award for Senior Advocacy is Thursday, May 2 at O’Connor Center. 4pm – 6pm. Senior Employment Job Fair. Wednesday, May 22 at the LT Ross Building. 9am – 12 noon.

Mr. Thomas “Tank” Strickland made a motion to approve the Administrative Committee report for March 2013. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Strickland presented the Administrative Committee Report for April 17, 2013.

There were no personnel actions. The committee reviewed 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 reports and financial reports for the March 2013. The committee was advised that the audit report for the period ending June 30, 2012 has been submitted and received. The Charitable Solicitation Registration application prepared by Pershing Yoakley & Associates has been submitted and approved through December 2013. The committee reviewed the cash balance report through April 16, 2013. Although the amount posted shows a negative balance, additional information presented showed $717,087.02 received and waiting to be posted at the Knox County Finance Department. Additionally, $882,321.52 has been requested and is in various stages of the payment process at grantor agencies. Based on this additional information, there is no indication of a problem with the cash balance. The committee was informed that meetings have been held with city and county officials regarding the local budget requests. CAC board members are invited to attend Mayor Rogero’s budget presentation on Friday, April 26 at noon at Ijams Park (Mead’s Quarry). Transportation will leave from the Ross Building at 11:00 am. Please sign up if you plan to attend. The committee was updated on issues related to the utilization of federal funds for transit services in the newly expanded urbanized area which includes Knox County and portions of the surrounding area. The committee received a summary of the Transportation Title VI Program. The committee received the recommendations from the Council on Aging for the allocation of Older Americans Act funds. The committee was advised that the President’s budget includes a 50% reduction in funding for the Community Services Block Grant (CSBG). It will be up to supporters in Congress to make sure that funding for this essential community action funding remains intact. The committee recommends that staff be authorized to submit operational plans for the Community Services Block Grant (CSBG) and the Low Income Home Energy Assistance Program (LIHEAP) as close to the May 1 due date as possible. No funding information is currently available. Additional information will be provided at the May board meeting. The committee reviewed plans for the Summer Child Nutrition Program. The committee was informed of a monitoring report finding related to Workforce Connections. The report states that funds generated by charging fees for the Global Career Development Facilitator Training were not reported as “program income.” Staff does not agree that the funds in question are reportable as “program income” and has asked the Tennessee
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Ms. Anagnost announced that we would take up agenda item IX regarding CSBG pre-planning next in order to facilitate the schedule. Ms. Lori Galbraith presented the findings of the CAC client surveys and board surveys. Client surveys totaled 165 this year. At the individual and family level, the top five (5) needs are the same as reported in 2012. They are: 1. Can’t pay utility bill; 2. Money for rent or house payment; 3. Health problem; 4. Finding a job; 5. Money for food. Clients also reported that predatory lending services such as title loans and tax preparation with high fees were concerns. Caring for an elderly family member was also reported as an increased need, up from 1% in 2012 to 13%. At the neighborhood and community level, affordable housing and health care rose in the rankings. Lack of recreational programs was also cited as a growing need. Ms. Galbraith added that the Homeless Management Information System (HMIS) indicates that more people, particularly women, children, and seniors, are losing their homes or are at-risk of becoming homeless.

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X. PROGRAM UPDATES

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Ms. Anagnost asked the board to consider a request to the United Way of Monroe County for $1,000 to support East Tennessee 2-1-1. This request came up after the Administrative Committee meeting in March.

Rev. John Gill made a motion to approve the 2-1-1 request. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

Ms. Anagnost referred the board to the information about the Summer Child Nutrition Program which was included in the board packet. There will be 78 sites in Knoxville and Knox County. A list is provided in the packet. Ms. Barbara Kelly reported that the program will add three (3) mobile sites this year and will operate for three (3) additional days. Even so, only approximately 15% of the children currently receiving free and reduced priced school meals will be served. The budget is $475,000 for staff, food, milk and delivery charges.

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There being no further business, the meeting was adjourned.

Respectively submitted,

Jim DuBose
CAC Board Secretary
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

May 23, 2013

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the O’Connor Senior Center, 611 Winona Street, Knoxville, Tennessee at 10:00 A.M. on Thursday, May 23, 2013.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Councilman Daniel Brown
Commissioner Amy Broyles
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Mr. Jim DuBose
Ms. Zoe Evans
Ms. Mary Farmer
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Rev. John Gill
Dr. James McIntyre
Mr. Timothy McMahan
Ms. Christy McMillan
Mr. Dennis Murphy
Dr. Sandra Twardosz
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

Ms. Anagnost informed the board that former CAC board member, Mr. Jim Robinson passed away on May 20, 2013. Family visitation will be on Saturday, May 25, 2013 at Mount Zion Baptist Church at 2:30 p.m. A funeral service will be held at 3:30 p.m.

I. MINUTES

Ms. Anagnost asked if there were additions or corrections to the minutes of April 25, 2013. Ms. Judy Poulson said there are two corrections. On page 5, item VIII, the word “previous” should be “previously.” On Page 6, item X, the sentence should read “Ms. Anagnost reported that letters have been sent…” The noted corrections were made to the minutes.

II. ADMINISTRATIVE COMMITTEE REPORT

Thomas “Tank” Strickland presented the Administrative Committee Report for May 15, 2013.

The committee approved the personnel actions on the attached sheet. The committee received a report of the Office on Aging Invested Funds. No action is required. The committee reviewed the Head Start and Early Head Start program information reports and financial reports for the month of April 2013. The committee reviewed the cash balance report as of May 14, 2013. The amount on hand is positive at $593,411; there is $413,894 waiting to be posted at the Knox County Finance Department. In addition, $994,000 has been requested and is in various stages of the payment process at grantor agencies. Based on this information, there is no indication of a problem with the cash balance. A summary of the financial report of Homeless Services was reviewed. The committee authorized Mr. Daniel Sanders, Deputy Knox County Law Director to represent CAC regarding the property damage to the Mobile Meals Kitchen. Mr. Sanders also is representing Knox County in this matter. The committee received an update on issues related to the allocation of various federal funds for regional transit services including Knoxville and Knox County. The committee received an update on the Mobile Meals waiting list. There are currently 97 seniors on the waiting list. Initial meetings have been held regarding the repair and renovation of the Ross Building exterior. There are structural issues to be resolved before the work on the exterior can begin. The design and planning process is moving forward. The committee was advised that the Community Action Plan has been completed and submitted as required. The committee heard an update on a system of performance measures that are being developed for Community Action Agencies nationwide. The committee recommends that the board training session in August be focused on the requirements of this new system. The committee recommends the revised summer schedule on the attached sheet. The committee received an update on Community Leadership. The recruitment period for the 2014 class has started. Board members are invited to make nominations or provide applications to interested individuals. The committee made plans to meet at the O’Connor Senior Center on May 23, 2013.

Mr. Thomas “Tank” Strickland made a motion to approve the Administrative Committee report for May 15, 2013. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.
III. O’CONNOR SENIOR CENTER PRESENTATION

Ms. Sue Massingill welcomed the board to O’Connor Center and introduced members of the O’Connor advisory board. Those in attendance were Mr. Charlie Stevens, Ms. Elaine Andrican, and Mr. Scott Stinnet. Ms. Massingill reported on recent activities and events at O’Connor Senior Center. The annual Pancake Fest generated $16,000 in funds which allowed the Center to purchase a new sound system which includes a digital projector. Center members participated in Walk with Walgreens, a competitive walking challenge, and collectively completed 61 million steps. The Center held a Health Fair in August. A Veteran’s Celebration was held recently and included an activity in which cards of thanks were written to active military service members serving overseas. American Association of Retired Persons (AARP) held free tax preparation sessions each Wednesday from February – April, serving approximately 70 individuals. Ms. Massingill told the board about the Center’s new art gallery, which features paintings in all media from the 14 art students attending classes taught by Ms. Ann Birdwell. She reported that former University of Tennessee football coach, Johnny Majors, visited the Center and signed photographs. The Center recently installed an ID swipe-card system, which has allowed accurate tracking of program participants. Ms. Massingill asked the board to help promote an upcoming skin cancer screening event on June 5, 2013 from 8:30 am – 11:30 am. She told the board that this screening has helped several Center members identify early signs of skin cancer. After the screening, Manorhouse Assisted Living will provide a picnic lunch for participants.

