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, January 23, 2014.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Councilman Daniel Brown
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Mr. James DuBose
Ms. Zoe Evans
Ms. Mary Farmer
The Rev. John Gill
Dr. James McIntyre (Represented by Mr. Sam Anderson)
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
Commissioner Amy Broyles
Ms. Polly Doka
Ms. Christy McMillan
Ms. Virginia Anagnost opened the meeting with a memorial tribute to Mr. Harold Woods. Board members stood for a moment of silence in his honor and memory.

Ms. Anagnost appointed Mr. Charles Wright, Ms. Polly Doka, and Mr. Buz Johnson to the Nominating Committee. Mr. Johnson will serve as chair of the committee to present a slate of officers for the board.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of December 12, 2013. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for January 15, 2014.

The Administrative Committee met on Wednesday, January 15, 2014, 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. 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 2013. The committee reviewed the Homeless Services financial reports. The committee was advised that plans are being made to review the annual audit report for the period ending June 30, 2013 at the March meeting. An extension until March 2014 has been received for completing the Charitable Solicitations Registration. The audit of the retirement program through June 30, 2013 has been completed and will be reviewed at the February Administrative Committee meeting. The committee reviewed plans for the development of the local budget requests to be submitted to the City of Knoxville and Knox County. The committee was given an update on the implementation of the new Organizational Standards for Community Action which are being finalized at the national level. The next step at the local level is to complete a self assessment and participate in a meeting which is being convened by the Department of Human Services in Nashville. An arrangement has been made with SWORPS (Social Work Office of Research and Program Support) at the University of Tennessee to provide technical assistance and support. The committee reviewed plans for upcoming events including Snow Day, the Snowflake Ball, and the O’Connor Pancake Fest.

Mr. Thomas “Tank” Strickland moved to accept the administrative committee report for January 15, 2014. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

III. UTILITY ASSISTANCE

Ms. Cecelia Waters reported on the Low Income Home Energy Assistance Program (LIHEAP). The program’s fiscal year began on October 1, 2013. The Energy and Community Services office is awaiting allocations for FY 2014. Currently, there are 3,139 applications for energy assistance. Ms. Anagnost asked if the state has received the funding. Ms. Barbara Kelly
responded that the Omnibus budget bill included funds for LIHEAP set at pre-sequestration levels and that there would be additional funding available in February. Ms. Kelly said that due to winter weather, many residents are dealing with broken pipes and other problems associated with freezing temperatures. Mr. Jim DuBose asked if the Knoxville Utilities Board (KUB) would be tolerant of those who cannot afford to pay their utility bills. Ms. Waters replied that KUB will not turn off utilities during extreme weather and will work with customers to set up a payment plan. She reminded the board that her office accepts applications for energy assistance Monday through Thursday.

Ms. Waters reported on Project Help. She presented a video made by the Project Help Board and KUB that featured a LIHEAP client who spoke of the impact that the program has made on his family. Thirty years ago, Project Help was started by Mr. Robert Hoskins of KUB and Mr. L.T. Ross, Director of CAC, as a safety net for households in need of home heating assistance. Project Help’s annual fundraiser, Share the Warmth, began on January 6. Donations are being accepted at all local Food City locations through February 1, 2014. All funds raised will go directly to the purchase of home heating. The program also collects funds from recycling efforts at local Pilot locations and through donations received from KUB customers.

IV. ANNUAL REPORTS

Ms. Susan Long presented the CAC Office on Aging annual report for FY 12-13. She dedicated the report to Ms. Barbara Monty, former longtime director of the Office on Aging, noting that many of the outcomes presented in the report reflect Ms. Monty’s hard work. Ms. Long told the board that 37% of funding comes from private funds. The office does not have staff dedicated to fundraising and development, so the managers and staff constantly are looking for fundraising opportunities within the community. Ms. Long noted the highlights of the annual report, adding that the next annual report will not include outcomes for Knox County CAC Transit, Volunteer Assisted Transportation, or the Mobile Meals Kitchen. These departments have reorganized, and will not be under the umbrella of the Office on Aging. Ms. Long thanked the OOA program managers for their work. She remarked that having so many services for seniors housed under one roof is a very special benefit for the Knoxville community. Ms. Anagnost thanked Ms. Long and her staff for their work and dedication to Knox County seniors.

Mr. Vaughn Smith presented the Workforce Connections annual report for FY 12-13, noting the department’s highlights. There were more than 26,000 customer visits to the Tennessee Career Center; 562 received Career Readiness Certificates; In-school Youth earned $22,000 in incentive payments for improving grades, upgrading basic reading and math skills, achieving graduation and follow-up; 23 of 25 seniors participating in the in-school program successfully graduated in spring 2013; 92% of the graduating seniors went on to post-secondary programs or obtained jobs. Mr. Smith spoke about the Disability Employment Initiative (DEI), a collaborative effort which seeks to improve employment outcomes for individuals with disabilities. He reported on the Seamless Transition Project, a partnership created by the Career Center, the Cerebral Palsy Center, and Knox County Schools to help youth with significant disabilities transition out of high school and into successful employment. The project, in its ninth year, has an 86% placement rate compared to a 20% national placement rate for students with significant disabilities. Mr. Smith encouraged the board to read the success stories featured in the report. He thanked Ms. Windie Wilson for designing the annual report and Ms. Beth Sanderbeck
for compiling the data. Mr. Smith told the board that the Career Center is now in its new location at 2700 Middlebrook Pike. Ms. Anagnost thanked Mr. Smith for delivering the report.

V. UPDATE ON FEDERAL FUNDING

Ms. Barbara Kelly reported on the status of federal funding. She reported that the Omnibus budget bill was adopted on January 16, extending funding through September 2014. This means that there will be continuity in funding and we will not have the Continuing Resolutions that were carrying forward sequester cuts. Ms. Kelly said that overall, the domestic budget increased by 2.6%, but those increases have been unevenly distributed. Some programs are receiving increases as others continue at sequester level. Community Services Block Grant (CSBG) funding has been restored to pre-sequester levels. LIHEAP funding is greater than was requested in the budget, with $3.4 billion allocated on the national level. Weatherization funding will be increased from $137 million to $174 million which is still lower than the 2008 level ($230 million). Head Start funding will go back to pre-sequester level with $100 million designated for cost-of-living increases. Funds proposed by the President to expand early childhood programs including Head Start are not included. Mobile Meals funding is returning to pre-sequester levels. Employment services funding remains at pre-sequester level. Ms. Kelly explained that while we will not deal with additional funding cuts, there are no funding increases reflected in the 2014 budget. Ms. Kelly said that we are in a “wait and see” situation, but in a better atmosphere than we have experienced in recent past.

VI. EMPTY STOCKING FUND REPORT

Ms. Lori Galbraith reported on the Empty Stocking Fund (ESF). This is the 101st season of the ESF, which was started by the Knoxville News Sentinel to provide food and toys for low-income individuals and households who are in need at the Christmas season. This year, the program served 3,600 families by providing a 70 lb. box of food for each household and toys for 2,665 children. ESF fundraising efforts garnered $228,548.69. As a result of human interest stories published in the Knoxville News Sentinel, CAC received $5,190.78 in donations to assist in individual circumstances as well as goods and services valued at $11,452 to help local families. Ms. Anagnost thanked Ms. Galbraith for her work with the Empty Stocking Fund.

VII. PROGRAM UPDATES

Ms. Karen Estes presented the Transit Planning Report. In June of 2013, Knox County CAC Transit received grant funding through the U.S. Administration for Community Living in partnership with the Federal Transit Administration and the Community Transportation Association of America to gather information and identify barriers to transportation, with a focus on seniors and persons with disabilities in Knox County. Plan East Tennessee (PlanET) provided funding to extend the meetings to include Anderson, Blount, Loudon, and Union counties. Thirty meetings were conducted in the five counties. The top barriers to transportation that were identified in the meetings include: the long time involved when using public transportation; limited services/hours/scheduling/options; and customer service/communication. Ms. Estes reported that her department has requested continuation funds in the amount of $90,000 to focus on working to eliminate one of the barriers previously identified.
The Volunteer Income Tax Assistance (VITA) assists low-to-moderate income individuals and households by providing free tax preparation services through April 15, 2014, at the L.T. Ross Building. Schedules are available at the L.T. Ross Building or online at knoxcavita.org.

Snow Day, CAC Beardsley Community Farm’s annual fundraiser, will be held on Friday, January 24, 2014, at Barley’s Taphouse and Pizzeria beginning at 6pm. Tickets are $15 at the door or $10 if ordered online. Call 546-8446 or visit beardsleyfarm.org for more information.

