KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

January 29, 2015

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 29, 2015.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Councilman Daniel Brown
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Ms. Polly Doka
Mr. James DuBose
Ms. Mary Farmer
Mr. Buz Johnson
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Ms. Rebecca Parr
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Ms. Lena Sadiwskyj
Dr. Sandra Twardosz
Mr. Jeff Welch (Represented by Mr. Doug Burton)
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Commissioner Amy Broyles
Dr. Martha Buchanan
Ms. Jill Brown
Rev. John Gill
Mr. Alvin Nance
Ms. Martha Olson
Ms. Judy Poulson
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.

Ms. Anagnost introduced Ms. Lena Sadiwskyj, Vice President of News at WVLT-TV, who will serve on the CAC board as a representative at-large. Ms. Anagnost reported that Mr. Wesley Donaldson will be leaving the Administrative Committee, but will continue to serve on the CAC board. Ms. Anagnost reported she was appointing Mr. Doug Burton to the Administrative Committee subject to ratification of the full board.

Mr. James DuBose moved to ratify Mr. Doug Burton’s appointment to the CAC Administrative Committee. Mr. Chris Caldwell seconded the motion. The motion was unanimously approved.

I. MINUTES (MAILED)

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

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for January 21, 2015. The Administrative Committee met on Wednesday, January 21, 2015, and makes the following report.

Mr. Eric Foster of PYA Waltman Capital met with the committee. He presented a brief overview of the CAC Retirement Plan. The committee reviewed a proposed Investment Policy Statement for the CAC Retirement Plan. Full board approval is recommended. 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 and financial reports for the month of December 2014. The committee reviewed a summary of the recruitment and enrollment procedures and the selection criteria for Head Start and Early Head Start. Full board approval is recommended. The committee reviewed the Homeless Services financial reports. The annual audit of the retirement program has been completed and will be presented to the Administrative Committee in February. The annual agency audit is scheduled to be completed in February and presented to the Administrative Committee in March. An extension for the submission of the Charitable Solicitations Registration has been requested and received through March 2015. The registration cannot be submitted until the agency audit report is available. The committee was advised that the Knoxville City Council approved a contract for CAC to receive additional homeless services funding through the Emergency Solutions Grant. Details will be presented in February. The committee discussed plans for developing the local budget requests. Further information will be available at the February meeting. Plans were made for the January meeting which will feature annual reports from Workforce Connections, the Office on Aging, and Head Start. Events for January and February were presented.
Mr. Strickland moved to accept the Administrative Committee report for January 21, 2015. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Mr. Wesley Donaldson moved to approve the proposed Investment Policy Statement from PYA Waltman Capital with regard to the CAC Retirement Plan. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Polly Doka moved to approve the Enrollment Procedures and Selection Criteria for Head Start and Early Head Start. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

III. UTILITY ASSISTANCE

Low Income Home Energy Assistance Program (LIHEAP)

Ms. Cecelia Waters reported that the CAC Energy & Community Services Office (ECS) received more than 5,000 applications for assistance in October and served 4,714 households. 687 households were served with crisis funds and 4,027 households were served with regular funds. Ms. Waters reported that ECS has a new software system that can provide a lot of information, including the fact that we can serve another 1,303 households. Some improvements are needed, but all in all, the software is working well.

Project Help Presentation

Ms. Waters reported that for more than 30 years, Project Help has been providing fuel and energy funds for people who need help with sources for home heating. Ms. Waters showed the board a video presentation from Project Help that featured Project Help clients who spoke about how the program has served them. Last year, Project Help served 800 households with over $260,000 in payments. Ms. Waters announced that the 14th Food City fundraiser for Project Help was held in January with a goal of raising $25,000. Project Help partners, Home Federal Bank, WIVK, WVLT, and the News Sentinel have provided a lot of exposure to the growing need. She encouraged the board to contribute to the fundraiser. She added that 100% of funds go directly to families in need to provide heating sources including kerosene, wood, and propane as well as gas and electric. Ms. Anagnost thanked Ms. Waters for her presentation.

IV. ANNUAL REPORTS

CAC Office on Aging

Ms. Susan Long presented the CAC Office on Aging (OOA) Annual Report for July 1, 2013-June 30, 2014. Ms. Long reminded the board that this Annual Report no longer includes outcomes for Knox County CAC Transit and Volunteer Assisted Transportation (VAT). She reported that the OOA has seen a successful year and that there have been no program losses due to funding. Ms. Long explained that the new Senior Community Service Employment Program (SCSEP), formerly known as Senior Aides, provides training and resources for seniors who want
to be gainfully employed. Ms. Long acknowledged the OOA program managers who were present and thanked the entire OOA staff for their good work. Ms. Long encouraged the board to attend the Council on Aging Meeting on February 12, 2015, at O’Connor Center, when a very special presentation, “Remote Area Medical: The Stan Brock Story” will be featured. She added that Remote Area Medical (RAM) has agreed to begin seeing clients of CAC’s Gift of Sight, Hearing & Dentures (GOSHD) program. Ms. Long reported on the partnership with Philips Lifeline, a service that provides low-income seniors with a personal emergency alert device. She announced a new partnership between Mobile Meals and Provision called “Caring Plate” which provides nourishing meals to those who are 55 years of age and younger, and who are very ill and unable to cook for themselves. The program also serves cancer patients, regardless of age. To receive services, the client must have a physician’s referral. Ms. Anagnost thanked Ms. Long for presenting the Annual Report.

Workforce Connections

Ms. Windie Wilson presented the Workforce Connections Annual Report for 2013-2014. Ms. Wilson announced that Governor Haslam has appointed Mr. Randy Boyd of Knoxville to serve as the new commissioner of Tennessee’s Department of Economic and Community Development. She reported that the unemployment rate is inching down, providing more job opportunities. Ms. Wilson reported that there were 19,000 customer visits in the resource room at the Tennessee Career Center (TCC). This number is down from last year, possibly due to the recent TCC relocation from University Avenue to Middlebrook Pike. Ms. Wilson reported that 250 unemployed adults and dislocated workers received in-depth job training. They collectively will earn more than $4,600,000 in their first year after program completion. Ms. Wilson reported that the In-School Youth Program saw a 100% success rate, with 25 at-risk seniors graduating High School. Of these, 92% went on to enroll in post-secondary programs or obtained jobs. Participants in Out-of-School Youth Programs increased their annual income by more than $25,000. Ms. Wilson reported that the Disability Employment Initiative partnered with the University of Tennessee Medical Center, East Tennessee Children’s Hospital, and the Knox Area Employment Consortium to establish the first Project Search program in Tennessee. The program provides nine-month internships to provide job training for job-seekers with a disability. Several of the program participants were hired by the hospitals upon completion of the internship. Ms. Wilson told the story of Susan, a disabled participant who was homeless and had health issues and other barriers to employment. Workforce Connections staff, along with Homeward Bound staff and other service providers, worked together to get her into housing. Susan was then connected to the Walgreens Retail Employees with Disabilities Initiative (REDI), which provides customer service training for disabled retail employees. Upon completion of the training program, she was hired by Walgreens, where she remains an outstanding full-time employee. Susan received a commendation from Walgreens for her excellent handling of a robbery situation while she was on-duty. Ms. Wilson said that on-the-job training with employers is expanding. She spoke about Performance Metrics and their challenges. The department struggled with the placement rate for Adult and Dislocated Workers. The Youth Program worked with two sub-contractors, one of whom did very well, while the other did not. Ms. Wilson referred to a hand-out of recent trends and projections for a strong performance in the coming year. She thanked the Workforce Connections staff for their hard
work. Ms. Wilson invited the board to attend the next Workforce Connections board meeting on March 11. Mr. DuBose asked Ms. Wilson for her thoughts concerning the new location of the TCC. Ms. Wilson said it was a challenge to relocate, but the space is bigger and there is more room for customers. She added that there is currently an effort being made to beautify the outside of the building and address some maintenance needs. Ms. Anagnost thanked Ms. Wilson for presenting the report.

Head Start and Early Head Start

Ms. Suzanne Inman presented the Head Start and Early Head Start Annual Report for 2013-2014. Ms. Inman reported that Head Start is serving 33% of eligible preschool children and 3% of eligible infants and toddlers in Knox County. This is an area that Head Start would like to expand. Ms. Inman highlighted several program outcomes for the year: 97% of children received medical examinations; 91% received dental examinations; 987 families were served by Head Start this year; and 778 families completed the Family Partnership Agreement and set Family Well-being Goals as well as other goals. Ms. Inman highlighted outcomes for Parent, Family, and Community Engagement: 100% of families attended orientation and toured their child’s center; 1,220 parents/families contributed 8,862 volunteer hours; 22 Foster Grandparents Program volunteers worked with 81 children in the development of their social and emotional skills. Ms. Inman reported that efforts are growing with Dual Language Learners and that 23% of Head Start families have a home language other than English. She said that 23 Head Start staff members either have been or are currently in Head Start families. Ms. Inman reported on Head Start teaching qualifications. 74% of Head Start preschool teachers hold a BS in Early Childhood Education or a related field. She noted that 50% of Head Start teachers are required to hold this certification. Early Head Start teachers and home visitors are similarly well-qualified, with 69% holding a BS in Early Childhood Education. Ms. Inman described the new outdoor natural playground recently constructed at North Ridge Head Start with the help of students from the University of Tennessee (UT). The students are doing research on how children play and learn in a natural environment. She encouraged the board to visit the playground. Ms. Inman reported that Head Start will be participating in a federal monitoring review, the results of which will be reported when it is completed. Head Start and Early Head start is in full compliance with the standards of the following regulatory agencies: State Childcare Licensing, the Child and Adult Program, and the Department of Transportation. All centers have received the highest Three Star rating. Ms. Anagnost thanked Ms. Inman for presenting the Annual Report.

V. EMPTY STOCKING FUND REPORT

Ms. Lori Galbraith presented the News Sentinel Empty Stocking Fund Report for 2014. She reported that 3,600 food baskets were given to approved applicants who were in need and 2,781 low-income children received toys. The Empty Stocking Fund program, including Milk Fund dollars, raised $221,632.83. The News Sentinel donated $60,690 to provide 17,850 Mobile Meals to vulnerable seniors in Knox County from Thanksgiving through Christmas. Ms. Galbraith reported that eleven human interest stories were featured in the News Sentinel, generating $53,850 in funds and $2,350 in goods. Ms. Galbraith thanked Knox County CAC
Transit staff members, Ms. Karen Estes, Ms. Kathy Cunningham and Mr. Stan Jones, for their help in delivering food baskets and toys to the clients featured in the human interest stories.