IV. LOCAL BUDGET UPDATES

Ms. Barbara Kelly referred the board members to a handout providing an update on the local budget. She explained that we need City and County funds in order to mobilize other financial resources. In FY 2012, CAC mobilized $25.7 million in federal and state funding and $6 million in private funding amounting to a ratio of 9:1 for each local dollar invested. Ms. Kelly said that we also need local funds to mobilize human resources. In FY 2012, 434,647 hours of volunteer time were marshaled by CAC. The time contributed was valued at $3,151,191. Goods and services worth $2,344,744 were donated by individuals, faith-based groups, and businesses. This 11:1 return on investment provides services for the neediest Knoxville residents at a minimum of local tax payer expense while broadening civic participation and citizen involvement. Ms. Kelly told the board that the City and the County mayors have approved CAC’s budget request, and that we are awaiting final approval from the legislative bodies. Ms. Monica Reed asked how federal funds come through state programs. Ms. Kelly replied that in some instances, like Head Start, CAC receives grants from the federal agency directly; in other instances, the eligible recipient is a state agency and the state agency then allocates funds to local organizations like CAC. She added that Workforce Connections and Low Income Home Energy Assistance Program (LIHEAP) are examples of programs that are federally funded through a state agency.

V. PRESENTATION ON TRANSIT FUNDING ISSUE

Ms. Karen Estes reported that based on the 2010 census, the Knoxville Area Urbanized Population increased. Additional federal money was made available to provide services in the expanded area. This money comes from the Federal Transit Administration (FTA) and the funds are called 5307 Funds. In the past, and at the present time, all of these funds are being used by the City of Knoxville to fund the KAT system. Based on the expanded area, the City of Knoxville has 32% of the population; 37% of the population is in Knox County, outside the City;
and 31% of the population is in the area outside Knox County. CAC serves the population that lives outside of the KAT service area and also serves persons living within the service area that cannot access KAT for various reasons. Ms. Estes explained that CAC Transit serves 7,500 individuals and provides over 200,000 trips annually. In order to continue to provide these services, we need to receive a portion of the 5307 funds that are currently going wholly to KAT. In addition, the Job Access funds that CAC Transit uses to take people to work have been folded into the 5307 allocation. It will cost $250,000 to provide these services at the current level. Ms. Estes noted that Volunteer Assisted Transportation (VAT) had received the Aging Innovations and Achievement Award from the National Association of Area Agencies on Aging. The program will accept the award at a meeting in July. The funds for this program have also been folded into the 5307 allocation. It will take $150,000 to fund this award winning program annually. Mr. Jim DuBose asked if CAC Transit could receive some of the funding that KAT receives since CAC Transit services those who cannot access KAT. Ms. Estes replied that we have asked for $1 million in funding. Ms. Martha Olson asked if KAT can use funding to expand to include industrial parks in their routes. Ms. Estes replied that she was unaware of KAT serving industrial parks and suggested that this request would need to go to the KAT administration. Ms. Virginia Anagnost said that CAC reports to the National Transit Database just like KAT, but the funds earned based on the CAC reports are all lumped together and that CAC Transit doesn’t benefit from the funding. She added that CAC is trying to get the city to understand that CAC Transit needs a share of the funding to maintain services. Ms. Kelly noted that this situation has been developing for years. Ms. Kelly said that it is a very complicated issue and that Mayor Rogero was aware of the situation and is working toward a solution. Commissioner Broyles said that the Transportation Planning Organization (TPO) can divide up the funding in any way it sees fit. She added that Mayor Rogero understands the problem. Mr. Jim DuBose said that while KAT serves a larger group of people, CAC Transit serves the neediest individuals. Mr. Buz Johnson asked Ms. Estes if KAT understands the problem of redistricting. Ms. Estes replied that KAT is aware, but still wants the majority of transportation funding to go to the mass transit provider. Ms. Anagnost added that KAT wouldn’t be receiving such a large amount of funding if not for the trips reported by CAC Transit. Commissioner Broyles said that CAC should be asking for more funding than we are currently requesting. Ms. Kelly noted that last year, the county provided $500,000 in one-time funding to expand services for the most vulnerable individuals. Councilman Brown told the board that he serves on the KAT board. He said that he believes this problem can be resolved to an equitable end. Commissioner Broyles added that Councilman Brown is in a unique position and that the CAC board would appreciate his advocacy for CAC Transit.

VI. COMMUNITY ACTION PLAN

Ms. Barbara Kelly reported on the Community Action Plan (CAP). She told the board that the CAP is part of the needs assessment process. She referred to charts included in the plan to show how poverty falls disproportionately based on gender, race, age, and neighborhood. She illustrated the emergence of areas of concentrated poverty and the increase in suburban poverty; she discussed the aging of the population and the impact this is having on the need for in-home services and transportation. As the population ages, the need for services increases, but the services are not being expanded in proportion with the aging population increase. Based on the numbers, there are many who still need services. Ms. Kelly referenced a chart showing that by 2040, the number of persons over age 75 will increase by 70%. Ms. Kelly told the board that the CAP will be discussed further at the board training in August.
VII. SUMMER SCHEDULE

Board members received a copy of the proposed summer board schedule, which included dates for board training and possible garden tours.

Mr. Jim DuBose made a motion to approve the summer schedule. Commissioner Amy Broyles seconded the motion. The motion was unanimously approved.

VIII. PROGRAM UPDATES

Ms. Lori Galbraith announced that nominations and applications are now being accepted for the 2014 Community Leadership Class. Each board member received a copy of the form. Ms. Virginia Anagnost added that the program is free for participants, unlike Leadership Knoxville which has a substantial fee.

Ms. Susan Long introduced and recognized Alison Taylor, program manager of the Senior Nutrition Program. Ms. Long said that Ms. Taylor’s team is very efficient and does an excellent job in stretching every penny of funding. Ms. Susan Long told the board the number of seniors on the Mobile Meals waiting list is now at 103. Each board member was provided a copy of the list and a brief description of each senior’s vulnerable situation. Ms. Long reported that efforts are being made to reduce the number of seniors on the Mobile Meals waiting list. She is making presentations to groups of social workers, church groups, and anyone interested in joining the effort. A news story about the growing waiting list was produced by WATE channel 6. Ms. Long is meeting with Mayor Burchett to discuss ways to solicit funding for Mobile Meals. The program recently received a donation from Akima Club as well as a $500 donation from an individual who recently visited the Office on Aging. Ms. Long encouraged the board to attend the next Council on Aging meeting on June 13th.

Ms. Kelly told the board that the Community Services Block Grant (CSBG) Operational Plan for the Low Income Home Energy Assistance Program (LIHEAP) was submitted on May 1, 2013. She said that LIHEAP is moving from the Department of Human Services (DHS) to the Tennessee Housing Development Authority (THDA) on October 1, 2013.

Ms. Judy Poulson said that some of the dates listed on the meeting agenda were incorrect. These were corrected.

There being no further business, the meeting was adjourned.

Respectively submitted,

Jim DuBose
CAC Board Secretary
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

July 25, 2013

MINUTES

The regular 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, July 25, 2013.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Ms. Debbie Black
Councilman Daniel Brown
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Mr. Jim DuBose
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Dr. Sandra Twardosz
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Rep. Joe Armstrong
Commissioner Amy Broyles
Ms. Zoe Evans
Ms. Mary Farmer
Rev. John Gill
Mr. Timothy McMahan
Ms. Christy McMillan
Mr. Dennis Murphy
Ms. Monica Reed
Ms. Lula Williams
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

Ms. Anagnost introduced and welcomed Mr. Sam Anderson who is now serving on the CAC board and represents Knox County School Superintendent, Dr. Jim McIntyre.