The Snowflake Ball, the Senior Companion Program’s annual fundraiser, will be held on Saturday, January 25, 2014, at Kerbela Temple in South Knoxville beginning at 6pm. Tickets are $30 at the door. Call 541-4500 for ticket information.

Pancake Fest, O’Connor Senior Center’s annual fundraiser, will be held on Tuesday, February 18, 2014, at O’Connor Senior Center from 7am – 1pm. The event features all-you-can-eat pancakes, sausage, and beverages for $5. CAC board members are encouraged to attend. For to-go orders, call 523-1135.

Rev. John Gill thanked the staff for the compassion they show to the community through hard work and dedication to CAC programs. He said that the Community Action Committee could also be called the Community Compassion Committee, noting that a world without compassion is no place to live.

There being no other business, the meeting was adjourned.

Respectfully submitted,

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

March 27, 2014

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the L. T. Ross Building, 2247 Western Avenue, Knoxville, Tennessee at 10:00 A.M. on Thursday, March 27, 2014.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Councilman Daniel Brown
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Ms. Polly Doka
Mr. James DuBose
Ms. Zoe Evans
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Ms. Martha Olson
Ms. Rebecca Parr
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Dr. Sandra Twardosz
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Sylvia Angel
Ms. Debbie Black
Commissioner Amy Broyles
Mayor Tim Burchett
Ms. Mary Farmer
Rev. John Gill
Mr. Alvin Nance
Ms. Lula Williams

OBSERVER

Ms. Patti Galvan – Knox County Finance
Ms. Virginia Anagnost, board chair, opened the meeting with a memorial tribute to former CAC board member, Mr. Henry Anderson, who passed away on February 5, 2014. Board members observed a moment of silence in his honor and memory.

Ms. Anagnost introduced Ms. Rebecca Parr who has been appointed to the CAC board to represent Anderson Head Start and the Head Start Policy Council.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of January 23, 2014. There being none, the minutes were approved as distributed.

Mr. Buz Johnson presented the Nominating Committee report. The nominated officers are: Ms. Virginia Anagnost, board chair; Mr. Thomas “Tank” Strickland, vice-board chair representing Mayor Madeline Rogero; and Mr. Jim DuBose, secretary. Mr. Johnson asked if there were additional nominations from the floor. There were none.

Mr. Charles Wright moved to accept the slate of officers presented by the Nominating Committee. Mr. Strickland seconded the motion. The motion was unanimously approved.

II. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for February 19, 2014.

The Administrative Committee met on Wednesday, February 19, 2014, and makes the following report.

Tim Royster from HG&A Associates met with the committee to review the Retirement Plan audit for the years ended June 30, 2013 and 2012. The report and 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. A report of CAC Office on Aging Invested Funds was reviewed. No action is required at this time. The committee reviewed the Head Start and Early Head Start financial and program information reports for the month of January 2014. Additionally, the Immunization Audit conducted by the Knox County Health Department indicated that Head Start scored 100% meeting immunization standards at all five (5) centers. The committee reviewed the Head Start Health and Safety Screener and authorized certification that the health and safety screening had been completed in accordance with the requirements of the Head Start grant award. The committee received copies of the Head Start Governance, Leadership, and Oversight Capacity Screener. This document will be reviewed at the March Administrative Committee meeting. The committee reviewed the Homeless Services financial reports. The committee was advised that local budget requests have been submitted to the City of Knoxville and Knox County. This will be separate agenda item. The committee was advised that funding is not available to continue to support 2-1-1 in the 15 county East Tennessee area at the current level and that the coverage and scope of the service will likely be reduced. A budget
amendment in the amount of $270,998 for the Low Income Home Energy Assistance Program was reviewed and approved.

Mr. Strickland moved to accept the administrative committee report for February 19, 2014. Mr. Johnson seconded the motion. The motion was unanimously approved.

Mr. Strickland presented the Administrative Committee report for March 19, 2014.

The Administrative Committee met on Wednesday, March 19, 2014, and makes the following report.

The Administrative Committee approved the personnel actions on the attached sheet. The committee reviewed a report of the CAC Office on Aging invested funds. No action is required at this time. The committee reviewed the Homeless Services financial reports. The agency financial audit for the period June 30, 2013 will be completed and submitted before March 31, 2014 as required. The committee was advised of a draft finding from an audit by the Tennessee Department of Labor regarding the reporting and use of revenue generated from the Global Career Development Facilitator training program. This is a continuation of a prior year finding which has not been fully resolved. The committee will be kept informed of the progress in resolving the issue. The committee reviewed the recommendation from the Knoxville-Knox County Council on Aging for the allocation of funds from the Older Americans Act. Full board approval is recommended. This will be a separate agenda item. The committee was advised of funding issues related to the provision of 2-1-1 services in Knox County and the surrounding 14 counties. The committee reviewed the Head Start and Early Head Start program information and financial reports for February. The Procedures/Criteria for the Recruitment, Selection, and Enrollment of Children for the Head Start and Early Head Start programs were reviewed. Full board approval is recommended. The committee reviewed the Head Start Governance, Leadership, and Oversight Capacity Screener and authorized submission of the completed screening document. The committee was advised of the upcoming events. Mayor’s Day of Recognition for National Service, Tuesday, April 1, 2014, at O’Connor Senior Center, 3 pm – 4:30 pm. ECHO Fair Housing Conference, Friday, April 11, 2014, at Rothchilds, 7:30 am – 4:30 pm. Registration is required. The Duncan Awards benefitting Senior Citizens Information and Referral Service, Thursday, May 1, 2014, at Bridgewater Place, 4 pm – 6 pm. Urban Wilderness Event, Friday, May 16, 2014, at Ijams Nature Center / Meade’s Quarry, 10 am – 1 pm. PAWS Among the Blooms, Friday, May 30, 2014, at Stanley’s Greenhouse, 5:30 – 7:30 pm.

Mr. Strickland moved to accept the administrative committee report for March 19, 2014. Mr. DuBose seconded the motion. The motion was unanimously approved.

Ms. Monica Reed moved to accept The Procedures/Criteria for the Recruitment, Selection, and Enrollment of Children for the Head Start and Early Head Start. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.
III. ALLOCATION OF OLDER AMERICANS ACT FUNDS

Ms. Zoe Evans reported on the Allocation of Older Americans Act funds. Last year, the Council on Aging executive committee had nearly $250,000 to allocate. After the allocation process, sequestration went into effect, resulting in a $17,000 reduction in funds, leaving $235,246. There has been no reinstatement of sequestration funds. Ms. Evans explained the process of allocating Federal Title 3B funds provided under the Older Americans Act. She told the board that funding for FY 14-15 is the same as the adjusted amount received last year.

Ms. Evans moved to approve the Allocation of Older Americans Act funds. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

IV. LOCAL BUDGET REQUEST

Ms. Barbara Kelly reported on the local budget request. CAC has requested funding for staff salary increases and additional funding for the Mobile Meals program. She noted that with the exception of Head Start, CAC employees have only received one salary increase since 2009. Funds requested for Mobile Meals will supplement the program to provide the services without a waiting list while private sector fund-raising continues. Ms. Monica Reed asked if these requests are made annually. Ms. Kelly replied that the board authorizes the amount of local funds requested each year. Once an increase is given, it goes into a base allocation unless it is designated as a one-time allocation. Ms. Kelly said that Mayor Rogero is asking each department to submit a 6% budget reduction in addition to the regular request. For CAC, this translates to a $38,000 reduction in funding from the city, equivalent to the salary of a homeless services case worker.