VI. PROGRAM UPDATES

CAC Beardsley Farm Calendars

Ms. Anagnost announced that Beardsley Farm Calendars are available for sale at the meeting for $15 each.

Volunteer Income Tax Assistance (VITA)

Ms. Anagnost announced that the Volunteer Income Tax Assistance (VITA) program is now serving clients at the CAC L.T. Ross Building. IRS-certified volunteers provide free tax preparation and filing for low-to-moderate income individuals and households through April 15, 2015.

Pancake Fest

Ms. Susan Long announced that Pancake Fest, O’Connor Senior Center’s annual fundraising event, will be held on Tuesday, February 17, 2015, from 7 am – 1 pm. Tickets are $5. Board members may purchase them from Ms. Nancy Lofaro after the board meeting. Ms. Long added that the Office on Aging currently is looking for vendors for the event, as well as people to flip pancakes. She encouraged the board to participate in the event.

There being no other business, the meeting was adjourned.

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

March 26, 2015

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 26, 2015.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Jill Brown
Ms. Polly Doka
Mr. Jim DuBose
Ms. Mary Farmer
Rev. John Gill
Mr. Buz Johnson
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
Ms. Lena Sadiwskyj
Dr. Sandra Twardosz
Mr. Jeff Welch (Represented by Mr. Doug Burton)
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Commissioner Amy Broyles
Councilman Daniel Brown
Mayor Tim Burchett
Ms. Lula Williams
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 January 29, 2015 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for March 18, 2015. The Administrative Committee met on March 18, 2015, and makes the following report.

Tim Royster from HG&A Associates met with the committee to review the Retirement Plan audit for the year ending June 30, 2014 and 2013. The report and related forms have been submitted to the U.S. Department of Labor as required by law. Approved the personnel actions on the attached sheet. A report of the Office on Aging Invested Funds was reviewed. No action is required at this time. The committee was advised that the agency financial audit for period ending June 30, 2014 will be completed and submitted before March 31, 2015 as required. The committee reviewed the Head Start and Early Head Start financial and program reports for the months of January and February 2015. The committee reviewed the Environmental Health and Safety report for Head Start. Every Head Start and Early Head Start center and classroom was reviewed. Several areas of concern were noted and there were three (3) items that require correction within 120 days. All items will be addressed and reported back to the Administrative Committee and full CAC board. The committee reviewed the Homeless Services financial reports. 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 reviewed the local budget requests that have been submitted to the City of Knoxville and Knox County. Full board approval is recommended. This will be a separate agenda item. The committee reviewed proposals that have been submitted as follows: Weatherization Health and Safety Program and City Emergency Home Repair (City Community Development Block Grant); Knox County Sustainable Housing Home Repair Program (County Community Development Block Grant); Emergency Solutions Grant (City of Knoxville); Emergency Food and Shelter Program (United Way). A survey of CAC board members will be conducted as part of the Community Services Block Grant (CSBG) planning process.

Mr. Strickland moved to accept the Administrative Committee report for March 18, 2015. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

III. ALLOCATION OF OLDER AMERICANS ACT FUNDS

Ms. Jeannie Fox, member of the Council on Aging (COA) executive committee, reported on the allocation of Older Americans Act funds. Ms. Fox said that new applications for funding were reviewed by the committee. After site visits and careful consideration, the allocation
recommendations were made. She referred to a handout in the board packet listing the recommendations.

Mr. Jim DuBose moved to approve the Allocations for Older Americans Act funds. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

IV. HOMEWARD BOUND PRESENTATION

Ms. Misty Goodwin reported on outcomes for Homeward Bound. She provided a description of each program within Homeward Bound. The homeless services unit receives funding through Housing and Urban Development (HUD) grants. This funding supports the Resources Extended to Assist Chronic Homelessness (REACH) program, which provides supportive services to long-term street homeless living in camps in an effort to establish housing. Re-housing grants have allowed Homeward Bound to utilize a Housing First model, a successful and less costly approach to ending homelessness. The model proves if they are housed, families and individuals are more likely to access the services they need for self-sufficiency. Programs like Project Succeed and Families In Need work with families and individuals who are literally homeless. Homeward Bound case managers work with the Salvation Army and the Joy Baker Center to help families with housing and other needs. Ms. Goodwin said that CAC has a good relationship with the Family Justice Center, which offers protection to victims of domestic violence. Homeward Bound maintains good relationships with area landlords who will work with case managers to get people into housing. Two Homeward Bound case managers reach out to people staying at the Knox Area Rescue Ministries (KARM) shelter. Ms. Goodwin cited a lack of shelters for families and the elderly in Knoxville and explained the restrictions at shelters. Single mothers with young children are allowed to stay, but men and teenage boys cannot stay due to safety concerns. Ms. Goodwin explained that the Emergency Solutions Grant funds are used to help families who are in housing, but experiencing an uncontrollable circumstance that puts them at-risk of eviction. Homeward Bound partners include Family Promise, a group of churches that house homeless families and work with them to find permanent housing and other resources. Homeward Bound also receives referrals from the Red Cross. Homeward Bound also handles special projects. One example is the closure of the Sunshine Inn, a motel that was closed by the owner without notice, leaving residents locked out and suddenly homeless. Homeward Bound case managers worked to find housing for these individuals.

Ms. Goodwin reported on annual outcomes. Homeward Bound moved 342 homeless individuals (189 adults and 153 children) into permanent housing throughout the community during the last program year. Sixty-six of the individuals housed were chronically homeless. 83% have remained in housing for one year or longer. Homeward Bound kept 123 individuals (51 adults and 72 children) in housing through the Emergency Solutions Grant homeless prevention assistance. Ms. Goodwin spoke about current trends. She reported that in 2013, there were 28,500 homeless children in Tennessee. Tennessee ranks 41st in the nation for homelessness. She reported that of the 42 families served through the Emergency Transitional Housing program, 4 were elderly and 9 were disabled. She noted an uptick in the number of homeless seniors in Knox County. Ms. Goodwin spoke about a homeless senior client who was released from the hospital to the streets after having a mastectomy. Ms. Goodwin said that only 11% of the housing stock in Knox County is affordable, and roughly half of that is substandard.
housing. Ms. Goodwin talked about the Pillow Project, a special project that aims to collect household items needed for families going into housing. Ms. Lena Sadiwskyj asked if donated items, such as pillows, must be new. Ms. Goodwin said that they could be “gently used.” Dr. Sandra Twardosz said that she couldn’t believe a hospital would release a homeless person to the streets immediately after a mastectomy procedure. Ms. Goodwin replied that it happens all the time. Dr. Twardosz asked who this could be reported to. Ms. Goodwin replied that the Homeless Coalition is working to address the problem. Ms. Kelly added that this has been a serious long-term problem. She said that Knox County CAC Transit regularly receives calls to pick up homeless people who are being discharged from the hospital. Ms. Goodwin said that there currently are 40 seniors on the waiting list to stay at Samaritan Place. Ms. Martha Olson commented that hospitals are for medical purposes and cannot be used as shelters. She thanked CAC for filling the gap. Rev. John Gill asked what is the most important thing the community could do to help. Ms. Goodwin said that more support is needed for programs like Family Promise and CAC, and that more churches should get on board to end homelessness in Knox County. Ms. Monica Reed said that in Family Promise churches, some families are allowed to sleep at the church. Ms. Reed added that her organization, Church Women United, currently is gathering items for the Pillow Project. Ms. Goodwin thanked Ms. Reed for their support. Ms. Anagnost reported that Homeward Bound was recently featured in a Knoxville News Sentinel article. Ms. Kelly reported that since the Case Management partnership with KCDC began in 2008, 645 individuals have been served in public housing. Ms. Ashley Ogle said that CAC’s case managers do whatever it takes to solve problems and assist those living in public housing.

Ms. Kelly presented certificates and congratulated Ms. Goodwin and Mr. Jarrett Bush for their recent certifications as Family Development Specialists through the National Resource Center for Family Centered Practice. Ms. Anagnost thanked them for their service. Ms. Anagnost introduced Ms. Debbie Bruce and congratulated her for receiving the Salvation Army’s inaugural Joy Baker Award for her service to the Knoxville community. Ms. Bruce is a case manager with Homeward Bound.

V. LOCAL BUDGET REQUESTS

Ms. Kelly reported on local budget requests. CAC is making a capital request for structural repair and restoration of the L.T. Ross Building. CAC is requesting $51,000 from the City and County to provide a 2% salary increase for CAC staff effective July 1, 2015. CAC is requesting $45,000 from the City to provide one case manager to serve the growing list of seniors who have low to moderate income. $30,000 has been requested from the City to provide digital inclusion for seniors. Ms. Kelly reported that Mobile Meals is requesting $60,000 from Knox County to focus on a significant number of underserved seniors living in outlying areas of the county. Ms. Kelly reported that CAC is requesting $25,000 from Knox County for the Grandparents as Parents program to provide essential services to grandparents who have custody of their “at-risk” grandchildren. Ms. Rebecca Parr asked if all of the funds requested for Mobile Meals are going towards food cost. Ms. Long replied that all of the funding is going to food cost, and that the program is reaching out to churches for additional help. Ms. Parr said that we need to get out the word to people that CAC services and resources are available in Knox County. She said that many times people will be too proud to ask for help. Ms. Kelly said that this is
especially true with seniors, but that households with children are more likely to seek assistance and ask for help.

Ms. Monica Reed moved to approve the local budget requests. Rev. John Gill seconded the motion. The motion was unanimously approved.

VI. SENIOR SERVICE DIRECTORY

Ms. Susan Long invited the board to attend a special lunch for volunteers provided by the University of Tennessee Culinary School on March 27 at the Mobile Meals Kitchen. She reported that a barbecue fundraiser for Mobile Meals is being held at the Oakwood Senior Living facility. Ms. Long said that the Mobile Meals program served seniors during the recent snow events. On the day we did not serve a meal, CAC staff called all of the 825 clients on meal routes to check on them. Clients previously were given emergency meals in the event that a meal could not be delivered to them. Some did not have emergency meals, and accommodations were made to get food to them during the extreme weather conditions. Ms. Long announced that the 2015-2017 Senior Service Directory has been published and is available to anyone who wants one. She encouraged the board to help distribute them throughout the community. Ms. Long spoke about upcoming fundraisers including Hip Hop for Hunger, the Duncan Awards, and PAWS Among the Blooms.