Ms. Anagnost welcomed special guests from Westview Towers community gardens who were in attendance to hear a report on the CAC board’s garden tour held in June. The tour included a stop at Westview, where several gardeners met with board members and showcased their gardens. The gardeners are participants of the Green Thumb program.

I. MINUTES (mailed)

Ms. Anagnost asked if there were additions or corrections to the minutes of May 23, 2013. There being none, the minutes were approved as distributed.

II. SENIOR CORPS PRESENTATION

Senior Corps Manager, Ms. Deisha Finley addressed the board and briefly explained the Senior Companion Program. She recognized Mr. Mike Gilbert, a Senior Companion who went above and beyond the call of duty by driving to Nashville several times a week to visit his former client (Mr. H.) who was admitted to Vanderbilt hospital suffering from late-stage cancer, Alzheimer’s disease, chronic arthritis, and severe burns. Mr. H. had no family and Mr. Gilbert remained at his side as he passed away. Ms. Finley presented Mr. Gilbert with a certificate of appreciation for his outstanding service.

Ms. Finley introduced Ms. Pat Hardin, a Senior Companion who bravely moved her wheelchair-bound client and her client’s son to safety when a grease fire broke out in the kitchen of their home. Ms. Hardin acted quickly and calmly in the face of what could have been a devastating loss of life and home for her client and her family. Ms. Finley presented Ms. Hardin with a certificate of appreciation for her quick action and her bravery.

Ms. Finley referred the board to a handout that included outcomes and highlights of the program year for the Senior Companion Program.

III. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland presented the Administrative Committee report of June 27, 2013.

The committee approved the personnel actions on the attached sheet. The committee reviewed the report of the Office on Aging Invested Funds. No action is required at this time. The committee reviewed the Cash Balance Report for June, 2013. There are no concerns at this time. The committee reviewed the Head Start and Early Head Start program and financial information.
reports for the month of May 2013. The committee was advised that CAC received an increase of $50,000 each from both the City and the County. This is the amount that was requested to support a salary increase for CAC employees. The committee was advised the audit report for the period ending June 30, 2012 has been accepted by the Department of Health and Human Services Office of Inspector General. The committee reviewed the Homeless Services financial reports through May 2013. The committee was advised of efforts underway to raise additional funds for Mobile Meals. Commissioner Amy Broyles has requested a supplemental allocation from Knox County to cover the cost of eliminating the waiting list for meals. Mayor Tim Burchett is sponsoring Mobile Meals Monday, a telethon to be held on Monday, July 29 at West Town Mall. This will be a separate agenda item. The committee was advised of progress that is being made regarding the allocation of federal funds for transit. This will be a separate agenda item. The committee was advised that LIHEAP is being transferred to the Tennessee Housing Development Agency (THDA) effective October 1, 2013. Overall funding is reduced. Funds for the Weatherization program have been significantly reduced. At this time, only $634,000 in new funding is available for the entire state. The CAC share of these funds will cover the cost of only 10 jobs for the year beginning in July. The committee was advised that there are approximately $1.9 million in unspent ARRA funds that could be made available to increase the funding level. The committee received information about new performance standards that are being developed for community action agencies nationwide. The committee recommends that the board training session scheduled for August focus on performance standards.

Mr. Thomas “Tank” Strickland made a motion to approve the Administrative Committee report for June 2013. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Mr. Thomas “Tank” Strickland read the Administrative Committee report of July 17, 2013.

The committee approved the personnel actions on the attached sheet. The committee reviewed the report of the Office on Aging Invested Funds. Staff was authorized to reinvest the O’Connor certificate of deposit that comes due in August at the best available rate. Full board approval is recommended. The committee reviewed the Head Start and Early Head Start program and financial information reports for the month of June 2013. The committee reviewed the Homeless Services financial report for the month of June 2013. The committee reviewed the Cash Balance Report for July 2013. There are no concerns at this time. The committee recommends that a contract be authorized with Pershing Yoakley and Associates (PYA) to conduct the annual audit for the period ending June 30, 2013 at an amount not to exceed $42,500. Full board approval is recommended. The committee reviewed the allocation of city and county funds as indicated on the sheet. Full board approval is recommended. This will be a separate agenda item. The committee reviewed a proposal for a staff salary increase. The proposal does not include Head Start employees at this time. All CAC employees including Head Start received a 3.1% increase effective August 23, 2009. Head Start employees received increases in 2010 and 2012 totaling 2.9% while non-Head Start employees received no increases. Increases for Head Start will be considered when the funding package and budget are developed in September for the program year beginning in January 2014. The committee recommends that the pay scale applicable to non-Head Start employees be increased by 2.5% effective August 4, 2013. Regular employees in the
lower pay grades will be guaranteed a minimum increase of $1,000. In those instances where the 2.5% increase is less than $1,000, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on the full time rate and will be prorated for employees working less than full time. Full board approval is recommended. This will be a separate agenda item. The committee was advised that Knox County has provided funds in the amount of $35,000 to cover meals to individuals on the Mobile Meals waiting list for up to 4 months. This will insure that there is no one on the waiting list while fund raising efforts are underway. This will be a separate agenda item. The committee was advised that the funds remaining in the Knox County special appropriation for CAC Transit will be carried over into the current budget year. These funds total approximately $240,000. Progress continues to be made on issues related to the equitable allocation of Federal transit funds. The design phase for the repair and improvement of the LTR Building exterior is underway. Some structural issues have been identified which also will need to be resolved as part of the project. A time will be scheduled for interested board members and others to hear about the proposed repairs and improvements in greater detail. The committee reviewed monitoring reports conducted by the Tennessee Department of Human Services in April 2013. Community Services Block Grant, LIHEAP, and the Social Services Block Grant were reviewed. There were no findings and the staff was commended for accurate record keeping. The committee reviewed the monitoring report conducted by the East Tennessee Area Agency on Aging and Disability. The Office on Aging and the O’Connor Senior Center were reviewed. There were no findings and the programs were highly commended. Plans for August were reviewed. Board training will be held on August 1, 2013 which will focus on the new performance measures for community action agencies nationwide. There will be no regular CAC board meeting. The administrative committee will meet, if needed, on Wednesday, August 14 at 10:30 a.m. Note this is the 2nd Wednesday.

Mr. Thomas “Tank” Strickland made a motion to approve the Administrative Committee report for July 2013. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Jim DuBose made a motion to approve the renewal of the certificate of deposit for the Office on Aging Invested Funds. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Dr. Sandra Twardosz asked if there are regulations that restrict the agency from shopping for the best interest rate. Ms. Barbara Kelly replied that the staff checks to find the best interest rate available. Ms. Kelly added that there are rules requiring all deposits be fully collateralized. These rules are in addition to FDIC requirements. Ms. Sue Campbell said that the agency receives monthly statements from Home Federal that verifies that the deposits are fully collateralized.

Judge John Rosson made a motion to authorize the annual audit contract with PYA. Mr. Chris Caldwell seconded the motion. The motion was unanimously approved.

Councilman Dan Brown asked if CAC frequently changed auditors. Ms. Virginia Anagnost replied that the agency has used PYA for a long time. Ms. Kelly added that we may
choose to re-bid at some point, but CAC receives good rates from the firm and has maintained a good working relationship with them.

IV. LOCAL BUDGET ALLOCATIONS

Ms. Barbara Kelly told the board that the City will make available $125,000 to support the CAC Case Management program in partnership with Knoxville Community Development Corporation (KCDC). These funds will come through the Community Development Department instead of being included in the CAC basic allocation from the City as they were last year. Ms. Kelly explained that this change makes it look like the city allocation has been reduced by $75,000 when in fact the amount has increased by $50,000. She explained that the Mobile Meals Debt Reduction item reflects the actual amount that we will repay to Knox County for the bond that was issued to build the kitchen. The amount recommended for transportation was reduced in anticipation of the progress made to receive fair and adequate funding of urban transit funds.