Mr. Jim DuBose moved to approve the local budget request. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

V. HOMELESS SERVICES REPORT

Ms. Misty Goodwin presented the Homeless Services Report. She described each program in Homeward Bound. The programs provide housing placements, employment services, transportation services, and childcare options to prevent and end homelessness. In the past year, those housed through Homeward Bound programs saw an 89% retention rate. Ms. Goodwin reported that her department saw a large reduction in last year’s Emergency Solutions Grant, a homeless prevention grant that provides funding for housing deposits, first month’s rent, and other payments needed in order to be placed in housing. Ms. Goodwin provided handouts to each board member listing some of the Homeward Bound and Case Management outcomes for FY 12-13. Ms. Goodwin told the board that there is a rapid rise in senior homelessness. Homeward Bound partners with shelters, churches, local organizations and community groups to move people into housing. Initiatives such as the Pillow Project provide household items including pillows, blankets, beds, and other supplies needed to move into a home. Ms. Goodwin mentioned “couch homelessness.” Ms. Martha Olson asked if more people prefer to stay in shelters or to be “couch homeless.” Ms. Goodwin responded that “couch homelessness” creates a very uncomfortable and crowded situation for the homeless family as well as the host family, but that
shelters are not always the better option because very few of them have accommodations for families to stay together. Family Promise is a program that allows homeless families to stay for the night, but only one night at each location. Samaritan Place, sponsored by Catholic Charities, is transitional housing with 14 beds in shared rooms for those who are age 55 and over and who are able to care for themselves. Case management is provided. Councilman Dan Brown asked if the different types of housing are ever combined. Ms. Goodwin replied that sometimes they are. Councilman Brown asked how many people work in Homeward Bound. She replied that there are 6 case managers in Homeward Bound and 1 case manager in Project LIVE working with homeless seniors. Dr. Sandra Twardosz asked what the typical circumstances are when a resident is evicted with little or no notice. Ms. Goodwin responded that most are given a 30 day notice, but when someone receives an immediate eviction notice, it is sometimes because a complaint has been filed regarding the condition of the housing, such as fire hazard or other unsafe conditions. Ms. Rebecca Parr asked if agencies besides Homeward Bound are addressing the problem of “couch homelessness.” Ms. Goodwin replied that she is not aware of other agencies that specifically address this issue. She added that many who are “couch homeless” are referred to Homeward Bound by the CAC Neighborhood Centers. Ms. Anagnost asked if the public housing high rises for seniors are filled? Ms. Goodwin said that there is a 3 month waiting list for seniors and/or disabled people who want to go into public housing. Some homeless clients may be on a waiting list for a year or more. Ms. Goodwin noted that 4 case managers work at the KCDC high rise facilities, with the goal of keeping people in housing. Since July 2008, Homeward Bound has had no evictions to the street. She added that CAC shares a good relationship with KCDC. Ms. Anagnost thanked Ms. Goodwin and her staff for their dedication and excellent work.

VI. CSBG PLANNING: BOARD SURVEY OF COMMUNITY NEEDS

Ms. Kelly asked the board members to complete the annual Board Survey of Community Needs and turn it in at the meeting.

VII. PROGRAM UPDATES

Ms. Cecelia Waters reported on Utility Assistance. The CAC Energy and Community Services office received the second and final amendment to the FY13-14 budget in the amount of $54,199.67. The original funding amount and the first amendment to the budget totaled $1,970,212. This funding served 4,186 households. Ms. Waters said that there is a waiting list, which is being reduced in part by Project Help funding. Mr. DuBose asked if we have already received funding from the state. Ms. Waters replied that we have received the funding, noting that there are as many people on the waiting list as have been served. Ms. Parr asked if Knoxville Utilities Board (KUB) could help with the need, since their rates increased drastically over the winter months. Ms. Waters replied that the Tennessee Valley Authority (TVA) determines the rates, not KUB, but KUB is willing to work with customers who may have trouble paying their utility bill. She noted that KUB warned customers that rates could increase as much as 30% - 50% during the cold weather. Ms. Kelly told the board that National Public Radio (NPR) visited CAC to do a story concerning the high cost of utilities, and what, if any, resources are available for weatherization. A copy of the transcript was given to each board member. Ms. Parr asked if CAC will weatherize renter’s homes. Ms. Kelly said that renters are eligible to receive
weatherization services if the landlord agrees to not raise rent because of any improvement to the property. Ms. Kelly said that there are certain areas of the state where weatherization funding is still available, but it is not being utilized. If these funds could be gathered and re-allocated, we could help more people. Ms. Waters mentioned CAC’s cooperation with the IBM Smarter Cities Grant, which is working on ideas and strategies to increase energy-efficient housing and provide weatherization funding and energy-efficient upgrades to homes.

Ms. Anagnost reported to the board that we have received three letters from the Tennessee Department of Human Resources (TDHS) regarding the Head Start audit. Each of the five Head Start locations in Knox County received the highest rating of three stars.

There being no other business, the meeting was adjourned.

Respectively submitted,

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

April 24, 2014

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 24, 2014.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Councilman Daniel Brown
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Ms. Polly Doka
Mr. James DuBose
Ms. Mary Farmer
Rev. John Gill
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Rebecca Parr
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Dr. Sandra Twardosz
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Sylvia Angel
Ms. Debbie Black
Commissioner Amy Broyles
Mayor Tim Burchett
Ms. Zoe Evans
Ms. Lula Williams

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 March 27, 2014. There being none, the minutes were approved as distributed.

II. KNOXVILLE INTERDENOMINATIONAL CHRISTIAN MINISTERIAL ALLIANCE (KICMA) RECOGNITION

Mr. Albert Nelson thanked KICMA for providing utility assistance for East Neighborhood Center clients for the past five years. KICMA donated $2,500 this year to help pay utility bills for low income households. Ms. Anagnost presented a certificate of appreciation to the members of KICMA, thanking them for their service to the Knoxville community, especially to those in need. Rev. Barbara McKinney, pastor of Clayborne Temple AME Church, accepted the certificate on behalf of KICMA and thanked CAC for meeting the needs of the Knoxville community. Other KICMA members present were Rev. Ann Rozzel of St. John Baptist Church and Rev. Saundra Tipton of Mt. Calvary Baptist Church.

III. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for April 16, 2014. The Administrative Committee met on Wednesday, April 16, and makes the following report.

Mr. Matt Neilson and Mr. Patrick Waddell from PYA (Pershing Yoakley & Associates) met with the Committee to review the audit report for the period ending June 30, 2013. 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 internal controls over major programs. The prior year finding has been resolved. There was one finding for this year. The Tennessee Department of Labor determined that a portion of funds associated with the Global Career Development Facilitator training should have been reported as program income. These funds in the amount of $16,484 have been paid back to the state. The Committee approved the personnel actions on the attached report. The committee reviewed the Office on Aging Invested Funds. No action is required at this time. The Homeless Services financial reports were reviewed. The Committee received copies of letters from the Tennessee Department of Human Services indicating that all five (5) Head Start Centers have earned the three (3) star rating. The Head Start and Early Head Start program information and financial reports for March 2014 were reviewed. The Committee reviewed the Sequestration Restoration Plan and plan for implementing a cost of living adjustment (COLA) in the amount of $87,121. Full board approval is recommended. This will be a separate agenda item. The Committee recommends that staff be authorized to submit the operational plans for the Community Services Block Grant (CSBG) which is due early in May. Additional information will be provided at the May board meeting. Full board approval is recommended. This will be a separate agenda item. The Committee reviewed a LIHEAP monitoring report including a corrective action regarding the timely submission of any budget amendment that may be required. The Committee recommends that the CAC board meet on Thursday, May 22, 2014, at the O’Connor Senior Center. The Administrative Committee will meet on Wednesday, May 14, 2014. Note: This is the second Wednesday. Full board approval is recommended. The Committee made plans for board members to attend Mayor Rogero’s budget presentation. Bus transportation will be available to Christenberry Ballfields after the board meeting.
Mr. Strickland moved to accept the Administrative Committee report for April 16, 2014. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Ms. Monica Reed moved to approve the CAC board meeting to be held at O’Connor Center in May. Mr. Johnson seconded the motion. The motion was unanimously approved.

Ms. Barbara Kelly presented a summary handout of the FY 13 Audit Report. The full report was made available at the board meeting and may be requested through CAC Central Office. Ms. Kelly referred to the Management’s Discussion and Analysis section of the report, providing data and analysis of CAC’s financial situation, including revenue sources, federal, state, and private funds. She noted that 47% of funding goes into client services, including funds that support clients with utility assistance, rent payments, tuitions and similar needs. Forty-two percent (42%) of funding goes to staff salaries and benefits, with administrative costs being significantly low. Ms. Kelly thanked Ms. Patti Galvan of Knox County Finance for her department’s support and asked Ms. Galvan to express CAC’s appreciation to her colleagues. In a chart showing expenditures by activities, the top three are Head Start, Transportation, and Office on Aging. CAC saw two major reductions in funding. The American Recovery and Reinvestment Act (ARRA) was one-time funding and has since been phased out. Additionally, all CAC programs were affected by the sequester. Ms. Judy Poulson asked if the financial situation regarding the Mobile Meals Kitchen roof collapse has been settled. Ms. Kelly said that the insurance company determined that the damage was weather-related. CAC has requested additional funds from the Tennessee Emergency Management Agency (TEMA) and the Federal Emergency Management Agency (FEMA). Ms. Kelly said that she will keep the board informed of the situation.