Ms. Deisha Finley invited the board to attend Mayors Day of Recognition for National Service on April 7 at O’Connor Senior Center. Special guests will include five area mayors and Mr. Paul Monteiro, director of VISTA.

Ms. Lori Galbraith told the board that “Your Money, Your Goals” training currently is being conducted for CAC staff to learn more about personal finance, budgeting, and financial responsibility.

VII. CSBG PLANNING: BOARD SURVEY OF COMMUNITY NEEDS

Ms. Anagnost asked the board members to complete and submit a Community Service Block Grant (CSBG) Survey. She explained that CAC conducts the annual survey to determine what board members consider to be priority needs of the community.

There being no other business, the meeting was adjourned.

James DuBose
CAC Board Secretary
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 23, 2015.

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
Commissioner Amy Broyles
Ms. Polly Doka
Ms. Mary Farmer
Rev. John Gill
Mr. Buz Johnson
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Judy Poulson
Ms. Monica Reed
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Ms. Lena Sadiwskyj
Dr. Sandra Twardosz
Mr. Jeff Welch (Represented by Mr. Doug Burton)
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Debbie Black
Ms. Jill Brown
Mr. Jim DuBose
Mayor Tim Burchett
Dr. James McIntyre
Ms. Martha Olson
Judge John Rosson
Ms. Rebecca Parr
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 the March 26, 2015 board meeting. There being none, the minutes were approved as distributed.

II. SPECIAL RECOGNITION: KNOXVILLE INTERDENOMINATIONAL CHRISTIAN MINISTERIAL ALLIANCE (KICMA)

Mr. Albert Nelson welcomed Rev. John Butler, pastor of Clinton Chapel AME Zion Church and president of KICMA. Mr. Nelson reported that KICMA has made their annual donation to the East Neighborhood Center to provide utility assistance to community members in need during the Winter months. He noted that these funds keep people from being evicted when they are facing a utility disconnection notice. Ms. Anagnost thanked Rev. Butler for KICMA’s support and presented him with a certificate of appreciation on behalf of CAC. Rev. Butler told the board that KICMA knows the need is great, and pledged to continue supporting CAC programs that serve our community. Rev. Butler recognized CAC board member, Rev. John Gill, and thanked him for being an active KICMA member.

III. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for April 15, 2015. The Administrative Committee met on April 15, 2015, and makes the following report.

Mr. Michael Shambling and Mr. Matt Neilson from PYA (Pershing Yoakley & Associates) met with the committee to review the audit report for the period ending June 30, 2014. 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. There were no findings for this year. The report notes that the prior year finding has been resolved. The committee reviewed the personnel actions on the attached sheet. 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 reviewed the Head Start and Early Head Start program information and financial reports for March 2015. The cash balance report as of April 15, 2015 was reviewed. Although there are amounts to be posted to the CAC accounts, a positive cash balance is being maintained overall and there are no concerns at this time. 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. This will be a separate agenda item. 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 29. Bus transportation will be
available from the Ross Building to Lakeshore Park at 11:15 a.m. The committee recommends that the CAC board meet at the O’Connor Senior Center on Thursday, May 28, 2015. Full board approval is recommended.

Mr. Strickland moved to approve the Administrative Committee report. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

Ms. Monica Reed moved to approve that the May meeting be held at O’Connor Senior Center in recognition of Older Americans Month. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

IV. CAC KNOX COUNTY TRANSIT PRESENTATION

Ms. Karen Estes presented the board members with copies of CAC Knox County Transit’s Ride Guide and a brochure for Volunteer Assisted Transportation (VAT). She introduced and thanked Mr. Michael Humphrey, Transportation Manager; Mr. Warren Secrest, VAT Manager; and Ms. Nancy Welch, VAT Assistant Manager. Ms. Estes presented the Annual Report for Knox County CAC Transit. In FY 2013-2014, 7,083 unduplicated individuals were served and 198,607 trips were provided. Ms. Estes reported that there are 69 vehicles in the fleet, of which 64 have wheelchair access, with the average number of trips per day at 801. Ms. Estes said that Transit drivers undergo a great deal of training and testing to become and remain vehicle operators. She talked about funding accomplishments for the year. Six vehicles with cameras were purchased with capital funding through the Federal Highway Administration’s Surface Transportation Program, administered by the Knoxville Regional Transportation Planning Organization (KRTPO). One-time funding received from Knox County in the prior year lasted until November 2013, providing transportation for seniors and people with disabilities who were unable to use KAT, and to provide bus passes to low-income seniors who use the Knox Area Transit’s fixed-route bus service. New funding was secured from the City of Knoxville who administers the Urbanized Area Grant Formula program of the Federal Transit Administration that will allow expanded public transportation opportunities for Knox county residents. Grant funding was secured from the Administration for Community Living to develop a tablet-based application to facilitate communication between the driver and those riders who have communication barriers. CAC has partnered with the University of Tennessee Industrial Engineering Department to develop the application. Dr. Sandra Twardosz said that the Ride Guide does not list eligibility requirements. Ms. Estes replied that outside of the KAT service area, there are no eligibility requirements. She added that Knox County CAC Transit transports people to and from work and dialysis 24 hours a day. Ms. Reed commented that recently, she saw a CAC Transit bus transporting people in the very early hours of the morning and was surprised to learn that they operate so early in the morning.

Ms. Estes presented the Annual Report for Volunteer Assisted Transportation (VAT), noting that the program just celebrated its fifth year in operation. In FY 2013-2014, VAT served 220 people and 723 individuals received transportation counseling, information, and referrals.
The program’s 39 volunteers provided over 5,200 hours of service while providing assistance and transportation to 220 riders on 4,303 trips and traveling 66,803 miles. Ms. Estes said that the fleet consists of 8 hybrid sedans and 7 wheelchair-accessible minivans. Since its beginning in March 2009, VAT has provided 18,212 trips, with 8,823 of those traveling to social programs. Ms. Estes noted that 30% of VAT riders are over 85 years of age. Rev. John Gill asked if VAT supplements the work of Knox County CAC Transit. Ms. Estes replied that they cater to different clientele, though someone who is blind may go to work using KAT, but may be driven to the grocery store by VAT if door-through-door service is needed. VAT riders may have needs that cannot be met by public transportation.

Ms. Estes presented an update on Project Eric. With first year funding, focus groups were held with over 500 individuals to determine the three main barriers to transportation. They are: 1.) time involved in travel 2.) limited services, length of hours, scheduling 3.) customer service communication. With second year funding, CAC Knox County Transit worked with the University of Tennessee Industrial Engineering Department to develop a mobile application to reduce and eliminate communication barriers between riders and transit drivers. This application development is called Project Eric in memory of the UT graduate student who initially envisioned the project, but passed away from cancer the day after the funding announcement was made. Being in the third year of funding, Knox County CAC Transit is now installing and refining the application for use in the fleet. Ms. Estes showed a slide of the application, which has four categories: hearing, vision, cognitive, and non-English speaking. She said that Tennessee School for the Deaf (TSD) students are now using 8 tablets with the application installed.

The goal of Project Eric is to get at least 5 years of funding to continue development of the application. Ms. Estes said that she hopes that next year’s funding will allow us to make the application available to other agencies and transit providers via the Apple and Android markets. Ms. Estes added that CAC is one of seven agencies in the U.S. to receive this funding. Commissioner Amy Broyles said that Knox County is a member of the National Association of Counties (NAC), and they are always looking for innovative programs to recognize and share with other counties around the country. Ms. Broyles said that she would like to submit a report about Project Eric to NAC. Ms. Estes said that this would be a great thing to do. Ms. Estes recognized Mr. Doug Burton, who serves as chair of the CAC Transportation Advisory Committee and also serves on the CAC board representing the Metropolitan Planning Committee. Mr. Burton said that he has served on the advisory committee for more than 20 years and that he is proud of how efficient CAC Knox County Transit has become and how much it has grown over the years. He remarked that VAT is an excellent program that allows people to remain in their homes longer and reduces the need for institutional living.

V. COMMUNITY SERVICES BLOCK GRANT (CSBG) PRE-PLANNING

Ms. Kelly asked board members to complete and return a CSBG board survey. This survey is conducted annually by the board to determine what the board feels are priority needs in our community. She stated that a similar survey was being completed by CAC clients and that
the results would be used in the planning process for the use of CSBG funds. She stated that the CSBG operational plan would need to be submitted before the board meets in May and requested board approval to submit the plan when completed subject to review.

Ms. Poulson moved to approve submission of the operational plan for the Community Services Block Grant (CSBG). Mr. Charles Wright seconded the motion. The motion was unanimously approved.

VI. THE BIG PICTURE: NATIONAL PERFORMANCE INDICATORS

Ms. Kelly reported on the National Performance Indicators (NPI) for FY 2013-2014. A PowerPoint presentation included outcomes of agency goals for the year. A copy of the presentation will be included with the file copy of the minutes. The Power point is available at the CAC website. Hard copies of the slides are available at CAC central office.

VII. PROGRAM UPDATES

Ms. Kelly announced that CAC had received one of the Equity Awards that is presented annually by the City of Knoxville. The award recognizes CAC’s commitment to inclusiveness in all aspects of our organization.

Ms. Anagnost announced upcoming events including the Duncan Awards for Senior Advocacy, the Senior Job Fair, and the PAWS Among the Blooms fundraiser.

Ms. Lori Galbraith told the board that CAC staff members currently are being trained on “Your Money, Your Goals”, a financial literacy training course being offered in celebration of Community Action’s 50th anniversary. There will be opportunities for board members and the general public to take advantage of this free training course.

There being no other business, the meeting was adjourned.

James DuBose
CAC Board Secretary
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 28, 2015.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Councilman Daniel Brown
Commissioner Amy Broyles
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Polly Doka
Mr. James DuBose
Ms. Mary Farmer
Rev. John Gill
Mr. Buz Johnson
Dr. James McIntyre (Represented by Mr. Sam Anderson)
Ms. Martha Olson
Ms. Rebecca Parr
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Judge John Rosson
Ms. Lena Sadiwskyj
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Rep. Joe Armstrong
Ms. Debbie Black
Ms. Jill Brown
Mayor Tim Burchett
Mr. Jeff Welch
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, Board Chair, presiding. Ms. Anagnost thanked the staff at O’Connor Center for hosting the board meeting in recognition of Older Americans Month.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the April 23, 2015 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee Report. The Administrative Committee met on May 20, 2015, and makes the following report:

The committee reviewed the personnel actions on the attached sheet. The committee reviewed the Office on Aging Invested Funds. No action is required at this time. Head Start and Early Head Start program information and financial reports for the month of April 2015 were reviewed. A summary of the financial reports for the Homeless Services programs were reviewed. The committee received an update on the status of the local budget requests. This will be a separate agenda item. The committee reviewed the funding allocation for the Community Services Block Grant (CSBG) and 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. The committee recommends the Summer Schedule on the attached sheet. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the status of Housing and Energy Services programs. Full board approval is recommended. The committee received an update on funding for Knox County CAC Transit. This will be a separate agenda item. The committee made plans to hold the May CAC board meeting at the O’Connor Senior Center.

