KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

April 28, 2016

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the L. T. Ross Building, 2247 Western Avenue, Knoxville, Tennessee at 10:00 a.m. on Thursday, April 28, 2016.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Commissioner Charles Busler
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Polly Doka
Mr. Gerald Green (Represented by Mr. Doug Burton)
Ms. Kathy Mays
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Mr. Steve Ritter
Mr. Thomas Strickland
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Jaleesa Warner
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Rep. Joe Armstrong, (Represented by Mr. Wesley Donaldson)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Councilman Daniel Brown
Ms. Mary Farmer
Rev. John Gill
Mr. Buz Johnson
Dr. James McIntyre (Represented by Dr. Clifford Davis)
Ms. Rebecca Parr
Judge John Rosson
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the March 31, 2016 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland presented the administrative committee report for April 20, 2016.

The Administrative Committee met on Wednesday, April 20, 2016 and makes the following report.

Mr. Matt Neilson from PYA (Pershing Yoakley & Associates) met with the committee to review the audit report for the period ending June 30, 2015. Mr. Neilson went through the major sections of the report and answered questions from the 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 the internal controls over major programs. There were no findings for this year and no prior year findings to resolve. Printed copies of the report are available and the report is posted on the CAC website. The committee reviewed the personnel actions on the attached sheet. The committee reviewed a report of the Office on Aging Invested Funds. No action is required at this time. The Homeless Services financial reports were reviewed. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of March 2016. The committee was informed that Danya International will conduct a Fiscal Integrity and ERSEA monitoring review of the CAC Head Start program during the week of June 6, 2016. ERSEA includes protocols for Eligibility, Recruitment, Selection, Enrollment, and Attendance meant to ensure that children are appropriately enrolled and participating in Head Start and Early Head Start. The cash balance report as of April 20, 2016 was reviewed. A positive cash balance is being maintained overall and there are no concerns at this time. The committee was advised that Commissioner Amy Broyles has resigned from the CAC board. The Knox County Commission recommends that Commissioner Charles Busler be appointed to serve as a member of the CAC board. His appointment will be effective May 1, 2016. Full board approval is recommended. Recommendations from the Knoxville-Knox County Council on Aging for the allocation of funds from the Older Americans Act were reviewed. Full board approval is recommended. This will be a separate agenda item. The committee received an update on issues related to funding for Knox County CAC Transit. An error related to the eligibility of CAC Transit to receive federal public transportation funding appears to have been resolved by the Federal Transit Administration (FTA). CAC Transit has a request pending with the Tennessee Department of Transportation (TDOT) to provide the required matching funds. These federal and matching funds are essential to providing the current level of service. The committee recommends that staff be authorized to submit the operational plan for the Community Services Block Grant (CSBG) which is due in May. Additional information will be provided at the May board meeting. Full board approval is recommended. The committee received an update on the status
of local budget requests. Plans were made for board members to attend Mayor Rogero’s budget presentation on April 25. Bus transportation will be available from the Ross Building to the Knoxville Zoo leaving at 11:15 a.m. The committee was advised of an opportunity to apply to the East Tennessee Foundation for $150,000 to provide roof repairs to the homes of 35 low-income homeowners in the City of Knoxville. These funds come through the City of Knoxville Affordable Housing Trust Fund. Full board approval is recommended. This will be a separate agenda item. The committee reviewed an amendment adding funds to the Low Income Home Energy Assistance Program (LIHEAP) contract. Full board approval is recommended. This will be a separate agenda item. The committee recommends that the CAC board meet at the O’Connor Senior Center on Thursday, May 26, 2016. Full board approval is recommended.

Mr. Strickland moved to accept the Administrative Committee report of April 20, 2016. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Strickland moved to approve the appointment of Commissioner Charles Busler to the CAC board of directors. Mr. Chris Caldwell seconded the motion. The motion was unanimously approved.

Mr. Wright moved to authorize submission of the CSBG operational plan. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Ms. Avice Reid moved to approve the recommendation that the May board meeting be held at O’Connor Senior Center. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

Ms. Anagnost introduced representatives of Norfolk Southern Foundation (NSF), who were in attendance to present a charitable donation of $3,000 to the Homeward Bound program. Mr. Steve Guinn, NSF Knoxville Terminal Superintendent, introduced Mr. Buddy Henson, Central Division Office Manager, and Mr. Chris Parsons, Trainmaster. Ms. Misty Goodwin received the contribution and said that the funding will help to get clients out of homeless camps and into housing. Ms. Anagnost thanked the Norfolk Southern Foundation for their generous contribution.

III. ALLOCATION OF OLDER AMERICANS ACT FUNDS

Mr. Douglas Hubbard, chair of the Council on Aging, explained the Older Americans Act allocations process to the board members.

Mr. Wright moved to approve the Allocations of Older Americans Act funds. Mr. Doug Burton seconded the motion. The motion was unanimously approved.