IV. HEAD START SEQUESTRATION RESTORATION AND COLA PLAN

Ms. Joyce Farmer reported on the Head Start Sequestration Restoration and Cost of Living Adjustment (COLA) Plan. Ms. Farmer said that the government has restored the funds that were affected by the sequestration. Through careful action, Head Start was able to maintain quality levels of service during the sequestration by ending programs early, adding furlough days for staff, and offering more rotation in staffing. The Early Home Base model was reduced by seventy (70) children and six (6) staff positions were eliminated. As funding is restored, Head Start plans to add five (5) days attendance in August 2014, five (5) days during the 2014-2015 school year, and ten (10) extra days to summer 2014 recruitment work schedules for Family Services staff. A ban on staff working overtime was lifted. Ms. Farmer reported that the Early Home Base model will continue through the summer. Of the seventy (70) children cut from the Early Home Base model, fifty (50) are expected to be enrolled in the program, which serves many non-English speaking households. To meet an increased demand for slots for three (3) year olds, two (2) preschool classes of 17 each for three (3) year olds will be added. The six (6) staff positions that were cut during sequestration will be restored. A 1.3% COLA increase is expected for Head Start staff. Ms. Rebecca Parr asked if the proposal for three (3) year olds is needed because the population of three year olds is growing. Would it create more slots for two (2) year olds next year? Ms. Farmer indicated that Head Start is focusing increasingly on children who are three (3) years old and younger. Dr. Sandra Twardosz asked how soon will we know if the proposal has been accepted. Ms. Farmer said that we do not know, but we do know that the funding is available.

Mr. Jim DuBose moved to approve the Head Start Sequestration Restoration and COLA Plan. Dr. Twardosz seconded the motion. The motion was unanimously approved.
V. VOLUNTEER ASSISTED TRANSPORTATION (VAT) PRESENTATION

Mr. Warren Secrest presented an update on the VAT program, now entering its fifth year. Since its beginning, 93 VAT volunteers have provided over 17,500 assisted trips to more than 500 Knox County seniors and people with disabilities, while traveling over 200,000 miles and donating over 19,000 hours of their time. Mr. Secrest referred the board to a Tennessee Council on Developmental Disabilities magazine called *Breaking Ground* which was provided to each member. An article called “Why Can’t This Work Everywhere?” features VAT as a model program. Mr. Secrest highlighted program demographics. In the makeup of the one-thousand (1,000) riders enrolled in the program, 60% of riders are 65 years of age or older; 30% of riders are 85 years or older; 70% of riders are women; 60% of riders pay a fare of $3 each way; 25% pay part of the fare; 15% pay no fare; 10% of riders are minorities; 15% of trips are non-ambulatory. Mr. Secrest introduced Mr. George Hall, a retired aviator and five-year VAT volunteer driver, who shared his experiences with the program. Ms. Martha Olson asked where the VAT fleet is kept. Mr. Secrest replied that the vehicles are kept at the county facility at the old Sears building on Central Avenue. Ms. Olson asked if there is a satellite VAT office in West Knoxville. Mr. Secrest said that the idea was explored, but determined to be logistically unfeasible for the program’s efforts.

VI. COMMUNITY SERVICES BLOCK GRANT (CSBG) PLANNING

Ms. Kelly reported that the Community Services Block Grant (CSBG) application to the Department of Human Services (DHS) is due on May 9. There is a change in funding levels. By current estimates, CAC may receive $674,560 of the $704,600 the agency previously received, a 4.3% reduction in funding. This will be discussed further at the May board meeting.

Ms. Reed moved to approve submission of the CSBG application to DHS. Mr. Johnson seconded the motion. The motion was unanimously approved.

VII. NATIONAL PERFORMANCE INDICATORS: THE BIG PICTURE

Ms. Kelly presented a PowerPoint presentation and a handout that includes outcomes for FY 12-13. The presentation will be available on the CAC website.

VIII. PROGRAM UPDATES

Ms. Anagnost informed the board about dates and times of upcoming events: the John J. Duncan, Sr. Awards for Senior Advocacy, Senior Job Fair, Seniors Outdoors, and PAWS Among the Blooms.

There being no other business, the meeting was adjourned.

Respectively submitted,

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

May 22, 2014

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 22, 2014.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Councilman Daniel Brown
Ms. Jill Brown
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Mr. James DuBose
Rev. John Gill
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Ms. Martha Olson
Ms. Rebecca Parr
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Dr. Martha Buchanan
Ms. Debbie Black
Commissioner Amy Broyles
Ms. Zoe Evans
Ms. Mary Farmer
Mr. Alvin Nance
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 incoming board member, Ms. Jill Brown, who will serve as representative of Head Start. She also introduced Mr. Scott Stinnett, chairperson of the O’Connor Advisory Board, who was present at the meeting.

Ms. Anagnost noted that the price of admission for the Solstice Supper listed in the board packet was incorrect. The correct price is $50 for individuals and $160 for a table of four.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of March 27, 2014. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for May 14, 2014. The Administrative Committee met on Wednesday, May 14, and makes the following report.

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 as of May 13, 2014. Although the amount on hand is showing a negative amount, there is $1.7 million waiting to be posted at the Knox County Finance Department. In addition, $531,906 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. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of April 2014. The Head Start and Early Head Start Self Assessment Plan for 2013-2014 was reviewed. Full board approval is recommended. A summary of the financial reports for the Homeless Services programs was reviewed. The committee received an update on the status of the local budget requests. This will be a separate agenda item. The committee reviewed and approved budget amendments for the Low Income Home Energy Assistance Program (LIHEAP). Full board approval is recommended. This will be a separate agenda item. The committee reviewed the funding allocation for the Community Services Block Grant (CSBG) which has been reduced by 7.85% to $649,263.87. The committee also reviewed the mix of services to be provided. Full board approval is recommended. This will be a separate agenda item. The committee reviewed plans for the Summer Child Nutrition Program. Full board approval is recommended. This will be a separate agenda item. The committee recommends the Summer Schedule on the attached sheet. Full board approval is recommended. This will be a separate agenda item. The committee received an update on Community Leadership. Recruitment for the 2015 class has started. Board members are invited to make nominations or provide applications to interested individuals. The committee made plans to hold the May CAC board meeting at the O’Connor Senior Center.

Mr. Strickland moved to accept the Administrative Committee report for May 14, 2014. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Ms. Monica Reed moved to accept the Head Start and Early Head Start Self Assessment Plan for 2013-2014. Mr. Charles Wright seconded the motion. The motion was unanimously approved.
Ms. Rebecca Parr told the board that there would be a community volunteer workday on June 7 to develop a natural playground at the North Ridge Crossing Head Start. Materials and supplies have been provided through a grant from the University of Tennessee.

III. O’CONNOR SENIOR CENTER PRESENTATION

Ms. Astin Woodard, manager of the Daily Living Center, introduced herself to the board and explained the daily activities of the Center. She invited the board to attend an open house event in June.

Ms. Sue Massingill presented a report on the O’Connor Senior Center. The Center recently hosted a reception to celebrate their new art gallery in conjunction with the Dogwood Arts Festival. Center participants have formed an O’Connor band. Ms. Massingill said that the Center received $1,000 from Walk with Walgreens for logging the most steps during the competition; the Happy Hikers will host a party in celebration. She announced that the Singing Seniors will perform at the Tennessee Theatre during Mighty Musical Mondays. Ms. Massingill expressed condolences for two active Center participants and Advisory Board members who passed away this year, Ms. Gloria Jones and Mr. David Green. The O’Connor Center recently hosted Brain Games, a competition to sharpen memory. Ms. Massingill said that the Center received two endowments this year. A $20,000 private donation was made to purchase a new sound system for the Center. A new accounting system was put in place this year. Ms. Massingill reported annual outcomes. The Center provided 95,159 units of service to 2,260 unique visitors. Ms. Anagnost thanked Ms. Massingill for her report.

IV. LOCAL BUDGET UPDATES

Ms. Barbara Kelly reported that City and County budget hearings are now taking place. CAC has requested $110,000 from each unit, with $50,000 allocated for salary increases and $60,000 going towards Mobile Meals. The proposed budget for the City includes an increase of $75,000 for CAC; the proposed budget for the County includes $60,000 for Mobile Meals.

V. LIHEAP AMENDMENTS

Ms. Cecelia Waters reported on the status of the Low Income Home Energy Assistance Program (LIHEAP). CAC has received funds from the third amendment, which is the first round of the 2014 LIHEAP funds. With these funds, we are expected to serve 2,268 individuals. This helps to reduce the number of households on the waiting list for assistance. Ms. Waters said that it allows us to offer crisis funding. She notes that during this time period of waiting on funds, Project HELP and Emergency Food and Shelter Program (EFSP) was able to meet some of the need. Of the 665 households on the waiting list, 595 LIHEAP eligible households were able to avoid utility shut-off with assistance from Project HELP. EFSP served 70 households who were on the waiting list during this time.