Mr. Strickland moved to approve the Administrative Committee report. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Barbara Kelly told the board that the 2015 Summer Food Service Program (SFSP) will begin on May 26 and operate for 48 days, ending on July 31. She said that the Department of Human Services (DHS) has notified us that they are moving towards requiring background checks on all staff and volunteers involved with the program. Ms. Kelly said that the program can always use more site sponsors and that outreach is ongoing. Dr. Sandra Twardosz asked if the food is part of the summer program or if it actually is the program. Ms. Kelly replied that at some sites, the food is the primary focus. Other sites may have recreational activities in addition to food. It depends on who is managing the site and what they can do in terms of programming for children. She added that one does not have to have a program to receive SFSP food. Regulations require that the site be open and that program participants receive the food. Ms. Rebecca Parr asked if everyone involved with the program must have a background check.
Ms. Kelly said that at this time all CAC staff associated with the program have had background checks and that many of the participating sites already require background checks. She added that DHS is moving towards requiring background checks for all staff and volunteers associated with the summer food program. Ms. Ashley Ogle asked if there is a cost for receiving SFSP food. Ms. Kelly said that there is no charge to receive the food.

Mr. Buz Johnson motioned to approve the Summer Food Service Program. Mr. Jim DuBose seconded the motion. The motion was unanimously approved.

III. O’CONNOR SENIOR CENTER PRESENTATION

Ms. Sue Massingill reported on the status of the O’Connor Senior Center. She told the board that the Center’s activities have five focal points: 1. Education; 2. Recreation; 3. Physical Fitness; 4. Health Education; and 5. Health Screenings. Ms. Massingill said that activities include things like driver safety programs, art classes, music classes, theatrical performances, dream analysis, and physical fitness classes, to name a few. She talked about the new Stay Active and Independent for Life (SAIL) program, a strength, balance and fitness program for seniors. O’Connor is now partnering with the YMCA to provide yoga classes. Other activities at the center include Tai Chi, Happy Hikers Club, a diabetic support group, skin cancer and other health screenings, healthy eating classes, alternative medicine workshops, classes on elder abuse, advanced cardio classes, and a wide variety of other educational and recreational activities. Ms. Massingill said that the Daily Living Center is continuing to provide a daycare for seniors with special needs. She announced that the Singing Seniors are planning a performance at the Tennessee Theater. She reported that the golf tournament fundraiser generated $20,000 last year. This year’s annual Pancake Fest brought in 1,300 guests and raised $16,000. Ms. Massingill said that these funds would go towards improvements at the center, such as new floors. She said that the Center is currently developing an internet café to provide computers and internet service for participants at the Center. Ms. Parr asked if someone would be on site to help seniors with questions relating to internet use. Ms. Massingill replied that efforts are being made to have someone on site as a resource. This should be in place by the end of summer. Ms. Massingill thanked the board for their encouragement and support of the Center. Ms. Anagnost thanked Ms. Massingill for her presentation.

IV. CAC OFFICE ON AGING REPORT

Ms. Susan Long reported on the status of the Office on Aging. She said that the Duncan Awards fundraiser brought in $7,000 for the Senior Citizens Information and Referral Service (SCIRS). The recent job fair organized by the Senior Community Service Employment Program (SCSEP) provided 45 job opportunities and saw more than 300 attendees. There will be another job fair held in the fall. Ms. Long reported that PAWS Among the Blooms, a fundraiser for Knox PAWS (Placing Animals With Seniors), generated $5,500 to provide assistance to seniors who want to adopt a senior shelter animal for love and companionship. Ms. Long announced that the Office on Aging is now offering enrollment assistance to seniors who qualify for the Supplemental Nutrition Assistance Program (SNAP). This service is provided through a grant.
from the National Council on Aging and may provide nutrition assistance equaling $15 or $20 up to $120 per month. Ms. Long told the board about Foster Grandparent Audrey Richardson whose story was featured nationally by the Corporation for National and Community Service for her six years of service to local children who are learning to read. She reported that SCSEP received a grant from the East Tennessee Area Agency on Aging and Disability to purchase computers and related equipment for the O’Connor Center’s new internet café which is expected to open at the end of the summer.

V. LOCAL BUDGET UPDATES

Ms. Kelly reported that the City of Knoxville and Knox County mayors have each included the funds that we requested for a CAC staff salary increase in their proposed budgets. She said that we currently are waiting for the legislative bodies to consider and adopt the budgets.

VI. COMMUNITY SERVICES BLOCK GRANT (CSBG) PLAN

Ms. Kelly told the board that the Community Services Block Grant (CSBG) Operational Plan will soon be sent to the Department of Human Services (DHS). She noted that the plan is basically the same as the one submitted last year with two exceptions: more money has been allocated to Knox County CAC Transit to provide rides for low income people who live in the Knox Area Transit (KAT) service area, but cannot afford the services. Transit funds cannot be used for this, so this funding will help to fill in the gaps. The other exception is to provide increased funding for youth education at the East Neighborhood Center to provide tutoring and other supports for youth with reading disabilities.

Ms. Polly Doka moved to approve the CSBG Operational Plan. Mr. John Gill seconded the motion. The motion was unanimously approved.

VII. HOUSING AND ENERGY SERVICES

Mr. Jason Estes delivered a Five-Year Report on Energy and Housing Services. He said that in the past five program years, the City Emergency Home Repair Program has been awarded over $1.7 million by the City of Knoxville and has been able to assess and repair over 550 homes, reaching over 960 individuals. He said from 2009-2014, the Knox County Sustainable Housing Program has been awarded over $2.5 million to repair 550 homes, reaching more than 1,000 individuals. He explained that it is a tier program with some grants and forgivable loans available based on income and other eligibility requirements. Mr. Estes reported that the Emergency Roofing Assistance Program has received $670,404 awarded by the East Tennessee Foundation to repair or replace 229 roofs. Over 400 people were assisted through this program. He noted that the quality and condition of a home’s roof is very important for home energy efficiency. Mr. Estes reported on the Emergency Repair Program for Seniors. The Tennessee Housing Development Agency has awarded $77,500 to CAC Housing and Energy Services to provide 16 households with the repairs needed to remain living independently in their homes.
Councilman Daniel Brown asked if the income eligibility is based on individual income or the household income. Mr. Estes replied that programs have different eligibility requirements. The Emergency Repair Program income requirement is at 80% of HUD median income. Mr. Estes reported that for the 2012-2013 funding year, PACE 10, a program that assisted with sewer lateral repairs, transitioned into the Residential Assistance Program (RAP), a supplemental assistance program for residential homeowners as lateral repairs and replacements are needed. From 2009-2013, almost $2 million was awarded to serve 554 households and over 1,000 individuals received assistance through the program. Mr. Estes told the board about Community Action for Affordable Neighborhoods (CAAN) Sustainable Housing Opportunity Program (SHOP), a first time home buyers program providing education and down payment assistance. He reported that there have been two households served by the program. Mr. Estes reported on the American Recovery and Reinvestment Act (ARRA). Signed into law in 2009, ARRA provided $5 billion in additional funding to the Weatherization Assistance Program (WAP) nationwide over three years. WAP is funded by the Department of Energy. CAC received a total of $6.2 million in ARRA funds with $1.2 million of the funds awarded in the final year after initial goals were exceeded. With ARRA funds, CAC Housing and Energy weatherized 1,549 homes. The Sustainable Housing Opportunity Program weatherized 319 homes. Mr. Estes noted that energy savings average 35% of consumption for the typical low-income home. Mr. Estes said that CAC received $470,000 in Energy Efficiency Conservation Block Grant funding for Energy and Sustainability Rebates and “Green Incentives.” These funds support solar initiatives and weatherization. Mr. Estes reported on the Lead Safe and Healthy Homes Program. Sub granted from the City of Knoxville and funded by the Housing and Urban Development (HUD) Office on Healthy Homes and Lead Hazard Control, the program supports improved health outcomes through remediation of residential homes containing hazardous levels of lead-based paint that can adversely affect a child, causing lifelong health problems. CAC Housing and Energy received $1.6 million of the $2.5 million awarded by HUD. Mr. Estes told the board about the Knoxville Utilities Board (KUB) initiative called “Round It Up: Pennies for a Purpose.” This program provides a sustainable funding resource for local weatherization efforts. It is a program that rounds up a customer’s KUB bill to the nearest dollar. The change goes to support the weatherization of homes occupied by low-income households. KUB customers may opt out of the program at any time. Mr. Estes reported on the Tennessee Valley Authority (TVA) Extreme Energy Makeover. TVA has selected Knoxville as one of two communities in the Tennessee Valley to receive funding to improve the energy efficiency of lower-income homes in Knoxville. CAC led an application for this funding in partnership with the City of Knoxville and KUB. The project team also includes the Alliance to Save Energy, a national nonprofit that promotes energy efficiency through public policy, education and outreach. CAC requested funding in the amount of $4.8 million and was awarded $7.2 million from TVA. Mr. Estes reported on the City of Knoxville Weatherization Health and Safety Program, which provides an immediate and necessary solution to help homeowners recover from disrepair and improve the affordability of their home. This funding would be leveraged with other weatherization resources to assist residents with health and safety repairs/replacements in conjunction with energy efficient measures. Mr. Estes reported on partnerships for new home construction, which included Green Homes, Knoxville Leadership Coalition, Leadership in Energy and Environmental Design, Energy Star, and Knox Housing Partnership. In addition to new construction, CAC Housing and
Energy has partnered with the City of Knoxville and Knox County to provide rehab/reconstruction for low to moderate income residents in Knoxville and Knox County. Mr. Estes said that through a partnership with the Tennessee Lead Elimination Action Program (TNLEAP), CAC was able to conduct lead remediation for 18 homes in Knoxville. Mr. Estes referred to a chart in the Five Year Report that indicated that 51% of households served through these programs were seniors and/or had a resident with a disability. Councilman Brown asked Mr. Estes if his department works in mold remediation. Mr. Estes replied that it does not. They will assess homes and make sure things fit correctly to avoid moisture which causes mold, but remediation would have to be undertaken by someone with this expertise. Mr. Estes encouraged board members to educate and support others in participating in the Lead Safe and Healthy Homes Program, which currently has open enrollment. Ms. Rebecca Parr said that her home was served by the Lead Safe and Healthy Homes Program and she was very pleased with the work and the results. She thanked Mr. Estes and CAC for excellent service.