IV. HOMELESS SERVICES REPORT

Ms. Misty Goodwin introduced Ms. Lisa Higginbotham, Knox HMIS program manager, and thanked her for joining the board meeting. Ms. Higginbotham spoke about the Knoxville Homeless Management Information System (Knox HMIS) dashboard, a secure, online database of demographic and service delivery information of individuals experiencing homelessness. She explained that the dashboard meets the need for transparency and accountability in the operation of helping the homeless. The dashboard was developed with funding from Housing & Urban
Development (HUD), Emergency Solutions Grant (ESG), Knox County, the City of Knoxville, and City of Knoxville General Funds. Ms. Higginbotham demonstrated how to navigate the system to find various data on homelessness in Knoxville. She encouraged board members to explore the site at knoxhmis.org. Ms. Goodwin reported on the Homeward Bound program. She briefly explained each program within the department. She listed program partners including Knox Area Rescue Ministries (KARM), Salvation Army, and others. Ms. Goodwin said that Homeward Bound has been working closely with the Knoxville Police Department to help the homeless in areas all over Knoxville. She noted that homeless camps are spread throughout the county, not only in downtown Knoxville. Ms. Goodwin reported on Homeward Bound outcomes. Within the last year, the program moved 726 individuals in 206 homeless households into permanent housing, 96 of which were chronically homeless. According to HMIS, 87% remained in housing. Homeward Bound kept 178 individuals in 78 households in housing through homeless prevention assistance. Ms. Goodwin said that her department is working with CAC Housing & Energy Services to provide weatherization for clients to reduce their utility costs. Ms. Goodwin talked about a new resource card published by the Knoxville Homeless Coalition which provides a list of local shelters, emergency food pantries, homeless service providers, and other information for the homeless. She said that police officers, case managers, and other social services agencies are distributing them throughout the homeless community. Ms. Goodwin announced a new initiative with Knox County Schools to address student homelessness. She reported on Case Management at Northgate Towers, Cagle Terrace, Isabella Towers, and Love Towers. The Case Management program is funded by the City of Knoxville and has been serving these communities since 2008. Based on 79 months of service, the cost of keeping a resident in stable housing and avoiding homelessness is about $26 per month per person, or about $.87 per day. She noted that currently there is a 3 to 5 year waiting list for residency at the towers. Ms. Goodwin told the board that the Pillow Project is looking for donations of household items and cleaning supplies for clients going into housing.

V. HOUSING & ENERGY SERVICES

Mr. Jason Estes reported on Housing and Energy Services. He gave an update on Knoxville Extreme Energy Makeover (KEEM). The program is on targeted to reach the first year goal of weatherizing 737 homes by September 30, 2016. He reported that 1,141 applications have been taken; 286 jobs have been completed and 226 are under contract. So far, deemed annual energy savings of 1,070,192 kWh is approximately enough power 72 typical KEEM homes. The program has reached out to involve small contractors including minority, women, and veteran owned businesses and has initiated a bulk purchasing process to insure that small business are able to facilitate small business participation. Construction expenditures exceed $4 million so far. The most common retrofits are HVAC replacement and attic and wall insulation.

Mr. Estes reviewed a proposal being submitted to the East Tennessee Foundation Affordable Housing Trust Fund. We are requesting $150,000 to perform approximately 35 roof repairs or replacements. To be eligible, the home must be owner occupied within the City of Knoxville and the household income must be at or below 80% of the HUD guideline.

Ms. Judy Poulson moved to approve the application to the East Tennessee Foundation for roof repairs for low-income homeowners. Dr. Twardosz seconded the motion. The motion was unanimously approved.
VI. LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Ms. Cecelia Waters reported on the Low Income Home Energy Assistance Program (LIHEAP). The program year began on October 6, 2015, and ends on September 30, 2016. The program serves clients through Energy Assistance and Crisis Assistance. In October, nearly 4,000 applications were received. By October 20, the Crisis Assistance program had served 575 households and exhausted its’ funding. In all, 4,681 households have been served and there are 1,534 families on the waiting list for Energy Assistance. Ms. Waters explained that we are submitting an amendment to add additional funding in the amount of $286,806.00 to the current contract to serve some of the families on the waiting list between now and June 30. We do not expect additional funding until the beginning of the new contract year in July.

Ms. Doka moved to approve the amendment to add funds to the LIHEAP contract. Mr. Wright seconded the motion. The motion was unanimously approved.

VII. PROGRAM UPDATES

Ms. Long announced the Duncan Awards to be held on May 5th at Hunter Valley Farms. She announced the Senior Job Fair to be held at O’Connor Senior Center on May 25th. Ms. Anagnost invited the board to attend a ribbon cutting for CAC Beardsley Farm’s Education Center on May 9th. Commissioner Busler thanked the board for his appointment to the CAC board of directors and said that he was looking forward to participating actively.

There being no other business, the meeting was adjourned.

Judy Poulson
Secretary Pro Tem