Mr. Jim DuBose moved to accept the LIHEAP amendments. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

VI. COMMUNITY SERVICES BLOCK GRANT (CSBG) PLAN

Ms. Kelly reported that there has been a reduction in funding of 7.85% for the Community Services Block Grant (CSBG) based on the formula the state uses to allocate funds. The formula is based on the percent of the statewide poverty population served by each agency and the total amount of
funds received by the state. The number of low-income people in Knox County has increased. However, our percentage of the state’s low-income population has decreased, so we receive a proportionally decreased amount of funding from CSBG. Ms. Kelly said that funds cut during the sequester were restored on the national level, but not retroactively, and these funds may never be realized. This comes on top of years of flat funding. She said that the CSBG network has asked agencies to focus on outcomes and commit resources to working with families to move them out of poverty. CAC does this by bundling services, using case management, and pooling resources to provide services for low-income people. Ms. Kelly provided a list of services funded through CSBG including employment services, emergency services, and a self-sufficiency emphasis using a case management approach to work with smaller groups of families over a longer period of time. Ms. Kelly spoke about the volunteer-supported tutoring and mentoring program at the East Center that focuses on teaching reading to children who are in school, but are not able to read. She talked about Project LIVE, a case management program that works with Knox County seniors to help them remain independent in their homes. Knox County CAC Transit is receiving funding through the Transportation Planning Organization (TPO) to provide public transportation in the urbanized area of Knox County. CSBG funds will not be allocated for transportation in the next program year.

Ms. Reed moved to approve the CSBG Plan. Ms. Parr seconded the motion. The motion was unanimously approved.

VII. SUMMER CHILD NUTRITION PROGRAM

Ms. Kelly presented the site list for the Summer Child Nutrition Program. From May 27 – August 6, the program will serve breakfast, lunch, and snack meals to hungry children at 82 sites throughout Knoxville and Knox County. Ms. Kelly noted that the program is only able to serve approximately 12% of the children in Knox County who are at-risk of hunger during the Summer. She told the board that the program could serve more children if there were more feeding sites made available. Mr. Buz Johnson asked if a site host must contribute to the cost of the program. Ms. Kelly responded that the site host will be reimbursed for each meal provided and that there is no cap on the number of meals served. All that is required of the site host is a proper feeding site and supervision. Mr. Donaldson asked who sponsors the program. Ms. Kelly said that it is funded through the United States Department of Agriculture, the Tennessee Department of Human Services, and CAC. Councilman Dan Brown asked how many children are served through the program. Ms. Kelly said that over two-thousand children are served each day. Ms. Reed asked who to contact for information about becoming a site host. Ms. Kelly said that anyone interested can call Rita Davis at CAC. Rev. John Gill asked how many volunteers are needed at each site. Ms. Kelly responded that it depends on the site. Volunteer duties include receiving the meals, doing the paperwork required, and overseeing the children. Each site may have a different number of volunteers. Ms. Reed said that the program was operated at Connect Ministries, where she served for a time, and the volunteers received training. Ms. Kelly agreed that training is provided as part of the program.

Rev. John Gill moved to approve the schedule for the Summer Child Nutrition Program. Judge John Rosson seconded the motion. The motion was unanimously approved.
VIII. SUMMER SCHEDULE

Ms. Kelly told the board that there would be no regular board meeting in June, but that members are invited to go on a tour of Community Gardens and visit Summer Child Nutrition feeding sites. A board retreat is being planned for August and details are forthcoming.

Mr. Wright moved to approve the board’s Summer schedule. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

IX. PROGRAM UPDATES

Ms. Kelly informed the board about dates and times of upcoming events: Way to Well Health Tour; PAWS Among the Blooms; and Beardsley Farm’s Solstice Supper.

There being no other business, the meeting was adjourned.

Respectfully submitted,

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

July 24, 2014

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, July 24, 2014.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Ms. Jill Brown
Ms. Polly Doka
Mr. Mark Donaldson (Represented by Mr. Buz Johnson)
Mr. James DuBose
Ms. Mary Farmer
Rev. John Gill
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
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Dr. Martha Buchanan
Ms. Debbie Black
Councilman Daniel Brown
Commissioner Amy Broyles
Mayor Tim Burchett
Ms. Zoe Evans
Dr. James McIntyre
Ms. Rebecca Parr
Ms. Monica Reed
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. SPECIAL PRESENTATION: LEADERSHIP KNOXVILLE CLASS OF 2000

Mr. Thomas “Tank” Strickland presented a check from the Leadership Knoxville Class of 2000 to CAC Mobile Meals. The group delivered Mobile Meals and collected donations from class members totaling $1,234. Ms. Judith Pelot accepted the check and recognized a second donation of $3,000 to the program from Ms. Susan Packard. Ms. Anagnost thanked Mr. Strickland and the class for their generosity.

II. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of May 22, 2014. There being none, the minutes were approved as distributed.

III. BOARD SUMMER TOUR REPORT

Ms. Lori Galbraith reported on the board’s Summer Tour held in July. The board toured CAC Community Gardens and visited Wesley House to observe the Summer Child Nutrition Program in action. She told the board that the program provides snacks and meals to 2,910 hungry children per day and operates 100 food and nutrition programs at 84 sites in Knoxville and Knox County. Ms. Galbraith introduced Mr. Steve Ellis of Knoxville Community Development Corporation and Mr. John Harris of CAC AmeriCorps.

Mr. Jim Cunningham spoke to the board about the Community Gardens Program. He introduced community gardeners in attendance: Bobby Hilgerson, Gary Hutchinson, Mickey Norris, Brenda Wolfe, and Roberta and Dale Floyd. Mr. Cunningham explained that the program provides seeds, plants, garden space, and additional support such as tilling, to low-income individuals and families in Knoxville and Knox County. He said that it allows residents to save money on groceries and provides better access to fresh vegetables. This year, the program served 117 low-income gardeners. Mr. Cunningham asked Ms. Roberta Floyd, a community gardener at Love Towers, to speak about her experience with the program. Ms. Floyd told the board that the program has helped her in many ways. It provides not only food, but the chance to form relationships with others who are also interested or participating in the gardens. It gives her disabled husband a chance to do some of the things he is able to do in the garden, and gives him a sense of accomplishment and self-sufficiency. Ms. Floyd also noted that CAC provides the goods and services, but allows gardeners the freedom to design their own spaces and add personal touches to their garden plots. She thanked CAC and the board for continued support of the Community Gardens Program.

Ms. Khann Chov provided an update on CAC Beardsley Community Farm, which has provided healthy food for the community for 16 years. One of the farm’s latest efforts includes providing fresh vegetables to be used in the Mobile Meals Kitchen. Seven one-hundred foot raised beds were constructed for this project. She added that half of an acre has been planted with five-hundred tomato plants. It is projected that this will provide 6,000 pounds of tomatoes for Mobile Meals. Ms. Chov introduced four Summer Youth Program interns at Beardsley Community Farm who were in attendance: Mr. Jeffery Jackson, Ms. Thaylia Kagawa-Brown, Mr. Austin Monk, and Ms. Simmone Smith. Ms.
Smith told the board that the interns have been weeding, planting, and maintaining the farm throughout the summer and they have grown ten-thousand pounds of produce for the low-income community.

Ms. Barbara Kelly announced that Mr. Buz Johnson is retiring from the Metropolitan Planning Commission (MPC) and will leave the CAC board. She thanked Mr. Johnson for his long-term service to the board.

IV. ADMINISTRATIVE COMMITTEE REPORT

Mr. Strickland presented the Administrative Committee report for July 16, 2014. The Administrative Committee met on Wednesday, July 16, and makes the following report.

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 Lifeline Project and the O’Connor certificates of deposit that come due in July 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 May and June 2014. The committee reviewed the Homeless Services financial report for the month of June 2014. The committee reviewed the Cash Balance Report for July 2014. 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, 2014 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 previously approved 2% increase for Head Start employees will be implemented in August retroactive to April 1, 2014. The committee recommends that the pay scale applicable to non-Head Start employees be increased by 2% effective August 30, 2014. Regular employees in the lower pay grades will be guaranteed a minimum increase of $1,000. In those instances where the 2% 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 reviewed amendments to the CAC Knox County Transit Drug and Alcohol Policy. Full board approval is recommended. Plans were made to receive a contribution to Mobile Meals from the Leadership Knoxville Class of 2000 at the July CAC board meeting. Plans were made for a board training retreat to be held at the Highlander Center on August 27, 2014. The training retreat will be held instead of the regularly scheduled meeting.