VIII. SUMMER SCHEDULE

Ms. Anagnost said that it has been proposed that there be no regular board meeting in June, but that board members would have the opportunity to take a community gardens tour and visit a Summer Food Service Program site in lieu of the regular meeting. In July, the board and administrative committee will hold their regular meetings, and there will be a board retreat in August.

Mr. Buz Johnson motioned to approve the proposed summer schedule. Ms. Lena Sadiwskyj seconded the motion. The motion was unanimously approved.

IX. PROGRAM UPDATES

Ms. Kelly encouraged the board members to make nominations for the 2016 CAC Community Leadership class. Nomination packets were made available to the board.

Ms. Kelly announced a ground breaking event for CAC Beardsley Community Farm’s Education Center to be held on June 9th, 10 am at the farm. She encouraged the board to attend.

There being no other business, the meeting was adjourned.

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

July 23, 2015

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the L.T. Ross Building, 2247 Western Ave., Knoxville, Tennessee at 10:00 a.m. on Thursday, July 23, 2015.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Rep. Joe Armstrong (Represented by Mr. John Wesley Donaldson)
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Polly Doka
Mr. James DuBose
Mr. Buz Johnson
Dr. James McIntyre (Represented by Dr. Clifford Davis)
Ms. Martha Olson
Ms. Rebecca Parr
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Mr. Thomas “Tank” Strickland)
Ms. Lena Sadiwskyj
Dr. Sandra Twardosz
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Councilman Daniel Brown
Ms. Debbie Black
Commissioner Amy Broyles
Ms. Jill Brown
Mayor Tim Burchett
Ms. Mary Farmer
Rev. John Gill
Mr. Gerald Green
Judge John Rosson
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 the May 28, 2015 board meeting. Ms. Judy Poulson reported two corrections on page 5. In the 21st line, add a hyphen to “Sub-granted.” In the 29th line, change “nearest dollar” to “next dollar.”

Ms. Polly Doka moved to approve the minutes as corrected. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

II. SPECIAL PRESENTATION: AMERICORPS RECOGNITION

Ms. Barbara Kelly recognized outgoing CAC AmeriCorps director, John Harris. She thanked him for his 13 years of excellent leadership and service to CAC and the AmeriCorps program. Ms. Kelly presented Mr. Harris with a certificate of appreciation and a plant. Ms. Kelly also recognized Ms. Jessica Hardy for her service to CAC AmeriCorps and presented her with a certificate of appreciation and a plant. Ms. Kelly said that in his time at CAC, Mr. Harris expanded the CAC AmeriCorps program, increasing the membership from nine (9) volunteers to forty (40), and expanding service sites not only in the city and county, but also to surrounding counties. Mr. Harris greeted the board and reported that the program has maintained forty (40) members for six (6) years, adding that it the largest full-time AmeriCorps program in Tennessee, and the only one with an all-environmental mission. Mr. Harris thanked the board for their support. He reported that in addition to the CAC AmeriCorps program, he has been working with the Green Thumb program and appreciates the work that Jim Cunningham and Adam Caraco have done through the Urban Agriculture program. He noted that Khann Chov, manager of CAC Beardsley Farm, has done an excellent job with the farm and recently has increased its financial support from $50,000 to more than $100,000. Ms. Anagnost thanked Mr. Harris for his service. Mr. Harris introduced Mr. Jason Scott, incoming director of CAC AmeriCorps. Mr. Scott introduced himself to the board. Ms. Anagnost welcomed Mr. Scott to CAC.

Ms. Kelly announced that Mr. Thomas “Tank” Strickland has been selected to receive the Jayne Thomas Grassroots Volunteer Award. This is one of two prestigious awards presented by the community action national network. The award will be presented at the Community Action Partnership National Convention to be held in San Francisco, California in August.

III. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Thomas “Tank” Strickland presented the June Administrative Committee Report. The Administrative Committee met on July 17, 2015, 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 Head Start and Early Head Start program and financial information for May 2015. The committee reviewed the Homeless Services financial reports as of May 30,
2015. New eligibility requirements for Head Start and Early Head Start were reviewed. No significant change in our local procedures is required. The committee reviewed the Head Start Health and Safety Review response related to maintaining a smoke-free environment on Head Start Center grounds. Standards of Conduct for staff, parents, and community volunteers have been revised to reflect the revised policy and are attached. Full board approval is recommended. The committee reviewed and approved submission of a request to authorize carryover of Head Start funds as indicated on the attached form 424. Full board approval is recommended. The committee was given an update on the Beardsley Farm Education Center. The committee was advised that an extensive Freedom of Information Act (FOIA) request has been received related to various aspects of weatherization and the KUB Round It Up program. The committee was advised that a proposal will be submitted to the East Tennessee Foundation for roofing assistance funds. The committee was advised that contracts are pending to provide weatherization services to the East Tennessee Human Resources Agency (ETHRA) and for the Knoxville Extreme Energy Makeover (KEEM) with TVA. Plans were made for a garden tour on June 25. Board training will be held in August at the Highlander Center. Date and time to be confirmed.

Mr. Strickland moved to approve the Administrative Committee report. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Dr. Sandra Twardosz moved to approve the Head Start Health and Safety Review Response. Mr. DuBose seconded the motion. The motion was unanimously approved.

Mr. Wright moved to approve the submission of a request to authorize carryover of Head Start funds. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

Mr. Strickland presented the Administrative Committee Report. The Administrative Committee met on July 15, 2015, and makes the following report:

The committee approved the personnel actions on the attached sheet. The committee was advised that Laura (Lori) Galbraith has been transferred from an independent contractor back to regular employee status as Special Projects Director, part-time, effective July 1, 2015 at the annual full-time rate of $64,719.00 (prorated) with an adjusted date of employment of November 22, 1996. The committee reviewed the report of the Office on Aging Invested Funds. Staff was authorized to reinvest the Lifeline Project and O’Connor certificates that come due in July and August at the best available rate. Full board approval is recommended. The committee reviewed the Head Start and Early Head Start financial report for the month of June 2015. The committee reviewed the Homeless Services financial report for the month of June 2015. The committee reviewed the Cash Balance Report for July 2015. There are no concerns at this time. The committee recommends the authorization of a contract with Pershing Yoakley and Associates (PYA) to conduct the annual audit for the period ending June 30, 2015 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 attached sheet. Full board approval is recommended. This will be a separate agenda item. The committee recommends that the pay scales for employees including Head Start be increased by 2.5% effective August 30, 2015. Regular employees in the lower pay grades will be guaranteed a minimum increase of $1,000. In those instances where the 2.5% increase is less than $1,000, the employee will receive a one-time pay
adjustment equal to the difference. The amount will be based on the full-time rate and will be prorated for employees working less than full-time. Full board approval is recommended. This will be a separate agenda item. The committee was informed that Thomas “Tank” Strickland has been selected to receive the Jayne Thomas Grassroots Volunteer Award. This is one of two prestigious awards presented by the community action national network. The award will be presented at the Community Action Partnership National Convention in August. The committee reviewed four Housing and Energy Services programs as described on the attached sheets. Full board approval is recommended. This will be a separate agenda item. The committee made plans to hold the board training retreat at Highlander Center on Wednesday, August 19, 2015. The Administrative Committee will meet on Wednesday, August 12, 2015 at 10:30 am. The committee was advised that Raise the Roots will be held on Thursday, September 3, from 6 pm to 9 pm at The Plaid Apron.

Mr. Strickland moved to approve the Administrative Committee report. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Mr. Jim DuBose moved to approve the Office on Aging Invested Funds. Mr. Wright seconded the motion. The motion was unanimously approved.

Ms. Doka moved to approve the authorization of the contract with PYA for the annual audit. Ms. Poulson seconded the motion. The motion was unanimously approved.

Ms. Anagnost introduced and welcomed new board member, Dr. Clifford Davis, who will represent Dr. James McIntyre, superintendent of Knox County Schools.

IV. ALLOCATION OF CITY AND COUNTY FUNDS

Ms. Kelly reported that CAC has requested $51,000 from the city and county, respectively, for staff salary increases. The request was recommended by Mayors Madeline Rogero and Tim Burchett and adopted by city council and county commission.

Mr. Buz Johnson moved to approve the allocation of city and county funds. Mr. Wright seconded the motion. The motion was unanimously approved.

V. STAFF SALARY RECOMMENDATIONS

Ms. Kelly said that recommendation will allow CAC to adjust pay scales to include a 2.5% increase for Head Start pay scales and regular CAC staff pay scales. Effective August 30, all CAC staff, including Head Start, will receive a 2.5% pay increase. A one-time adjustment will be made for staff in lower pay grades as recommended in the July Administrative Committee report.

Mr. Wesley Donaldson moved to approve the recommended staff salary increases. Ms. Lena Sadiwskyj seconded the motion. The motion was unanimously approved.
VI. HOUSING AND ENERGY SERVICES

Mr. Jason Estes reported that the City of Knoxville Emergency Home Repair (EHR) program will be funded at $400,000 this year which is a $100,000 increase over last year’s funding. City funding totaled $250,000 for the Weatherization Health and Safety program, which provides safety repairs related to energy efficiency measures. Mr. Estes said that there is funding to complete 124 Emergency and Minor Home Repair projects and 76 Weatherization Health and Safety projects. He reported that that the Knox County Sustainable Housing – Home Repair Program has received $425,000 to complete 80 Emergency Home Repair Tier I projects and 2 Minor Home Repair Tier II projects. Eligibility requirements are listed on the handout. Mr. Estes said that the Knoxville Extreme Energy Makeover (KEEM) through TVA has provided $15 million to complete 1,278 projects.