Mr. Buz Johnson made a motion to accept the Local Budget Allocations report. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

V. STAFF SALARY RECOMMENDATIONS

Ms. Kelly told the board that the recommendation for a salary increase of 2.5% for CAC staff does not include Head Start employees. Ms. Kelly said that the recommendation includes a one-time supplemental payment for lower wage employees. If approved, the salary increase will be effective as of August 4, 2013.

Ms. Debbie Black made a motion to approve the recommendation for a CAC staff salary increase. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

VI. BOARD GARDEN TOUR REPORT

Ms. Lori Galbraith presented a report on the CAC Board Garden Tour. She introduced the gardeners from Westview Towers. Ms. Galbraith thanked the board members who attended the tour on a rainy day. She showed a video of gardeners who participate in the Green Thumb Program talking about the value of the program and the impact it has made on their budgets as well as their quality of life. Ms. Galbraith told the board that each of them would receive a framed photograph of the board members who attended the tour.

VII. MOBILE MEALS UPDATE

Ms. Susan Long began by thanking Commissioner Amy Broyles for being instrumental in requesting funding from Knox County to get seniors off of the waiting list for Mobile Meals. She also thanked the Mobile Meals staff, the Office on Aging staff, Knox County Mayor Tim Burchett, Mr. Michael Grider, Ms. Jennifer Linginfelter, Ms. Hemal Tailor, Ms. April Tomlin, Mr. Bob Thomas, and Mr. Sam Anderson for their support in recent fundraising efforts. Ms.
Long announced a telethon for Mobile Meals called “Mobile Meals Monday” to be held at West Town Mall on July 29 from 6:00 am – 6:30 pm. This event is being sponsored and coordinated by Knox County Mayor Tim Burchett and his staff. Ms. Alison Taylor reported on recent Mobile Meals fundraising events. On Saturday, July 20, Shafer Insurance held “2 Wheels for Meals”, a motorcycle rally and barbecue that garnered $1,700 in funds. On Monday, July 22, Cassadee Pope, 2012 winner of NBC’s The Voice, held a benefit concert for Mobile Meals at Cotton Eyed Joe. The event was arranged by Commissioner Mike Hammond. Though figures are not tallied yet, the concert proceeds are estimated at $2,000. Jimmy’s Southern Pub held a charity golf tournament in honor of the owner’s late wife who died of breast cancer. Mobile Meals was this year’s recipient of the proceeds amounting to nearly $3,000. Ms. Taylor announced two upcoming fundraising events. During the month of August, Three Rivers Market will allow customers to “round up” at the registers to benefit Mobile Meals. During the month of September, the Orangery will offer $10 Kobe beef burgers on Monday night beginning at 5:30. They will donate $5 to Mobile Meals for every burger sold. Ms. Anagnost encouraged board members to volunteer at Mobile Meals Monday. Ms. Debbie Black asked if there is a phone number set up for texting donations to Mobile Meals. Ms. Kelly replied that there is not.

VIII. CAC KNOX COUNTY TRANSIT UPDATE

Ms. Karen Estes reported on Knox County CAC Transit. With regard to the Knox County supplemental funds that were awarded last year, she reported that $241,900 was available to be carried over to provide services in the current year. From December through June 2013, 12,572 trips were provided and 822 different riders were served. We purchased and distributed 1,059 KAT bus passes to 225 low income seniors. Ms. Estes went on to report on the status of the programs currently being administered by the Transportation Planning Organization (TPO). CAC Transit has received $205,181 in Job Access funding. These funds are matched 100% which means there will be about $400,000 to provide Job Access services for a year. With a combination of New Freedoms funds and the new funding from section 5310, Volunteer Assisted Transportation (VAT) is funded through 2016. We also received enough 5310 funds to purchase two (2) new vehicles. This is a reduction as we had previously received funds to purchase five (5) vehicles a year.

With regard to the funds that come into the Knoxville Urbanized Area to provide public transportation, Ms. Estes reported that the City of Knoxville has asked the TPO to help establish a new procedure for the distribution of these funds. In the meantime, the East Tennessee Human Resource Agency (ETHRA) was given $176,500 in federal funds to cover the cost of maintaining services in the surrounding area while the application and related procedures are being developed. Because CAC had enough funds remaining from Knox County to maintain the program for a few months, no supplemental funds were allocated to CAC. In September, the TPO will announce the projects selected to receive funds. There is approximately $2 million left in 2013 funds to be allocated along with the entire 2014 amount. Ms. Estes reported that according to the Federal Transit Administration (FTA), CAC Transit has done everything required to be eligible to receive these funds. Mr. Jim Du Bose asked if these were the funds that CAC’s reporting contributed to and how much that was. Ms. Estes explained that CAC Transit
reports into the National Transit Data (NTD). Our activity brings in about $800,000 annually. If the funds were allocated based on population and the NTD data, CAC Knox County Transit’s share would be about $1.9 million. However, it is not required that the funds be divided this way.

Ms. Estes announced that CAC Transit has received a grant ($20,000) from the U.S. Administration for Community Living and the Community Transportation Association of America to gather input from seniors and persons with disabilities in Knox County to actively involve themselves in making public transportation more accessible. PlanET has provided additional funding in the amount of $12,976 to expand the process to Anderson, Blount, Loudon and Union counties. The small group “Meeting in a Box” concept will be used to conduct 27 small meetings throughout the region. In addition, one large community meeting will be held in Knoxville. The regional meetings will be held between now and October 31. The large community meeting will be held on October 2 at 9 a.m. at the O’Connor Senior Center. We hope to be awarded a follow-up grant of $50,000 for an additional 12 month project to use the data and results for the implementation in area transportation planning.

Mr. Sam Anderson asked that since KAT serves only a portion of the city and CAC Transit only provides services outside the city what happens to people who live in a place where they are not served by KAT. Ms. Estes replied that the urban funding would allow CAC Transit to serve the areas not served by KAT and that we are already using Knox County funds to provide this service. Ms. Kelly added that CAC Transit provides services to residents who live in the City of Knoxville whose destination is outside the KAT service area or in instances where a rider lives too far from the bus stop to access the fixed -route service.

IX. STATUS OF FEDERAL FUNDS & GRANTS

Ms. Barbara Kelly told the board that the Low Income Home Energy Assistance Program (LIHEAP) was moved to the Tennessee Housing Development Agency. This will change the application schedule for LIHEAP. Applications will be taken starting on October 1, 2013. Ms. Kelly also mentioned efforts that are being made to secure $1.9 million dollars in ARRA weatherization funds that remain at the state level.

X. PLANS FOR BOARD TRAINING

Ms. Barbara Kelly told the board that the focus of the August board training will be on the new Performance Standards. Training will be held on August 1, 2013, at the Highlander Center. A van will leave from the LT Ross Building at 9:00 am and will leave Highlander to return to CAC at 2:00 pm. Councilman Brown asked what time the training would begin. Ms. Kelly replied that it would begin at 10:15 am.
XI. OTHER PROGRAM UPDATES

Ms. Kelly referenced a handout at each board member’s place that highlighted CAC Summer Programs. Programs include Summer Child Nutrition Program, the Senior Employment Program, the Summer Youth Program, and the Green Thumb Program.

Mr. Vaughn Smith told the board that the new Tennessee Department of Labor Commissioner, Burns Phillips, would visit CAC today from 2:00 pm – 4:00 pm. A reception in his honor will be held at 3:15 pm in the Multipurpose Room. Mr. Smith encouraged board members to attend and to welcome the commissioner.

There being no other business, the meeting was adjourned.

Respectively submitted,

Jim DuBose
CAC Board Secretary
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

September 26, 2013

MINUTES

The regular scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the Kiwanis East II Head Start, 2330 Prosser Road, Knoxville, Tennessee at 10:00 A.M. on Thursday, September 26, 2013.