Mr. Strickland moved to accept the Administrative Committee report for July 16, 2014. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson moved to approve the reinvestment of the certificates of deposit coming due for the Lifeline Project and the O’Connor Center. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

Ms. Lula Williams moved to approve the audit contract with Pershing Yoakley & Associates. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Judge John Rosson moved to approve the amendments to the CAC Transit Drug & Alcohol Policy. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.
V. ALLOCATION OF CITY & COUNTY FUNDS

Ms. Kelly reported that CAC requested the same amount of funds from City and County as last year. The City of Knoxville awarded an additional $75,000 bringing the total to $690,640. Knox County provided an additional $60,000 for Mobile Meals bringing the total to $1.4 million. She noted that the reduction in local funds for transportation was due to the fact that CAC Transit will be receiving an allocation of federal funds to provide services to people living in the urbanized area of Knox County. Ms. Kelly explained that the apparent reduction in funding for Project LIVE was due to moving a portion of staff salary to another account. Project LIVE will actually be receiving additional local cash to cover the salary increase. Ms. Kelly expressed appreciation for support from the City and County.

Mr. Wright moved to approve the allocations of City and County funds. Rev. John Gill seconded the motion. The motion was unanimously approved.

VI. STAFF SALARY RECOMMENDATION

Ms. Kelly said that CAC recommends that the pay scale applicable to non-Head Start employees be increased by 2% effective August 30, 2014. Regular employees in the lower pay grades will be guaranteed a minimum increase of $1,000. In those instances where the 2% 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.

Mr. Strickland moved to approve the staff salary recommendation. Mr. Johnson seconded the motion. The motion was unanimously approved.

VII. PLANS FOR BOARD MEETING

Ms. Kelly asked board members for feedback on what they would like to learn in the August board training retreat. She noted that CAC’s anniversary month is in October and that the board may wish to gather ideas for hosting a meaningful celebration to honor CAC’s fifty years of serving the Knoxville – Knox County community.

VI. PROGRAM UPDATES

LIHEAP

Ms. Sue Campbell spoke about LIHEAP. She reported that LIHEAP is now administered by the Tennessee Housing Development Agency (THDA). The contract year was moved to October 1 through September 30. We have had three budget amendments this year totaling $3,108,405.40. Under client services, we have a total of $2,565,458.40. With this, we have served 7,030 households. We are currently accepting applications for LIHEAP and have 664 individuals on the waiting list. Ms. Campbell added that after the first of August, we may be able to transfer some of the funds from Program Support to Direct Services, which would allow us to serve those on the waiting list. Ms. Campbell told the board that Project Help has provided $262,067.95 to serve 845 clients.
SUMMER CHILD NUTRITION PROGRAM

Ms. Campbell reported on the Summer Child Nutrition Program (SCNP). The program started on May 27 and will run through August 6. Last year, SCNP served 81,047 children at 84 sites in Knox County. This year, it has provided an average of 5,597 meals and snacks per day, totaling 128,727 through May and June. The program is serving roughly the same number of children this year as were served last year. Ms. Kelly added that several churches stepped in to help with the program this year. She reported that the SCNP could be expanded if sites are identified and volunteers come forward to supervise the sites. The program serves only a fraction of the children at-risk of hunger during the summer in Knox County.

HOUSING & ENERGY SERVICES

Mr. Jason Estes spoke to the board about Housing and Energy Services (HES). Mr. Estes presented a proposal from the East Tennessee Foundation to provide emergency roofing assistance to owner occupied households who are at or below 80% of HUD guidelines. The amount requested is $168,000, which would serve 40 eligible households. Program support will be provided through the City Emergency Home Repair Program. Mr. Estes noted that this grant would provide funds that are greatly needed because no other CAC programs provide funds for roof repair. One hundred and nine (109) homes in need of roof repair have been identified.

Charles Wright moved to approve the 2014-2015 Emergency Roofing Assistance Grant Proposal. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

Mr. Estes told the board that HES has received $300,000 from the City of Knoxville for the Emergency Home Repair (EHR) program. The EHR program provides $3,000 grants for qualified households and can be applied for once every three years. Roughly 100 jobs will be done through this program. Some of the funds could also be used to provide a grant/loan up to $10,000. Mr. Estes said that HES has received $399,000 from the County for EHR. He said he expects to serve 83 households. Mr. Estes reported on the Weatherization Program. CAC will receive approximately $200,000 from the Tennessee Housing Development Agency in October. He announced the rollout of the Knoxville Lead Safe and Healthy Homes program which provides lead abatement in homes and buildings in which children are present. He urged the board to spread the word about the program. So far, the program has completed 20 risk assessments and determined that 11 homes qualify for the program. Mr. Estes said that the East Tennessee Development District has $333,000 in funding available for the Elderly Emergency Home Repair program. Mr. Estes said that his office identified 31 households that qualified for the program. These households were approved and received services totaling $192,437. Mr. Estes updated the board on the status of the L.T. Ross Building. Bids have gone out to hire a contractor for the restoration of the L.T. Ross Building.

OTHER

Ms. Anagnost reminded the board about the upcoming Talk is Cheap Fundraiser for Mobile Meals. RSVP is required.

Mr. Albert Nelson invited the board to a meeting being held by the Knox County Health Department to discuss access to health care and other related topics. The meeting will be held at the East Neighborhood Center on July 29 from 6 – 7:30 pm.
Ms. Kelly announced that the Tennessee Association of Community Action will hold their annual conference in Nashville on November 3 – 5. Board members who are interested in attending should contact CAC Central Office.

Rev. John Gill moved that Mr. Buz Johnson continue on the CAC board as an at-large member. Mr. Strickland seconded the motion. The motion was unanimously approved.

There being no other business, the meeting was adjourned.

Respectfully submitted,

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

September 25, 2014

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the North Ridge Crossing Head Start, 1008 Breda Drive, Knoxville, Tennessee at 10:00 a.m. on Thursday, September 25, 2014.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Ms. Jill Brown
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Mr. Mark Donaldson (Represented by Mr. Doug Burton)
Ms. Mary Farmer
Rev. John Gill
Mr. Buz Johnson
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Ms. Rebecca Parr
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Ms. Lula Williams
Mr. Charles Wright
Dr. Sandra Twardosz

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Councilman Daniel Brown
Commissioner Amy Broyles
Mayor Tim Burchett
Mr. Jim DuBose
Mr. Alvin Nance
Ms. Martha Olson
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding. Ms. Anagnost thanked Head Start and Debbie Stair for providing a delicious breakfast. She introduced and welcomed incoming board member, Mr. Doug Burton, who is representing the Mr. Mark Donaldson with the Metropolitan Planning Commission. Ms. Anagnost also welcomed Mr. Buz Johnson, who will continue to serve on the board in an at-large position.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of July 24, 2014. Mr. Sam Anderson said that he was present at the July board meeting, but the attendance list incorrectly indicates that he was absent. This error has been corrected. The minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland delivered the Administrative Committee Report for September. The Administrative Committee met on September 17, 2014 and makes the following report.

The personnel actions on the attached sheets were approved. The committee received a report of the Office on Aging invested funds. No action is required 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, 2014 at an amount not to exceed $6,000. Full board approval is recommended. The committee reviewed the Head Start and Early Head Start program information and financial reports. The committee reviewed the Head Start and Early Head Start refunding application. Full board approval is recommended. This will be a separate agenda item. The committee was informed that the City of Knoxville will apply to the Tennessee Housing Development Agency (THDA) for an Emergency Solutions Grant in the amount of $130,308. CAC will receive a contract in the amount of $124,444 to provide rehousing services. The committee was advised that the LIHEAP Operational Plan has been received and is being reviewed. No funding information is currently available. Additional information will be provided when it is received. The Committee received an update on the weatherization assistance program. CAC has recently partnered with the City of Knoxville, KUB and the Alliance to Save Energy on a grant application to TVA for the weatherization program. We are working with KUB on an additional partnership along the lines of Project Help to support weatherization services. Finally, we are working with the East Tennessee Human Resource Agency (ETHRA) on a contract to provide weatherization services in the surrounding counties. Additional information will be provided as these initiatives develop. No action is required at this time. The committee reviewed plans for the after school snack program. Full board approval is recommended. The Tennessee Association of Community Action (TACA) will hold their annual training conference November 3-5 at the Nashville Airport Marriott. Mr. Buz Johnson has agreed to continue to serve as a CAC board member in an at-large community based seat. The committee received an update on the status of the L.T. Ross Building exterior renovations and the Beardsley Farm Building.