Mr. DuBose moved to approve the Housing and Energy Services programs. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

Ms. Parr asked if the department is getting out the word about the programs and if enough people know about them. Mr. Estes said that there have been promotional efforts, but that there is also a waiting list of more than one-thousand prospective clients. A mass intake event is in the planning stages. He added that there will be an informational meeting for potential contracting companies that are woman-owned, and disabled, veteran, and minority-owned. CAC Housing and Energy Services is working with Knox County Purchasing to design the contracts.

VII. PLANS FOR BOARD TRAINING

Ms. Lori Galbraith reported that board training will be held at Highlander Center on Wednesday, August 19. She provided a handout with information about the training. Board training is being held in lieu of the regular August board meeting.

VIII. PROGRAM UPDATES

LIHEAP

Ms. Cecelia Waters reported on the Low Income Home Energy Assistance Program (LIHEAP). The program began on October 1, 2014, and will end on September 29, 2015. Since October 1, the CAC Energy and Community Services (ECS) office has received 8,061 applications for Energy Assistance, a one-time per fiscal year benefit, and has served 5,826 households in Knox County. Ms. Waters reported that Crisis Funds are currently operating at 17% of service level and serving 973 households. The 6,799 households currently being served include 17,749 household members. She added that the program is accepting applications and has a waiting list of 66 households. Ms. Waters said that some funding could be transferred to cover the need if there are not enough funds available.
CAC BEARDSLEY COMMUNITY FARM

Ms. Kelly reported that progress is being made on the construction of the farm’s Education Center. An open house event will be announced as the project nears completion. Ms. Kelly directed the board members’ attention to two displays that illustrate what the new Beardsley Farm Education Center will look like when it is completed.

SUMMER CHILD NUTRITION PROGRAM

Ms. Kelly said there will be a report on the program’s outcomes at the September board meeting. The program, ending July 31, currently is serving more than 80 feeding sites throughout Knox County.

OTHER UPDATES

Ms. Kelly reminded the board about board training to be held on August 19 at Highlander Center. She announced the Raise the Roots fundraiser for CAC Beardsley Community Farm on September 3. Ms. Nancy Lofaro announced Power of the Purse, a fundraiser for CAC Mobile Meals that includes a luncheon, purse sale, and auction to be held September 17 at Rothchild Conference Center. The program currently is looking for donations of purses, coupons, gift cards, and decorative items. Ms. Parr announced an upcoming fundraiser for Highlander Center. Mr. Wright announced the Mechanicsville Homecoming will take place on September 19 at Danny Mayfield Park.

There being no other business, the meeting was adjourned.

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

September 24, 2015

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 24, 2015.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. John Wesley Donaldson)
Ms. Jill Brown
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Polly Doka
Rev. John Gill
Mr. Gerald Green (Represented by Mr. Doug Burton)
Dr. James McIntyre (Represented by Dr. Clifford Davis)
Ms. Rebecca Parr
Ms. Judy Poulson
Mr. Derek Tate
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Councilman Daniel Brown
Commissioner Amy Broyles
Mr. Jim DuBose
Ms. Mary Farmer
Ms. Martha Olson
Mayor Madeline Rogero
Judge John Rosson
Ms. Lena Sadiwskyj
Dr. Sandra Twardosz
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding. Ms. Anagnost thanked the Head Start staff for hosting the meeting and providing a wonderful breakfast for the board members.

Ms. Anagnost welcomed new board members, Mr. Derek Tate, who represents the East Resident Advisory Board and Ms. Jill Brown, who represents Head Start. Ms. Anagnost asked the members to sign a card for CAC board vice chair, Thomas “Tank” Strickland, who is recovering from an illness.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the July 23, 2015 board meeting. Ms. Judy Poulson reported a correction to be made on page 3. Under the July Administrative Committee Report, add “July” for clarification.

Mr. Charles Wright moved to approve the minutes as corrected. Ms. Jill Brown seconded the motion. The motion was unanimously approved.

II. SPECIAL PRESENTATION: SIDDQUI CHARITABLE FOUNDATION

Ms. Khann Chov reported that last year, the Siddiqui Charitable Foundation contributed $40,000 to CAC Beardsley Community Farm in support of its nutritional and educational programs, including the construction of a new Education Center. This year, the foundation contributed an additional $50,000 to the farm. These funds have also supported outreach to 180 Head Start children by creating opportunities to learn about gardening and healthy eating. She thanked Mr. Heetesh Patel and welcomed him to the meeting. Mr. Patel explained that the foundation and Beardsley Community Farm share the same mission and that the contributions will help further that mission in Knox County. Mr. Patel was presented with a certificate of appreciation for the Siddiqui Charitable Foundation’s generous support of CAC Beardsley Community Farm.

III. ADMINISTRATIVE COMMITTEE REPORT

Rev. John Gill presented the September Administrative Committee report. The Administrative Committee met on September 16, 2015, and makes the following report:

The personnel actions on the attached sheets were approved. The committee received a report on the Office on Aging invested funds. No action is required at this time. The committee recommends that CAC become an Employer of National Service. Full board approval is recommended. This will be a separate agenda item.

The committee recommends that HG&A be approved to conduct the annual audit of the CAC Pension Plan for the period ending June 30, 2015 at an amount not to exceed $6,750. Full board approval is recommended. The committee reviewed the homeless services financial reports. 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 reviewed plans for the after school snack program. Full board approval is recommended. 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 outreach activities for the various weatherization programs. Additional information about the progress on these programs will be presented at the October board meeting. The committee is reviewing board membership and will make recommendations to the full board of any changes that may be needed. The Tennessee Association of Community Action will hold their annual training conference in Knoxville November 2 - 4 at the Crowne Plaza. Plans were made for the September board meeting including the presentation of an award to the Siddiqi Foundation on behalf of Beardsley Community Farm.

Rev. Gill moved to accept the Administrative Committee report. Mr. Wright seconded the motion. The motion was unanimously approved.

Mr. Wright moved to approve a contract with HG&A to conduct the annual audit of the CAC Pension Plan at a rate not to exceed $6,750. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

Ms. Lula Williams moved to approve the after-school snack program. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

IV. HEAD START

Ms. Renee Hauge spoke briefly about the Head Start program’s long range goals – one of which relates to teacher capacity. The more capable, competent, and well-educated the teachers are, the more likely they are to be able to support children’s learning and school readiness. Ms. Hauge reminded the Board of the initiative to help Head Start teachers to obtain PreK-K certification. The outcome of this initiative was better trained teachers who supported other teachers in refining their teaching practice. This led to the development of the program’s current teacher capacity initiative. Ms. Hauge introduced Dr. Mary Jane Moran, a professor at the University of Tennessee’s Child and Family Studies Department, who is spearheading this initiative.

Dr. Moran described the Critical Friends initiative, a peer coaching initiative designed to support teachers in driving their own professional development. In this initiative, teachers work in “critical friend dyads.” Each teacher chooses a partner – a critical friend who observes his/her work and provides supportive and constructive feedback. The pair work together to strengthen their teaching practice in one of three main areas – Emotional Support, Classroom Organization, or Instructional Support. Dr. Moran will meet with small groups of dyads to provide guidance and direction and support. It is hoped that this form of professional development will serve to increase the program’s CLASS scores. Ms. Rebecca Parr asked if all Head Start teachers are participating in the initiative. Dr. Moran replied that about 30% of teachers are currently participating. Ms. Joyce Farmer added that eventually all Head Start teachers will participate in some way.

Ms. Suzanne Inman delivered the Head Start Annual Report. Highlights of the 2014-2015 report include: Head Start served 33% of eligible preschool children and 3% of eligible infants and toddlers in Knox County for a total of 1,109 children; 978 families participated in the
Family Partnership Agreement; 75% of Head Start preschool teachers hold a BS or higher in Early Childhood Education (ECE) or a related field; 25% of teachers hold an AAS degree in ECE; Early Head Start and home visitors are similarly well-qualified with 70% holding a BS in ECE or a related field.

Ms. Joyce Farmer thanked Dr. Moran for attending the meeting and for the work being done in partnership with the Head Start program. Ms. Farmer then reviewed the proposed refunding application for Head Start and Early Head Start. She said that the planned budget for FY2016 is generally the same as last year. There were a few changes, which she reviewed. Ms. Farmer stated that this summer’s Early Head Start home-based program was very successful, with several families asking if they could participate in the home-based option during the school year. This resulted in a change of service delivery for 8-10 EHS families, moving from center-based to home-based services. In addition, Ms. Farmer said that some funds were redistributed to allow for a 2.5% pay raise for Head Start staff. Ms. Farmer provided handouts that included a report on the USDA food service reimbursement and a report on the demographics of Head Start families. Ms. Farmer requested approval of the Head Start refunding application and the USDA-Child and Adult Care Food Program (CCFP) application.

Ms. Parr moved to approve the Head Start refunding application and the USDA-CCFP application. Ms. Doka seconded the motion. The motion was unanimously approved.

V. EMPLOYER OF NATIONAL SERVICE

Ms. Kelly said that CAC would like to apply for designation as an Employer of National Service through the Corporation for National and Community Service. She said that CAC will add language to all job announcements encouraging alumni of AmeriCorps, Peace Corps, Veterans, or other national service to apply for positions within CAC.

Rev. Gill moved to approve CAC’s application as an Employer of National Service. Ms. Brown seconded the motion. The motion was unanimously approved.

VI. UTILITY ASSISTANCE (LIHEAP) UPDATE

Ms. Cecelia Waters reported that the Low Income Home Energy Assistance Program (LIHEAP) will begin on October 6, 2015 and run through September 29, 2016. She said that there is one change in the method by which applications are processed. This year, the amount of assistance will be based on the applicant’s utility burden for the last 12 months. In the past, the amount of assistance was based on the current utility bill. Ms. Waters reported that CAC Energy and Community Services has received the first installment of funding for October 2015 through May 2016 in the amount of $1,845,918 of which $1,512,652 will be applied to direct services. Sixty-seven percent will be spent on Energy Assistance, a one-time per year payment made for the client based on need. Ms. Waters projected that this funding will serve 720 households with Crisis Assistance and 3,336 households with regular Energy Assistance. She reported that a second installment of funding is expected in May and will provide funding from June through September. Ms. Parr asked if clients must bring in their last twelve months’ utility bills to apply. Ms. Waters answered that through a partnership with KUB, her staff can access an applicant’s utility bills via the KUB database. Rev. Gill asked what happens to contributions made to the
program by churches. Ms. Waters replied that it goes to the general fund to serve those in need of energy assistance.