COMMITTEE MEMBERS PRESENT

Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Councilman Daniel Brown
Commissioner Amy Broyles
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Mr. Jim DuBose
Ms. Zoe Evans
Ms. Mary Farmer
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Virginia Anagnost
Ms. Debbie Black
Mayor Tim Burchett
Mr. Mark Donaldson
Rev. John Gill
Ms. Christy McMillan
Mr. Dennis Murphy
Ms. Martha Olson

OBSERVER

Ms. Patti Galvan – Knox County Finance
The meeting was opened with a moment of silence, Mr. Thomas “Tank” Strickland, board vice chair, presiding.

I. MINUTES (mailed)

Mr. Strickland asked if there were additions or corrections to the minutes of July 25, 2013. Ms. Judy Poulson said that a correction needs to be made on page seven, first paragraph, seventh line. “In additional” should read “In addition,” The error has been corrected.

Mr. Sam Anderson made a motion to approve the minutes of July 25, 2013. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

II. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Wesley Donaldson presented the Administrative Committee reports for August 14, 2013, and September 18, 2013.

The Administrative Committee met on Wednesday, August 14, 2013 and makes the following report. The personnel actions on the attached sheet were approved. The committee received a report of the Office on Aging invested funds. No action is required at this time. The committee received a preliminary report on the Mobile Meals fund-raising. Supplemental funds from Knox County are being used to provide meals to seniors that were formerly on the waiting list. Additional information will be provided at the full board meeting in September. The committee was advised that due to sequestration, the amount of Older Americans Act funds has been reduced by $16,949. Funds available under Title III-B of the act are allocated through the Knox County Council on Aging. The committee reviewed and approved the proposed reallocation of funds to the various programs. Full board approval is recommended. The committee was advised that the proposal submitted by CAC to operate the Senior Aide program in Knox County has been approved. The program will transition from the City of Knoxville to the CAC Office on Aging as of October 1, 2013. The committee was advised that the CAC Office on Aging has received a grant in the amount of $101,000 from the Trinity Foundation to provide Philips Lifeline personal response system equipment and services to eligible seniors in Knox County. Additional information will be provided as the program is developed. The committee was advised that the City of Knoxville has received a Healthy Homes and Lead Hazard Control grant from HUD in the amount of $2.5 million. CAC will be undertaking a significant portion of the work and will receive about $1.5 million in funding to eradicate lead based paint and other health hazards from homes in the Knoxville area. More detailed information will be provided at the October board meeting. The committee received an update on the initiatives that are underway in the community action network. The new performance standards were the focus of the board training session that was held on August 1st at the Highlander Center. There will be an opportunity to learn more at the TACA Fall Conference which will be held December 2-4, 2013 in Nashville. The committee was advised that the Orangery is offering a $10 Kobe beef burger each Monday evening in September beginning at 5:30 p.m. Mobile Meals will receive $5.00 for each one sold. The Orangery is located at 5412 Kingston Pike. A non-meat option is available.
Mr. Wesley Donaldson made a motion to approve the Administrative Committee report of August 14, 2013. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

Mr. Wesley Donaldson made a motion to approve the reallocation of Title III-B funds. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

The Administrative Committee met on September 18, 2013 and makes the following report.

The personnel actions on the attached sheet were approved. The committee reviewed the Office on Aging invested funds. No action is required at this time. A report of the daily cash balance for September was reviewed. There are no issues with the cash balance at this time. The committee reviewed the homeless services financial reports. The committee recommends that HG&A be approved to conduct the annual audit of the CAC Pension Plan for the period ending June 30, 2013 at an amount not to exceed $6,000. Full board approval is recommended. The committee reviewed correspondence related to a determination made by the Tennessee Department of Labor that Workforce Connections failed to report revenue generated from the Career Development Facilitator program as program income. The amount in question is $36,101.28. CAC has requested an adjustment/correction of the amount and proposed offset costs in the amount of $16,484.25 to resolve the matter. The committee will be kept informed of the progress in resolving the issue. The committee reviewed the Head Start and Early Head Start program information and financial reports. The program information report is for the 2012-2013 school year. The financial report is for August, 2013. The committee reviewed a proposal for a change in the program option for Head Start and Early Head Start from 5 days to 4 days attendance per week. The proposal has been approved by the Head Start Policy Council. Full board approval is recommended. This will be a separate agenda item. The committee was informed that the agency has met all the requirements to receive a non-competitive five-year grant to provide Head Start and Early Head Start services. The refunding letter setting forth annual projected funding at $8,002,333 was also reviewed. The Head Start and Early Head Start refunding package including the USDA application was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee was informed that construction has not started on the Beardsley Community Farm Building as the project will have to be modified and re-bid to stay within the available funds. Initial meetings have been held on the design phase of the L.T. Ross Building exterior renovations. Holiday and board meeting schedules for 2014 were reviewed. Full approval is recommended. Plans were made to hold the September board meeting at the Kiwanis East II Head Start Center at 2330 Prosser Road.

Mr. Wesley Donaldson made a motion to approve the Administrative Committee report of September 18, 2013. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Charles Wright made a motion to approve the contract with HG&A to conduct the annual audit of the CAC pension plan. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

Mr. Jim DuBose made a motion to approve the 2014 board meeting and holiday schedules. Mr. Charles Wright seconded the motion. The motion was unanimously approved.
III. BEARDSLEY COMMUNITY FARM UPDATE

Mr. John Harris delivered an update on Beardsley Community Farm. The Conservation Corps members and volunteers are building raised beds that will be used to grow up to 2,000 pounds of lettuce and cabbage to be used by Mobile Meals Kitchen. The beds have been named after notable African-American scientists to serve as an educational component to the farm. Mr. Harris reported that AmeriCorps is working with Restorative Justice and the Compassion Coalition to provide community service activities for at-risk youth. Mr. Harris said that AmeriCorps and Beardsley Farm will be participating in the Chefs Move to School program. A kickoff event is planned for October 16. The program brings chefs into the schools to demonstrate healthy cooking and nutrition to students. Mr. Harris told the board that Make a Difference Day will be held on October 26. Activities will include building raised beds, landscaping, and other improvements. He announced that Beardsley Farm honey is for sale at the board meeting.

IV. HEAD START REPORT

Ms. Renee Hauge, Head Start Program Manager for Education Services, gave a presentation on the Head Start Parent, Family, and Community Engagement (PFCE) Framework. This is Head Start’s newest framework and provides a structure for conceptualizing Head Start’s approach to engaging families and the larger community in preparing young children for school.

Ms. Hauge described the different elements of the framework. She began with the Program Foundations which include program leadership to provide direction for the program, professional development for staff so they are able to carry out the mission of the program, and continuous program improvement. These foundations (e.g., systems) are essential in supporting the core of the framework – the Program Impact Areas. There are four (4) main program impact areas (e.g., services): program environment, family partnerships, teaching and learning, and community partnerships. Ms. Hauge also discussed the importance of positive, goal-oriented relationships which are critical to the effective implementation of the framework.

Ms. Hauge then described the seven (7) family outcome areas and asked Board members to make suggestions related to the individual outcome areas and ways of measuring progress in attaining those goals. Those family outcome areas are Family Well-Being; Positive Parent-Child Relationships; Families as Lifelong Educators; Families as Learners; Family Engagement in Transitions; Family Connections to Peers and Community; Families as Advocates and Leaders.

Finally, Ms. Hauge shared child outcome data from the 2012-2013 school year with the group and noted that more detailed school readiness data would be included in Head Start’s Annual Report.

Ms. Joyce Farmer, Head Start Director, reviewed the rationale for the change in program option for Head Start and Early Head Start from 5 days to 4 days attendance per week. The two major purposes for the change to a 4 day week were to provide more time for teacher training and coaching/mentoring support, and to reduce the amount of overtime necessary for staff to meet program requirements. She explained that the budget cuts related to sequestration and the
relatively flat funding prior to those cuts had made these program changes necessary. She alerted the Board that more changes could be required if there are additional funding cuts. She reported that the Head Start Policy Council had approved the changes and asked for full Board approval for this action.