Mr. Strickland moved to accept the Administrative Committee report for September 17, 2014. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Wesley Donaldson moved to approve the HG&A audit of the CAC Pension Plan. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.
Ms. Monica Reed moved to approve the after school snack program. Ms. Jill Brown seconded the motion. The motion was unanimously approved.

III. HEAD START

Renee Hauge, Head Start/Early Head Start Program Manager for Education Services & Center Operations, provided an overview of the program’s five year goals and objectives. The program has five long range goals: 1) School readiness; 2) Teacher capacity; 3) Parent and family engagement; 4) Data driven culture; 5) Safe and secure Head Start centers. In each of the long range goal areas, there are short term objectives that move the program toward the long range goals and improve program quality.

School readiness and teacher capacity – Last year the program provided training for teachers on revised standards/expectations for four year olds, letter identification, and math, language, and literacy skills for infants and toddlers. Once training is provided, children’s achievement in each area is measured to determine the impact. For example, the math skills of kindergarten-bound children were strong with 97% of the children knowing math concepts such as tall, short, long, etc., and 88% being able to count objects to 10. As a short term objective is met and improvement is made, the program takes the next step toward the long range goal. For example, we continue to work to improve language comprehension, letter naming, and rote counting to 20.

Parent and family engagement – The program has provided training for staff, parents, community partners, Policy Council, and the CAC Board on the Parent Family Community Engagement (PFCE) framework. Head Start has aligned family services delivery and its documentation so that progress toward program goals and objectives can be measured. As parents, with the support of Head Start staff, establish goals for the school year, progress toward goals is measured, recorded, and tracked. During the 2013-14 school year, 33% of families completed their goals and an additional 24% made progress on their goals. Most goals were set in the area of family well-being including housing, employment, education, health and nutrition. The stronger the family becomes, the more likely it is that they can focus on school readiness for their children.

Data driven culture – The program has spent time and resources to assist staff in utilizing data to make informed decisions about programming and services. Measuring the impact of the services of the Head Start/Early Head Start program is important and allows the program to adjust or adapt if something is not working well.

Safe and secure Head Start centers – With the increased number of school shootings and violence in school settings, the program is being proactive to assure the safety of the children, staff, families, and community partners as they participate in program activities. The program is working with the Safety Unit of the Knoxville Police Department to conduct inspections and evaluations of each center. In addition, Head Start Coordinators and Managers have made inspections and have updated emergency procedures to include intruders and abductions and have provided staff training regarding the procedures. As recommendations are made and reviewed, priorities will be established, based on funding, to determine items of the highest priority so they can be scheduled and completed.

Nancy Thomas, Head Start/Early Head Start Assistant Director, provided an overview of the renovation of the North Ridge Crossing playground. Working in partnership with the University of Tennessee Child and Family Studies and Kinesiology departments, the playground was modified to include natural
elements. Some of the existing equipment was removed and was replaced by oak logs, stumps, and boulders. Garden boxes were built and soil provided so that children could plant and tend a variety of plants. The work of the renovation was conducted by KCDC, CAC Americorps, UT, Pellissippi, the Knoxville City Arborist and staff, and other community volunteers. The goals of the natural playground are to increase the activity levels of the children in an effort to reduce obesity, and to extend learning activities from the classroom to the playground. For example, as the children fill watering cans and carry them across the playground to water the plants, they are physically active and their actions have a purpose. The UT Kinesiology students have completed a pre-measurement of children’s activity levels and heart rates before the renovation, and are now conducting the post-measurements to determine the effectiveness. Teachers report the children are enthusiastic about the new playground and have remained interested and active throughout the summer months. Nancy invited board members to visit the playground before leaving the center for a quick tour.

Joyce Farmer, Head Start/Early Head Start Director, then provided a summary of the program’s refunding application. She reviewed the centers, numbers of classrooms, and restoration of preschool slots (34) and expansion of early home base slots (16) as a result of sequestration restoration. Ms. Farmer presented the budget details and asked for Board approval for the refunding application.

Mr. Buz Johnson moved to accept the Head Start/Early Head Start refunding application. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

IV. UTILITY ASSISTANCE UPDATE

Ms. Cecelia Waters reported on the Low Income Home Energy Assistance Program (LIHEAP). Ms. Waters said that the program has the same level of funding as last year. She reported that her department has mailed 9,126 LIHEAP brochures to clients who have received services in the past to let them know that CAC will begin taking applications for LIHEAP on Monday, October 6. Ms. Waters reported that in addition to new software, there is a new format to the LIHEAP application which is easier to read and understand.

V. UPDATE IN AGING SERVICES

Mr. Fred Massingill delivered an update on Aging Services. He reported that Mobile Meals is in a better position than last year. Mobile Meals has partnered with Provision for a pilot program which connects Provision clients with the services of Mobile Meals. The Senior Community Service Employment Program (SCSEP) has received funding another year and has been able to add more slots for seniors. In addition, the program received good reviews from the monitors. Mr. Massingill announced a Senior Job Fair to be held at the LT Ross Building on Wednesday, October 15. He told the board that the Retired & Senior Volunteer Program (RSVP) is going through a competitive review process for funding. We will find out about program funding in April. Mr. Massingill said that the O’Connor Center has begun fall programs. He reported that the Center recently held a Health Fair and the annual golf tournament. Both were successful. Mr. Massingill announced that there will be a special Veterans Day program on November 6 which will include a USO program featuring the newly-formed O’Connor Band. Mr. Massingill reported that the Daily Living Center is at maximum capacity. He reminded the board about Aging: A Family Affair to be held on November 13.
VI. TACA ANNUAL TRAINING CONFERENCE

Ms. Kelly announced that board members wishing to attend the Tennessee Association of Community Action Training Conference should contact Rachel Kraft or Patricia Johnson. The conference will be held in Nashville on November 3 – 5, 2014.

VII. OTHER PROGRAM UPDATES / ANNOUNCEMENTS

Ms. Anagnost told the board that a revision needed to be made to the CAC Drug & Alcohol Policy to meet the requirements of the Federal Transit Administration (FTA).

Mr. Charles Wright moved to approve a revision to the CAC Drug & Alcohol Policy. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

Ms. Anagnost announced two upcoming CAC Beardsley Farm events. A “Tap Takeover” fundraiser will be held on Thursday, September 25, 6 – 9 pm at Suttree’s Tavern in Downtown Knoxville. Beardsley’s Harvest Festival will take place at the farm on Saturday, October 25, 1 pm – 5 pm.

There being no other business, the meeting was adjourned.

Respectfully submitted,

James DuBose
CAC Board Secretary
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 11, 2014.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Commissioner Amy Broyles
Ms. Polly Doka
Mr. Mark Donaldson (Represented by Mr. Doug Burton)
Mr. Jim DuBose
Mr. Buz Johnson
Mr. Alvin Nance (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Rebecca Parr
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Ms. Lula Williams
Mr. Charles Wright
Dr. Sandra Twardosz

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Councilman Daniel Brown
Ms. Jill Brown
Mayor Tim Burchett
Ms. Mary Farmer
Rev. John Gill
Dr. James McIntyre

OBSERVER

Ms. Patti Galvan – Knox County Finance
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

I. SPECIAL RECOGNITION: VAUGHN SMITH RETIREMENT RECEPTION

Mr. Vaughn Smith, director of CAC’s Workforce Connections has retired after 38 years of service. A retirement reception was held in his honor prior to the board meeting. Ms. Anagnost and Ms. Barbara Kelly thanked Mr. Smith for his dedication to Community Action and the Knoxville community.

II. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of December 11, 2014. There being none, the minutes were approved as distributed.

III. CAC AMERICORPS PRESENTATION

Mr. John Harris introduced CAC’s 20th Corps of AmeriCorps volunteers. Since its inception 20 years ago, the program has had 460 alumni volunteers from all over the United States. He reported the following outcomes for the 2013-2014 service term: 6,438 volunteers provided 16,921 hours of service; 315 volunteers were trained in disaster relief; 2,677 youth were educated; 323 were involved with green jobs; 514 acres of land were cleaned; 991 tons of waste were diverted from landfills; 93 miles of trails and riverbanks were cleaned and repaired; 61,977 meals were packed and distributed. The AmeriCorps volunteers introduced themselves to the board. Mr. Harry Moskos, whose late brother, Dr. Charles Moskos, was the driving force behind the establishment of AmeriCorps, addressed the volunteers and lauded them for their service and dedication to national and community service. Ms. Anagnost thanked the volunteers for their outstanding work.