VII. AGING SERVICES UPDATE

Ms. Nancy Lofaro delivered an update on Aging Services. She reported the success of the Power of the Purse fundraiser, which saw 300 attendees and raised $22,675 for CAC Mobile Meals. Remaining purses will be on sale at a reduced price on October 2, 11 am – 2 pm at the LT Ross Building. Ms. Lofaro announced the Senior Job Fair at O’Connor Center on October 14 from 9 am – 12 pm. Ms. Lofaro encouraged the board to attend and promote the Tennessee for a Lifetime Knoxville Livability Summit on November 12 at Rothchild Conference Center. A handout with details about the event was provided at each member’s place.

VIII. TACA ANNUAL TRAINING CONFERENCE

Ms. Kelly announced that the Tennessee Association of Community Action (TACA) conference will be held November 2 – 4 at Crowne Plaza in Knoxville. CAC board vice chair, Thomas “Tank” Strickland will be recognized for receiving the Jayne Thomas Grassroots Volunteer Award. Members who would like to attend the conference should contact Rachel Kraft or Patricia Johnson.

IX. OTHER PROGRAM UPDATES AND ANNOUNCEMENTS

Ms. Kelly reminded the board about the new Knoxville Extreme Energy Makeover (KEEM) program, which has eligibility requirements that are different from other programs. More people may qualify for this program that will reduce home energy costs. She explained that categorical eligibility is easier for everyone involved. For example, a family enrolled in Head Start will automatically qualify for the program. Mr. Derek Tate asked if people with gas heat can use the program. Ms. Kelly replied that one requirement to participate in KEEM is that the resident must have electric heat. She explained that the program is funded by TVA in an effort to reduce the use of electric power. She added that someone with gas heat may qualify for other CAC weatherization programs.

Ms. Anagnost announced upcoming events. The Knox County Mayor’s Senior Appreciation Picnic will be held on Friday, September 25, 11:30 am – 1:30 pm at John Tarleton Park. Greekfest will be held September 25 – 27 at St. George Greek Orthodox Church. Hunger Hike will be held on Sunday, October 4, 2 pm at Victor Ashe Park. Flu shots will be administered on October 20, 3 pm – 6 pm at CAC LT Ross Building. Beardsley Community Farm’s Harvest Fest will be held on October 31, 1 pm – 5 pm at the farm.

There being no other business, the meeting was adjourned.

Judy Poulson
Secretary Pro Tem
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

October 29, 2015

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the L. T. Ross Building, 2247 Western Avenue, Knoxville, Tennessee at 10:00 a.m. on Thursday October 29, 2015.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. John Wesley Donaldson)
Councilman Daniel Brown
Ms. Jill Brown
Commissioner Amy Broyles
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Ms. Polly Doka
Ms. Mary Farmer
Mr. Gerald Green / Mr. Doug Burton
Mr. Buz Johnson
Dr. James McIntyre (Represented by Dr. Clifford Davis)
Ms. Martha Olson
Ms. Rebecca Parr
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Mr. Tank Strickland)
Judge John Rosson
Ms. Lena Sadiwskyj
Mr. Derek Tate
Dr. Sandra Twardosz
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Mayor Tim Burchett
Mr. Jim DuBose
Mr. Art Cate
Rev. John Gill
Ms. Lula Williams
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding. Ms. Anagnost welcomed to the meeting Mr. Gerald Green, executive director of the Metropolitan Planning Commission who is regularly represented on the board by Mr. Doug Burton.

Ms. Anagnost announced the nomination of Ms. Mary Farmer to the Administrative Committee subject to ratification of the full board.

Mr. Doug Burton moved to ratify Ms. Mary Farmer’s appointment to the CAC Administrative Committee. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Ms. Susan Long expressed deep appreciation for a bequest made to Mobile Meals by Mr. Earl Bishop, a longtime Office on Aging supporter, who passed away in 2010. She said that his gift would continue to feed hungry seniors in Knox County. Present at the meeting was Mr. Bishop’s dearest friend, Ms. Eva Waggoner, who was presented with a small bouquet of roses as a token of appreciation.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the September 24, 2015 board meeting. There being no none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the October Administrative Committee report. The Administrative Committee met on October 21, 2015, and makes the following report:

The personnel actions on the attached sheet were approved. The committee received a report of the Office on Aging invested funds. The committee recommends that staff be authorized to reinvest the Mobile Meals certificate of deposit that comes due on November 5, 2015 in a certificate of deposit at the best available rate. The action taken will be reported to the full board in December 2015. Full board approval is recommended. The committee recommends that CAC submit an application to participate in the “Driver Safety” grant program offered by The Pool. Full board approval is recommended. The committee reviewed the Head Start and Early Head Start program information and financial reports. The Administrative Committee was informed of the retirement at the end of the year of Head Start director Joyce Farmer, who has directed and managed the program for more than 40 years. The committee considered what would be the best organizational approach and structure for the administration and operation of Head Start in future years. The committee recommends that the Head Start management structure be reorganized to reallocate management responsibilities and resources and that the duties and responsibilities of the current Head Start director position be reassigned and reallocated to existing senior managers as follows: Reassign current Head Start assistant director, Nancy Thomas, to the Head Start director position at an annual salary of $85,266 effective January 1, 2016; Reassign current Head Start education manager, Renee Hauge to the Head Start associate director at an annual salary of $75,362 effective January 1, 2016. The reorganization provides for the continuation, without disruption, of our high quality Head Start program while reducing
management costs and providing limited funds to meet other high priority program needs. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the homeless services financial reports. A Conflict of Interest Disclosure Form will be distributed at the October board meeting for each member to complete. The committee reviewed and approved the current CAC Mission Statement. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the Whistleblower Policy. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the nomination of Ms. Katherine (Kathy) Carty Mays to serve as the representative of the Knoxville-Oak Ridge Area Central Labor Council, AFL-CIO on the CAC board. Full board approval is recommended. Plans for the Tennessee Association of Community Action (TACA) annual conference were discussed. Board members are invited to attend the opening session on Monday, November 2, 2015 from 1:00 to 2:30 p.m. at the Crowne Plaza in Knoxville. The Jayne Thomas Grassroots Volunteer Recognition Award will be presented to Tank Strickland on behalf of the Community Action Partnership. As a convenience to board members, CAC transportation will leave the Ross Building at 12:30 and return at 2:30. Upcoming events were reviewed including the Beardsley Farm Harvest Festival and the Knoxville Livability Summit. Additional information about these and other upcoming events will be provided at the board meeting.

Mr. Strickland moved to accept the Administrative Committee report. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved to approve the authorization to reinvest the Mobile Meals certificate of deposit at the best available rate. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Ms. Jill Brown moved to accept the nomination of Ms. Katherine Carty Mays to the CAC board. Ms. Lena Sadiwskyj seconded the motion. The motion was unanimously approved.

Mr. Strickland moved to approve CAC’s application submission to the “Driver Safety” grant program. Mr. Wright seconded the motion. The motion was unanimously approved.

III. CONFLICT OF INTEREST DISCLOSURE FORMS

Ms. Anagnost asked the board members to complete, sign, and submit a Conflict of Interest Disclosure form provided at each member’s place. She remarked that this is required annually.

IV. ORGANIZATIONAL STANDARDS UPDATE

Ms. Kelly referred to a handout in the board packet about the Community Services Block Grant (CSBG) Organizational Standards. She explained that the standards are organized in three (3) thematic groups comprising nine (9) categories and totals of fifty-eight (58) standards for private, non-profit agencies and fifty (50) for public agencies. She explained that the standards require that the CAC board review and adopt the CAC mission statement every five years. Ms. Kelly said that while the mission statement was reviewed at a board retreat, no formal adoption has been made at a board meeting. She asked the members to review the mission statement. Ms. Kelly referred to a Whistleblower Policy handout. She said that CAC has had a policy in place...
for some time. In order to comply with the standards, the policy must be formally adopted by the board.

Ms. Judy Poulson moved to approve and adopt the CAC Mission Statement. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Ms. Doka moved to approve and adopt the CAC Whistleblower Policy. Mr. Johnson seconded the motion. The motion was unanimously approved.

In reply to a question, Ms. Kelly explained that the standards had been distributed and reviewed at board training sessions and that copies are available at anytime. She added that the standards would be posted to the CAC website.

V. HEAD START TRANSITION

Ms. Kelly announced the imminent retirement of Ms. Joyce Farmer, who has served as the Head Start director for more than forty (40) years. She said that Ms. Farmer is responsible for the strong infrastructure and staff development of Head Start in Knox County. Ms. Kelly said that a retirement celebration for Ms. Farmer is being planned. She said that the administrative committee discussed at length what would be the best organizational approach for the operation of the program in years to come and how Head Start resources could best be used to continue, without disruption, our excellent Head Start program. Ms. Kelly lauded the work done by the Head Start management team, adding that their combined experience equals more than 200 years of service to the program. Ms. Kelly said that the recommended reorganization plan would reassign current Head Start assistance director, Nancy Thomas, to the Head Start director position at an annual salary of $85,266.00 effective January 1, 2016; reassign current Head Start education manager, Renee Hauge, to the Head Start associate director position at the annual salary of $75,362.00 effective January 1, 2016; reassign management support responsibilities to upgraded coordinator/management positions. Ms. Kelly said that the Head Start policy council met to discuss the recommended transition, which was received with enthusiasm. Ms. Jill Brown added that the policy council was in full agreement with the recommendation.

Mr. Johnson moved to accept the reorganization recommendation for Head Start. Ms. Sandra Twardosz seconded the motion. The motion was unanimously approved.

VI. KNOX COUNTY CAC TRANSIT

Ms. Karen Estes presented the Knox County CAC Transit 2014-2015 Annual Report. She introduced her staff and thanked them for their good work. Ms. Estes reviewed her department’s mission statement. She presented a PowerPoint presentation highlighting the program’s annual outcomes. Highlights include: 189,064 trips were provided, including rides to medical appointments, dialysis, employment, social services, and other essential errands; 8,963 rides by contract with the Senior Nutrition Program to transport riders to and from dining sites and to deliver meals to homebound elderly; 9,088 rides were contracted through CAC Transit by various local social services agencies. Ms. Estes reported that CAC Transit has received funding through the Federal Highway Administration’s Surface Transportation Program (STP) for the purchase of four (4) new vehicles. Funding was also provided by the Federal Transit Authority.
Administration’s Special Needs of the Elderly and People with Disabilities Program for the purchase of two (2) new vehicles. Ms. Estes reported that her department has forty-nine (49) employees. She spoke about strict requirements for vehicle operators. Ms. Estes related a story about a client who was inappropriately discharged from a nursing home with no place to go. When the homeless shelter would not admit him, the driver, CAC Transit, and CAC Homeward Bound worked together to find a place where the passenger would be safe. Ms. Estes talked about Project Eric, a tablet-based application to facilitate communication between drivers and riders who have communication barriers. She announced that Knox County CAC Transit has received the Dr. and Mrs. William and Budd Bell Award for its work in developing the transportation communication application.