Ms. Farmer reviewed the Fact Sheet for the Head Start/Early Head Start Refunding Proposal. She stated that the Community Assessment, Self-Assessment, and Program Outcomes supported the refunding package. This refunding application is the beginning of a non-competitive five-year grant to provide Head Start and Early Head Start services. She asked for full Board approval of the refunding application.

Ms. Monica Reed made a motion to approve the Head Start Program Option Change. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Polly Doka made a motion to approve the Head Start / Early Head Start Refunding Package. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

V. LIHEAP UPDATE

Ms. Cecelia Waters reported on the Low Income Home Energy Assistance Program (LIHEAP). She told the board that the program is now funded through the Tennessee Housing Development Agency (THDA). The program year will begin on October 1, 2013. Ms. Waters said that we have received the first portion of the grant. Carryover funds in the amount of $1,378,018 have been allocated. With this, we plan to serve 363 households through the Crisis program. With remaining funds, the program plans to serve 3,381 households. This year’s Operational Plan will include consumer energy education classes. Ms. Waters reported that her office continues to participate in the Citgo Energy Efficient Lighting Program which provides energy efficient compact fluorescent lightbulbs (CFLs) to low income households to reduce home energy costs. To date, the program has provided 51,000 CFLs to 5,100 individual low income households in Knox County. Last year, 10,001 households were served through the LIHEAP extended program. Mr. Jim DuBose asked if there would be any funding cuts to the program. Ms. Kelly said that sequestration will affect funding. The Department of Human Services had prior year funds that had not been expended. These are the funds that we are currently expending. She explained that the $1.3 million that we are currently using came from carryover funds at the state level. The sequestration affected the LIHEAP appropriation last year, and will affect it again this year. If no action is taken on the federal budget, LIHEAP funds will not be available once carryover funds have been exhausted. Ms. Kelly told the board that no program administered by CAC is exempt from the effects of the sequestration. Ms. Waters added that according to THDA, we will not know anything about the 2014 budget until February. Ms. Waters told the board that each member has received a handout that explains the LIHEAP program. She reported that Intake Centers for LIHEAP will be set up at the North and South Neighborhood Centers. The Central Intake Center is at the LT Ross Building.
VI. MOBILE MEALS UPDATE
Ms. Susan Long gave an update on Mobile Meals. She began by thanking the Mobile Meals staff. Ms. Long reported that we have received almost all of the $125,000 that was pledged during the Mobile Meals Monday telethon held on July 29, 2103. A 4% cut in funding for meals due to sequestration was received after the telethon. This was partially offset by carryover funds from the East Tennessee Area Agency on Aging. Mobile Meals partnered with the roundup program sponsored by Three Rivers Market throughout the month of August. The program generated just over $3,000 for Mobile Meals. Ms. Long asked the board members to contact her if they know of any other programs with which Mobile Meals can partner for fundraising. Ms. Long announced the upcoming Aging: A Family Affair event to be held on November 14. Senior Job Fair will be held at the LT Ross Building on October 16. The Walgreens Way to Well Health Tour bus will be at the LT Ross Building on October 16. Handouts for all three events were placed at each member’s place.

VII. OTHER PROGRAM UPDATES / ANNOUNCEMENTS

Ms. Karen Estes distributed brochures for Knox County CAC Transit and the Volunteer Assisted Transportation program. She encouraged the board to attend the Knoxville Regional Inclusive Planning for Transportation meeting on Wednesday, October 2, 2013, at 9:00 am at the O’Connor Senior Center. Ms. Estes told the board that an online survey to address transportation needs of seniors and people with disabilities has received input from 91 individuals. The program hopes to receive at least 200 responses to the survey. She encouraged the board to promote participation in the survey.

Mr. Strickland asked the board members to sign a greeting card for Ms. Virginia Anagnost, board chair, who is recovering from a recent injury.

There being no other business, the meeting was adjourned.

Respectively submitted,

James DuBose,
CAC Board Secretary
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

October 24, 2013

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, October 24, 2013.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Councilman Daniel Brown
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Ms. Zoe Evans
Ms. Mary Farmer
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Rep. Joe Armstrong
Ms. Debbie Black
Commissioner Amy Broyles
Mayor Tim Burchett
Mr. Jim DuBose
Rev. John Gill
Dr. James McIntyre
Ms. Christy McMillan
Mr. Dennis Murphy
Dr. Sandra Twardosz

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 September 26, 2013. Ms. Judy Poulson said that two corrections need to be made. On page 4, 5th line from the bottom, “effects” should be “affects.” On page five, fourth line from the top, “set off” should be “offset.” The minutes were approved as corrected.

II. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for October 16, 2013.

The Administrative Committee met on Wednesday, October 16, 2013 and makes the following report.

The committee approved the personnel actions on the attached sheet. The committee received a report of the Office on Aging Invested Funds. With regard to Mobile Meals certificate of deposit that comes due on November 5, 2013, the committee recommends that staff be authorized to transfer to Knox County Finance the amount needed to cover Mobile Meal costs through June 30, 2013 and to invest the balance in a certificate of deposit at the best available rate. The details of the action taken will be reported to the full board on December 12, 2013. Full board approval is recommended. The committee reviewed the Head Start and Early Head Start program information reports and financial reports for the month of September, 2013. The committee reviewed the Homeless Services financial reports. The committee reviewed the cash balance report as of October 16, 2013. A positive cash balance is being maintained and there are no issues or concerns at this time. A Conflict of Interest Disclosure Form will be distributed at the October meeting for each member to complete. The committee reviewed the Low Income Home Energy Assistance Program (LIHEAP) budget for the period beginning October 1, 2013. Full board approval is recommended. The committee reviewed the 2014 request to the United Way for support of Mobile Meals in the amount of $130,000. The current funding level from United Way is $124,800. Full board approval is recommended. The committee received a report on funding for the Mobile Meals program. The $35,000 supplemental funding provided by Knox County to cover the cost of eliminating the waiting list will be exhausted by the end of October. The Mobile Meals Monday telethon and related events netted $122,508.95. Additional funds will be needed to operate the program without a waiting list through June 30, 2014. Additionally, it will be necessary to identify the projected funding level for the period beginning July 1, 2014 to avoid having to cut back on June 30 the number of meals to be provided. The committee discussed various fund raising strategies. This will be a separate agenda item. The committee reviewed a report of the supplemental funding provided by Knox County to support expanded services through Knox County CAC Transit. These funds will be fully expended by November 30, 2013. The committee also reviewed the application which has been submitted to the Transportation Planning Organization (TPO) for 5307 funds to serve Knox County. The city and county mayors will be advised of the need to make a decision on the allocation of these funds in
November so as to avoid a disruption in the existing service level in Knox County. This will be a separate agenda item. The Tennessee Association of Community Action will hold its fall training conference in Nashville December 2-4, 2013. To accommodate this schedule, the administrative committee will meet on Thursday, December 5, 2013 at 10:30 a.m. The CAC board will meet on Thursday, December 12, 2013 at 10:00 a.m. Full board approval is recommended.

Mr. Thomas “Tank” Strickland made a motion to approve the Administrative Committee report of October 16, 2013. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Ms. Monica Reed made a motion to reinvest the Mobile Meals certificate of deposit at the best available rate. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

Ms. Judy Poulson made a motion to approve LIHEAP budget for FY 2013-2014. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Polly Doka made a motion to approve the request to United Way funding for Mobile Meals. Mr. Charles Wright seconded the motion. The motion was unanimously approved. Mr. Buz Johnson recused himself from the vote citing conflict of interest.

Mr. Charles Wright made a motion to approve the dates for the December 2013 meetings. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

III. CONFLICT OF INTEREST DISCLOSURE FORMS

Ms. Anagnost asked the board members to fill out a Conflict of Interest Disclosure Form provided at each member’s place.