IV. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland delivered the Administrative Committee report of October 23, 2014. The Administrative Committee met on Wednesday, October 23, 2014 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 the Mobile Meals certificate of deposit that comes due on November 5, 2014, the committee recommends that staff be authorized to reinvest the amount in a certificate of deposit at the best available rate. The details of the action taken will be reported to the full board in January 2015. Full board approval is recommended. The cash balance report through October 22, 2014 was reviewed. Although there are amounts to be posted to the CAC accounts, a positive cash balance is being maintained and there are no issues or concerns at this time. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of September 2014. The committee was advised that a Head Start Health and Environmental monitoring review will be conducted during the week of November 17, 2014. The committee reviewed
the Homeless services financial reports. The committee recommends that Lena Sadiwksyj, Vice President of WVLT News, be invited to join the CAC board as an at-large community-based member. A Conflict of Interest Disclosure Form will be distributed at the October board meeting for each member to complete. Plans for the Commodities Distribution Program for the period October 1, 2014 through September 30, 2015 were reviewed. Full board approval is recommended. The committee was advised of an initiative being undertaken with KUB to expand the resources available for the Weatherization Assistance program. Additional details will be available in November. The committee received an update on the LIHEAP Program. Almost 3,000 applications were taken during the first eight days of the program operation. Crisis funds are almost exhausted. Additional information will be provided at the full board meeting. The repairs and renovations to the Ross Building are underway. New generators and electrical panels have been installed, lighting and sound system upgrades have been completed. Repairs to the exterior of the building are also underway and will continue as weather permits. Plans for the annual TACA training conference were discussed. Board members are encouraged to attend as schedules permit. The committee reviewed the proposed holiday schedule and the board meeting schedule for 2015. Full board approval is recommended.

Mr. Strickland moved to accept the Administrative Committee report for October 23, 2014. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson moved to approve the Office on Aging Certificate of Deposit Reinvestment. Mr. John Rosson seconded the motion. The motion was unanimously approved.

Ms. Lula Williams moved to approve plans for the Commodities Distribution Program. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

Ms. Polly Doka moved to approve the proposed holiday schedule. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson moved to approve the proposed board meeting times. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

Mr. Strickland delivered the Administrative Committee Report for December. The Administrative Committee met on December 3, 2014 and makes the following report.

The committee approved the personnel items on the attached list. The committee approved the selection of Windie Wilson to fill the position of Workforce Connections director effective January 1, 2015, at an annual salary of $76,931.00. The committee reviewed the Office on Aging Invested Funds. No action is required at this time. The committee reviewed the cash balance report for November 2014. A positive balance is being maintained. The committee reviewed the Head Start and Early Head Start program and financial reports. The committee was advised the health and environmental monitoring of the Head Start program was conducted as scheduled. No official report has been received, but the visit seemed to go well. A summary of the Homeless Services grants were reviewed. The committee was advised that the Homeward Bound renewal applications for funding have been submitted at the current levels: REACH - $104,580; Succeed - $140,298; Families in Need - $90,420. An application has also been submitted to the City of
Knoxville for Emergency Solutions Grant (ESG) funds in the amount of $124,444. Program summaries will be presented at the January 2015 board meeting. Full board approval is recommended. The committee was advised that the Round Up program has been approved by the KUB board. The funds generated through Round Up will come to CAC to support expanded weatherization services. A memorandum of understanding has been developed between KUB and CAC to describe how the program will be operated. The Round Up program will go into effect in April, 2015. The committee was advised of a series of articles “Struggling to Get By” which appeared in the Knoxville News Sentinel. The goal of the series, which was very well done, was to put a face on the nature of poverty in our community. The committee approved the engagement of Pershing Yoakley & Associates (PYA) to prepare the annual Charitable Solicitations Application for CAC at an amount not to exceed $2,800. Full board approval is recommended. The committee received an update on the implementation of the Organizational Standards for Community Action Agencies. Beardsley Farm will be selling 2015 Garden Calendars at the December board meeting. They are $20 each. A retirement reception will be held for Vaughn Smith immediately preceding the December board meeting. The reception will begin at 9:00 a.m. There will also be an opportunity to meet the new AmeriCorps members.

Mr. Strickland moved to accept the Administrative Committee report for December 3, 2014. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Commissioner Amy Broyles moved to approve the Homeward Bound renewal applications. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Mr. Jim DuBose moved to approve the engagement of Pershing Yoakley & Associates (PYA). Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

V. CONFLICT OF INTEREST DISCLOSURE FORMS

Ms. Anagnost asked board members to complete a Conflict of Interest Disclosure form and return it to Ms. Rachel Kraft.

VI. ROSS BUILDING UPDATE

Mr. Jason Estes provided a slideshow presentation of the plans for exterior renovation of the CAC L.T. Ross Building. Updates include better lighting around the building and parking lot, a new natural gas generator, cleaning and painting of the building’s exterior, and improved landscaping. Ms. Parr asked if natural elements could be added to the Head Start playground. Mr. Estes said that this would be difficult to do because the ground surface in that area is made of poured concrete, but that much of it has been covered with a rubberized material that absorbs shock and is safer for children to play on.

VII. ORGANIZATIONAL STANDARDS UPDATE

Ms. Kelly reported that the proposed 56 Organizational Standards for Community Action Agencies are still not final. These are the standards that have been discussed at the last two board
training sessions. While we are awaiting final approval from the Office on Community Services (OCS), agencies have been encouraged to use the tools to assess where the agency stands when measured against the proposed standards. Based on our initial assessment, we will need to work on just 7 of the proposed standards to be in compliance by July, 2016.

VIII. PROGRAM STATUS REPORTS

Low Income Home Energy Assistance Program (LIHEAP)

Ms. Cecelia Waters reported that the Energy and Community Services (ECS) office received 5,846 applications for assistance between October 6 and December 10. In October, ECS served 693 households, spending $266,000 in crisis funds. We expect to serve 3,587 households with the new funding allocation. Approximately 380 households are being served per day.

Office on Aging

Ms. Susan Long reported that the Mobile Meals program is currently serving 825 people per day. The office is currently soliciting holiday gifts for seniors in the program. She told the board about Nick of Time, an upcoming fundraiser to support Mobile Meals. Ms. Long talked about Share the Love, a grant provided by Subaru. She reported that Aging: A Family Affair drew a crowd of 300 attendees. Ms. Long announced several upcoming events. The Snowflake Ball, an annual fundraiser for Senior Companions, will be held on January 24 at Kerbela Temple. The Senior Community Service Employment Program will soon begin training 60 seniors on digital inclusion. The newest edition of the Senior Services Directory will be released and distributed by the end of February. Ms. Sandra Twardosz asked if the office uses mailings to solicit advertising for the directory. Ms. Long replied that it does, and those mailings have been sent to potential advertisers.

Empty Stocking Fund

Ms. Kelly reported that the period to apply for the Empty Stocking Fund is over, but the program is still receiving applications. She told the board about “Struggling to Get By,” a recent series of articles published in the Knoxville News Sentinel focusing on poverty in Knox County. Copies of the articles were provided for review at the meeting.

IV. UPDATES AND ANNOUNCEMENTS

CAC Beardsley Farm Calendars

Ms. Anagnost informed the board that the CAC Beardsley Farm Calendars would not be available for purchase at the meeting, citing an issue with the printer. Ms. Twardosz asked if Beardsley Farm honey would be available for purchase. Mr. Harris said that due to very low honey flow and recent vandalism of the hives, there will be no honey available in the near future.
Snow Day

Mr. Harris told the board about Snow Day, the upcoming annual fundraiser for CAC Beardsley Community Farm to be held at Barley’s on Friday, January 23. He encouraged the board to attend the event.

Snowflake Ball

Ms. Deisha Finley announced the Snowflake Ball, an annual fundraiser for the Senior Companion program, to be held on Saturday, January 24 at Kerbela Temple. She invited board members to attend the event. She reported that the program currently has 68 senior volunteers and a waiting list of 300 seniors who need companions.

Volunteer Income Tax Assistance (VITA)

Ms. Sue Campbell informed the board that VITA will begin tax preparation services on Wednesday, January 21. She noted that last year, VITA prepared and filed over 2,000 tax returns during the tax season and over 200 in the off-season. This year, the program will have 4 interns from South College. She told the board that Earned Income Tax Credit Awareness Day is Friday, January 30.

Affordable Care Act Enrollment Assistance at CAC

Ms. Campbell told the board that CAC is hosting Affordable Care Act Healthcare Marketplace enrollment at the L.T. Ross Building. Flyers are located throughout the building.

Other

Ms. Anagnost wished everyone happy holidays and best wishes for a new year.

There being no other business, the meeting was adjourned.

James DuBose
CAC Board Secretary