IV. KNOX COUNTY CAC TRANSIT ANNUAL REPORT AND STATUS OF FUNDING

Ms. Karen Estes presented Knox County CAC Transit’s Annual Report, which included a PowerPoint presentation. Ms. Estes said that the total services provided amounted to 207,064 trips. A breakdown of the services shows that 108,435 were medical and essential errand trips; 28,985 were contracted by the Senior Nutrition program; 1,702 were multiple social service agency contracts; 22,419 trips were employment related through the Job Access Program; and 45,523 were other employment related contracts. Unduplicated individuals served totaled 7,235. Individuals transported for employment and training totaled 192. Ms. Estes added that in fiscal year 2013, CAC Transit drove 1,834,147 miles, the most miles driven in a program year. Ms. Estes reported on funding. She told the board that CAC Transit received one-time funding in the amount of $500,000 from Knox County Government to provide transportation to seniors and persons with disabilities that are unable to use Knox Area Transit (KAT) and to provide bus passes to low-income seniors who use the KAT fixed route bus service. CAC Transit also received capital funding for four (4) vehicles through the Federal Transit Administration, Department of Transportation, Knoxville Regional Transportation Planning Organization and Knox County. CAC Transit is requesting $1,000,000 in Section 5307 federal funds to provide
6,000 one-way trips per month for general public transportation, including those to places of employment. Details of this request are provided in a handout to each board member. Ms. Estes said that because Knox County CAC Transit has been reporting ridership data to the National Transit Database since 2009, the program has brought in $2,152,797 in additional Section 5307 funds into the Knoxville Urbanized Area. During the 2013 fiscal year, Knox County CAC Transit brought in $775,930. These funds are allocated to the region solely on the data reported by the program.

Ms. Estes presented the Volunteer Assisted Transportation (VAT) Annual Report. She introduced Mr. Warren Secrest, manager of VAT. The mission of the program is to provide accessible and affordable transportation services to Knox County seniors and people with disabilities who require aid and assistance to travel safely. In fiscal year 2013, 196 people received transportation assistance; 737 individuals received transportation counseling, information, and referrals. The program’s 50 volunteers provided over 4,786 hours of service while providing assistance and transportation to 196 riders on 3,941 trips and traveling 57,995 miles. The program sponsored 1,064 rides for seniors and people with disabilities to various social, recreational, and entertainment venues, using the services of Knox County CAC Transit. Entering its 5th year, VAT recently completed its 15,000th trip. Ms. Estes reported that VAT has received $2,152,797 in additional Section 5307 funds into the Knoxville Urbanized Area. During the 2013 fiscal year, Knox County CAC Transit brought in $775,930. These funds are allocated to the region solely on the data reported by the program.

Ms. Estes reported on the grant that Knox County CAC Transit received from the US Administration for Community Living in partnership with the Federal Transit Administration, CTAA, and PlanET. Knox County CAC Transit staff has been surveying transit riders in Knox, Anderson, Union, Blount, and Loudon counties to determine barriers to transportation. Knox County CAC Transit will be applying for a $100,000 grant to remove one or more of the identified barriers. More information will be available at the December board meeting. The program has been working with Knoxville Regional Transportation Planning Organization and Knoxville Area Transit and the East Tennessee Human Resources Agency to take a regional approach to coordination of transportation services for Knox and surrounding counties. Ms. Monica Reed told Ms. Estes that she is a representative for Church Women United and that she would be glad to take literature about the program to the group. Ms. Ashley Ogle asked Ms. Estes if the transportation surveys were getting a lot of response. Ms. Estes said that valuable information has been gathered and feedback for each of the six survey categories has been good.

Ms. Lula Williams made a motion to accept the Knox County CAC Transit Annual Report. Ms. Monica Reed seconded the motion. The motion was unanimously approved.
V. **MOBILE MEALS STATUS REPORT**

Ms. Barbara Kelly delivered a status report on Mobile Meals. We received $35,000 to remove the waiting list. Those funds have been expended and we currently have no waiting list. Ms. Kelly explained that the aging population is increasing and people are living longer, due in part to the Medicare program. From now until June 30th, it will cost $90,000 to cover program costs in order to avoid having a waiting list. Ms. Kelly said that recent fundraising efforts such as the Mobile Meals Monday telethon, garnered enough support to cover 825 meals per day between now and June 30, 2014. The challenge is that on July 1, 2014, we will have 825 people on the program and will have to average 850 meals per day to meet the need and have no waiting list. Currently, federal funds pay for only 330 meals. This means that fundraising efforts will have to continue. In Spring, we will have to determine how many meals we will be able to serve as of July 1. Ms. Kelly noted that we have relied heavily on foundation support which has been significantly reduced since the downturn in the economy. CAC raises over $6 million in private money per year, but does not have the staff to dedicate to increased fundraising efforts. CAC cannot use grant funds to solicit other funds. Ms. Kelly said that the administrative committee will be discussing this situation and any board members who would like to participate are welcome to do so.

VI. **HEAD START ANNUAL REPORT**

Ms. Suzanne Inman delivered the Head Start Annual Report, which included a PowerPoint presentation and a colorful handout of the report. The mission of Head Start is to advance the physical, mental, economic, and social well-being of children and families through quality comprehensive services. A copy of the report is available at CAC Central Office and can also be found on CAC’s website at knoxcac.org.

VII. **OTHER PROGRAM UPDATES / ANNOUNCEMENTS**

Ms. Alison Taylor announced that after 21 years of service to the Senior Nutrition Program, volunteer coordinator, Ms. Jennifer Oakes, will be retiring from the Office on Aging on November 1, 2013.

There being no other business, the meeting was adjourned.

Respectively submitted,

James DuBose,
CAC Board Secretary
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

December 12, 2013

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, December 12, 2013.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Mr. James DuBose
Ms. Zoe Evans
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Ms. Martha Olson
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Councilman Daniel Brown
Commissioner Amy Broyles
Mayor Tim Burchett
Mr. Mark Donaldson
Ms. Mary Farmer
The Rev. John Gill
Ms. Christy McMillan
Mr. Dennis Murphy
Mr. Alvin Nance
Ms. Monica Reed

OBSERVER

Ms. Patti Galvan – Knox County Finance
II. AMERICORPS PRESENTATION

Mr. John Harris presented outcomes of the AmeriCorps program for 2012-2013. The program’s projected goals are indicated in parenthesis: CAC AmeriCorps engaged 6,418 (4,500) Knox County students in energy efficiency, environmental education, water quality, air quality, and/or waste reduction techniques. 2,095 (1,500) of those students were involved in service-learning projects and showed a 10% increase in subject knowledge. AmeriCorps members provided training, resources and tools to 941 (300) individuals for disaster preparedness. These individuals also agreed to help their neighbors organize in case of a natural disaster emergency. AmeriCorps members improved 405 (50) acres of public lands in East Tennessee. Community members were randomly surveyed on the safety, beautification, and/or facility improvements done by AmeriCorps members. Thirty-three (33) (25) professionals were trained and given resources in storm water management practices to lessen the impact of environmental and physical damage to property. AmeriCorps members collected and recycled 754 (300) tons of waste. As a result of recycling outreach, 3,057 (2,000) Knox County citizens voluntarily signed pledges to increase at-home conservation efforts. AmeriCorps members created or improved 69 (50) miles of trails, greenways, and waterways in Knox County. The program received 260 (250) positive surveys out of 300. Each of the AmeriCorps volunteers introduced themselves to the board. Ms. Virginia Anagnost thanked them for their service to our greater Knoxville community, CAC and the AmeriCorps program.

IV. HOUSING AND ENERGY SERVICES

Mr. Jason Estes reported on Housing and Energy Services. The City of Knoxville was awarded a $2.5 million grant from the HUD Office of Healthy Homes and Lead Hazard Control to participate in the Lead-Safe and Healthy Homes Program. CAC received a Sub-Grantee award of $1.6 million. With this grant funding, CAC Housing and Energy Services will conduct 200 home improvements with 100 of those including the Healthy Homes Initiative. The board members received a handout that listed program eligibility criteria and local contact information. Mr. Estes said that his department is currently training risk-assessors and that the program plans to begin client enrollment in January 2014. Mr. Charles Wright asked Mr. Estes if clients would have to leave their homes during the lead abatement process. Mr. Estes replied that it would depend on the situation.

Mr. Estes reported on the status of the Weatherization Assistance Program (WAP). From 2009-2011, Tennessee received $99 million in American Recovery and Reinvestment Act (ARRA) funding for the WAP. CAC received $6.2 million to complete 1,212 weatherization jobs. The actual number of completed jobs totaled 1,546, or 128% of the goal. Not all counties who received ARRA funding spent it, leaving $1.9 million. CAC tried unsuccessfully to have these funds reallocated, but they are being returned to the Department of Energy (DOE). Some agencies in Tennessee also failed to spend their regular weatherization allocations, leaving another $4.1 million unspent. Because of this, Tennessee received no appropriation of FY 13 funds from DOE and the funding available has been steadily reduced. In 2012-2013, CAC received $235,090 to complete 43 jobs. We estimate that we will receive only $38,070 to
Mr. Estes said that Tennessee Housing Development Agency (THDA) has implemented a measure which allows 15% of the Low Income Home Energy Assistance Program (LIHEAP) funding to be used for WAP. Mr. Estes reported that CAC is working with the IBM Smarter Cities Initiative to see what kind of funding might be available from other sources. Ms. Anagnost added that she spoke to the director of the WAP in Nashville and asked if the remaining funds could be released and redistributed. She was told that it would not be an easy process due to the need for public hearings and other requirements. Ms. Anagnost asked Mr. Estes how many homes have been weatherized through WAP. He replied that since 2009, approximately 1,750 homes have been weatherized. Mr. Jim DuBose said that at the recent Tennessee Association of Community Action meeting in Nashville, Mr. David Bradley, director of the National Community Action Foundation, reported that things do not look good for the WAP across the country.

Ms. Anagnost stated that they would return to the regular agenda.

I. MINUTES (mailed)

Ms. Anagnost asked if there were additions or corrections to the minutes of October 24, 2013. There being none, the minutes were approved as distributed.

III. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for December 5, 2013.

The Administrative Committee met on Thursday, December 5, 2013, and makes the following report.

The committee approved the personnel items on the attached list. The committee reviewed the Office on Aging Invested Funds. $155,000 was withdrawn from the Mobile Meals account and transferred to Knox County Finance to cover closeout for the period ending June 30, 2013. The balance in the amount of $76,245.75 including interest was placed in a new certificate of deposit. No further action is required at this time. Full board approval is recommended. The committee reviewed the cash balance report as of December 4, 2013. A positive balance is being maintained and there are no issues or concerns at this time. The Head Start and Early Head Start reports for the month of October 2013 were reviewed. The committee reviewed a summary of the Homeless Services grants. The committee was advised that Homeward Bound renewal applications are being prepared to submit for funding at the current levels: REACH - $104,580; Succeed - $139,050; Families in Need - $112,620. Program summaries will be presented at the January 2014 board meeting. A report of the CAC Case Management program operated in partnership with KCDC will also be presented at the January board meeting. Proposals to the United Way organizations in Campbell, Sevier, Anderson and Blount County for 2-1-1 were reviewed. Full board approval is recommended. The committee received an update on status of funding for Knox County CAC Transit. This will be a separate agenda item. The committee received an update on Mobile Meals fundraising. This will be a separate agenda item. The committee approved the engagement of Pershing Yoakley & Associates (PYA) to prepare the annual Charitable Solicitations Registration Application for CAC at an amount not to exceed
$2,800. The committee heard reports from those attending the TACA Fall Training Conference. Income Tax Assistance will be offered again this year. Schedules will be available soon. CAC Beardsley Community Farm will be selling 2014 Garden Calendars at the December board meeting. They are $20 each. There will be an opportunity to meet the new AmeriCorps members at the December board meeting.

Mr. Thomas “Tank” Strickland made a motion to receive the Administrative Committee report of December 5, 2013. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

Ms. Lula Williams made a motion to approve the Office on Aging Invested Funds. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Zoe Evans made a motion to approve the United Way 2-1-1 proposals. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

V. PROGRAM STATUS REPORTS

Ms. Karen Estes gave the board an update on Knox County CAC Transit. CAC will begin receiving a share of 5307 funds from the Federal Transit Administration (FTA). In the past, we have asked for a share of this funding, but it was all allocated to Knox Area Transit (KAT). She noted that the data that CAC reports to the National Transit Database bring money into the region. CAC Transit submitted a request for these funds in September. The Federal Transit Administration will not release 2014 funds until 40% of the funds are available. Mayor Rogero has released the remaining half of the 2013 funds and has allocated $387,996 to CAC to provide service for 6 months. When 2014 funds are available, another $387,996 will be recommended for CAC. The annual allocation is $775,000. There will be a state match of 50%. This recommendation will go before the executive board of the Transportation Planning Organization. In response to a question, Ms. Estes explained that CAC serves people who live within the KAT service area, if they are going to a destination outside the service area, or if they live too far from the bus stop and are not eligible for the LIFT. She added that CAC Transit has Job Access funding through June or July and then those funds roll into the 5307 funding. Mr. Jim DuBose asked about people who live in the city but can’t get to the bus stop. Ms. Estes said that if a person has a disability, they may be eligible to use the KAT Lift. If someone lives within a quarter mile from a bus stop, they may ride with CAC Transit if they are ineligible to ride the KAT Lift. Ms. Kelly added that the time of day that the client needs to travel is also a factor. Ms. Estes said that her department works closely with KAT to provide services that KAT is unable to provide.

Ms. Susan Long reported on the status of Mobile Meals. On Thanksgiving Day, more than 500 Mobile Meals clients were served. This year’s meal included a basket of fresh fruit. This Christmas, donated holiday gifts will be given along with meals. She reported that the Office on Aging received $30,000 from grassroots fundraising efforts. Ms. Long reported that the University of Tennessee Management Society, for example, raised $4,000 for Mobile Meals by selling cookie dough. We are continuing fundraising efforts and seeking financial support from foundations such as the Pat Summit Foundation.
Ms. Barbara Kelly delivered an update on the Empty Stocking Fund (ESF). She reported that the application period is over, but CAC will still accept applications. She encouraged the board to get the word out in the community that we are still accepting applications. She said that Fred Brown, the journalist who has written ESF client stories for the Knoxville News Sentinel (KNS), is taking the year off. The stories are now being written by other KNS staff. We are beginning to get feedback from people who want to donate and help the clients featured in the KNS ESF stories.

Ms. Kelly announced that Affordable Care Act (ACA) Navigators will be at the CAC L.T. Ross Building on December 20 to answer questions about health insurance and help people enroll in the Marketplace.

VI. PROGRAM UPDATES AND ANNOUNCEMENTS

Ms. Khann Chov announced that Beardsley Community Farm 2014 Farm Calendars are available for purchase for $20 each. All proceeds benefit Beardsley Community Farm. Ms. Chov also announced the upcoming 6th annual Snow Day fundraising event to be held on Friday, January 24, 2014, at Barley’s Pizzeria and Taproom. She added that proceeds from this event contribute 15% of the farm’s annual operating expense. The members received a handout with details of the event.

Ms. Deisha Finley announced the Senior Companion Program’s annual fundraising event, the Snowflake Ball, will be held on Saturday, January 25, 2014, at Kerbela Temple. She encouraged the board to attend the event. The members received a handout with details of the event.

Ms. Barbara Kelly reported that the Volunteer Income Tax Assistance (VITA) Program will begin on January 22, 2014, at the CAC L.T. Ross Building. The members received a handout with the VITA schedule and details of the program.

Mr. Vaughn Smith announced that the Workforce Connections’ Annual Meeting will be held on Wednesday, January 8, 2014, at the CAC L.T. Ross Building. The special guest will be Dr. Matt Murray, director, Howard H. Baker Jr. Center for Public Policy. CAC board members are invited to attend the meeting.

Ms. Susan Long announced that the date of the annual Pancake Fest will be Tuesday, February 18, 2014, at O’Connor Senior Center.

There being no other business, the meeting was adjourned.

Respectfully submitted,

James DuBose,
CAC Board Secretary