Ms. Estes presented the Volunteer Assisted Transportation (VAT) 2014-2015 Annual Report. She explained that the program offers door-through-door transportation service for seniors and people with disabilities to travel safely to essential errands. In 2014-2015, the program’s 57 volunteer drivers provided 6,754 hours of service while providing assistance and transportation to 253 riders on 6,047 trips, surpassing prior year trips by 30%. VAT sponsored over 4,300 rides for seniors and people with disabilities to various social, recreational, and entertainment venues. Ms. Estes said that a partnership with the Senior Companion Program has enabled companions to be cross-trained as volunteer drivers, resulting in additional services provided to Senior Companion clients. Ms. Estes reported that funding has been received to secure two years of operations for the VAT program. The program currently has fifteen (15) vehicles and has received funding to purchase an additional two (2) hybrid vehicles. Ms. Estes thanked Mr. Warren Secrest, VAT program manager, for his seven (7) successful years of growing the VAT program. She noted that the program received the Governor’s Volunteer Star Award in 2014. She said that the VAT staff participated in a city sponsored Accessibility Symposium and a statewide Older Driver Summit hosted by the AAA Auto Club Group. Ms. Estes reported that CAC Transit received funding for 3 years to continue development of Project Eric. She said that the project should be completed by then. Ms. Estes provided a demonstration video of Project Eric. Mr. Donaldson asked why it is called Project Eric. Ms. Estes said that it was named in honor of Mr. Eric Arendt, an industrial engineering student involved with the project who passed away on the day the project received funding.

VII. PROGRAM STATUS REPORTS

Mr. Jason Estes provided an update on CAC Housing and Energy Services. He reported that the Knoxville Extreme Energy Makeover (KEEM) program has received 565 applications, of which 21 jobs have been completed, 31 are out on contract, 24 are ready to bid, 67 scheduled for audit, 289 that are pending, 15 deferrals, and 111 denials. He noted that the reasons for denial were eligibility issues such as living outside Knox County and/or having gas heat. He said that the clients who received deferrals are transferred to the weatherization program waiting list. He listed other energy savings statistics. Mr. Estes said that the program intends to hire local contractors, with preference to small, minority-owned, woman-owned, and veteran-owned contractors. Mr. Estes said that TVA has provided Quality Control Network training. He said that an audit tool is used to determine energy savings, which must amount to at least 25%. Mr. Estes said that education and outreach is ongoing. To date, KEEM has conducted 23 workshops, with 282 potential program participants attending. He said that many more workshops will be conducted. Councilman Brown asked where the workshops are held and who can attend. Mr.
Estes replied that workshops are open to the general public and have been held at the LT Ross Building as well as various community venues throughout the city. He encouraged the board to learn more about the program online at KEEMteam.com. Mr. Estes reported that the Round It Up program has generated $250,000 to provide weatherization services for low-income residents. There are currently 15 weatherization jobs being funded through the program. Mr. Estes said that November is National Weatherization Month and that October 31 will be a special weatherization work day.

VIII. UPDATES AND ANNOUNCEMENTS

Ms. Susan Long reported that the Power of the Purse event raised $25,328 for CAC Mobile Meals. Ms. Long recognized and thanked the staff of the Senior Nutrition Program. Ms. Long told the board about Connecting Hearts, a new partnership between WBIR, CAC Mobile Meals, and Second Harvest Food Back. As an extension of the CAC Mobile Meals program, Connecting Hearts will pair volunteers with at-risk seniors, offering weekly companionship and grocery delivery. Qualified seniors will receive a bag of groceries along with a one-hour visit from volunteers at least once a week. She also referred the board to a brochure about the upcoming Livability Summit. She encouraged the board to attend. Ms. Misty Goodwin announced the Belk Charity Sale, a fundraising shopping event to be held on November 7 to benefit CAC Office on Aging’s Project LIVE. She announced the Landlord Summit on November 19. A flyer was provided to each board member. Mr. Wright thanked CAC for attending the annual Mechanicsville Homecoming this year. Ms. Anagnost thanked everyone who attended Greek Fest this year. Ms. Kelly reminded the board about the Tennessee Association of Community Action (TACA) conference on November 2 – 4 at the Crowne Plaza Hotel in downtown Knoxville. She encouraged the board to attend the opening session on November 2, at which Tank Strickland will receive the Jayne Thomas Grassroots Volunteer Award.

There being no other business, the meeting was adjourned.

Judy Poulson
Secretary Pro Tem
KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

December 10, 2015

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 10, 2015.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. John Wesley Donaldson)
Councilman Daniel Brown
Commissioner Amy Broyles
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Ms. Polly Doka
Ms. Mary Farmer
Mr. Gerald Green (Represented by Mr. Doug Burton)
Mr. Buz Johnson
Ms. Kathy Mays
Ms. Martha Olson
Ms. Rebecca Parr
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Mr. Tank Strickland)
Mr. Steve Ritter
Judge John Rosson
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Ms. Jill Brown
Dr. Clifford Davis
Mr. Jim DuBose
Mr. Art Cate
Rev. John Gill
Dr. James McIntyre
Ms. Lena Sadiwskyj
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 October 29, 2015 board meeting. There being none, the minutes were approved as distributed.

II. CAC AMERICORPS PRESENTATION

Mr. Jason Scott greeted the board and invited the AmeriCorps volunteers to introduce themselves. Mr. Harry Moskos spoke to the volunteers and thanked them for their service. Mr. Scott told the board that pending board approval, the CAC AmeriCorps program will submit an application to expand to 58 members as part of the next three-year funding cycle at a total annual cost of $1,106,666. He noted that this is a 45% increase in membership and an increase in the number of community partners from 24 to 35.

Mr. Buz Johnson moved to approve the budget and expansion of CAC AmeriCorps to 58 members as part of the competitive three-year refunding cycle. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

III. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the December Administrative Committee report. The Administrative Committee met on December 2, 2015, and makes the following report:

Approved the personnel items on the attached list. Reviewed the Office on Aging Invested Funds. No action is required at this time. Reviewed the cash balance report for December 2015. A positive balance is being maintained and there are no issues or concerns at this time. The committee reviewed the program and financial reports for Head Start and Early Head Start for the month of October 2015. The committee was advised that the Head Start and Early Head Start program will have a Fiscal Integrity/ERSEA review event during this program year. The Fiscal Integrity review assesses compliance with Head Start Program Performance Standards and the Federal cost principle requirements. ERSEA stands for Eligibility, Recruitment, Selection, Enrollment, and Attendance. This review helps to insure that the neediest families and children are enrolled in Head Start and Early Head Start. The date for this review has not been set. Additional information will be provided as it is received. A summary of the Homeless Services financial reports was reviewed. 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 reviewed the nomination of Mr. Steve Ritter to serve as a representative of the West Area Residents Advisory Board on the CAC board. Full board approval is recommended. The committee received an update on the Organizational Standards and the discussed ways to provide on-going training and information to the full board regarding the standards. The committee also discussed plans to formalize new board member orientation. This will be a separate agenda item. Holiday and board meeting schedules for 2016 were reviewed. Full board approval is recommended. The committee heard plans to expand CAC AmeriCorps to 58 members as part of the competitive three year refunding cycle at a total annual cost of $1,106,666. Full board approval
is recommended. This will be a separate agenda item. The committee reviewed plans for a variety of events scheduled to take place in December and January. Board members are encouraged to participate.

Mr. Strickland moved to accept the Administrative Committee Report of December 2, 2015. Mr. Chris Caldwell seconded the motion. The motion was unanimously approved.

Judge John Rosson moved to approve the engagement of Pershing Yoakley and Associates to prepare the annual Charitable Solicitations Application for CAC at amount not to exceed $2,800. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Wesley Donaldson moved to approve the nomination of Mr. Steve Ritter to serve on the board as a representative of West Area Residents Advisory Board. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Ms. Lula Williams moved to approve the holiday and board meeting schedules for 2016. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

IV. CONFLICT OF INTEREST DISCLOSURE FORMS

Ms. Anagnost asked that members who have not read, signed, and submitted the Conflict of Interest Disclosure Form to please do so now. This is required annually.

V. ORGANIZATIONAL STANDARDS UPDATE

Ms. Kelly presented an update on the Organizational Standards that ensure all Community Action Agencies have appropriate organizational capacity. The standards include the three thematic groups: 1. Maximum Feasible Participation; 2. Vision and Direction; and 3. Operations and Accountability. Ms. Kelly said that although board training in August focused on the Organizational Standards, it is important that we continue to develop our understanding of the standards. She noted that this is a benchmark year and that we should be in compliance with all standards by July 1, 2016. She said that the Community Action Partnership has developed training resources on the Organizational Standards. One is a series of videos that review each of the 58 standards and focus on the oversight responsibility of the board. The board watched two short training videos: Category 1 on Consumer Input and Involvement and Category 2 on Community Engagement. Ms. Kelly asked if the videos were helpful. Dr. Twardosz felt that some of the language was abstract and more examples would be helpful. Mr. Doug Burton agreed and suggested more time for discussion and more examples.

VI. PROGRAM STATUS REPORTS

Office on Aging

Ms. Susan Long reported that the Office on Aging is collecting holiday gift items for Mobile Meals clients. She announced that holiday cards are available for sale at the board meeting. Proceeds will go directly to Mobile Meals. Ms. Long announced the Nick of Time Holiday Boutique Sale being held on December 11, 11 am – 5 pm at Elmcroft Senior Living. Gifts can be purchased and wrapped for a small fee, which will benefit Mobile Meals. She invited the board to attend the Senior Companion Program’s annual fundraiser, the Snowflake Ball, on January 23 at Kerbela Temple. Ms. Long reported that the Council on Aging is hosting a
play called *Christmas 1945* at O’Connor Center on December 11 at 2 pm. Ms. Long reported that the Office on Aging has received a $15,000 grant from United Healthcare. She told the board about the Senior Angel Tree, an opportunity to “adopt” a senior for the holidays to provide them with a nice gift that they want or need. Information is available at the Office on Aging.

Low Income Home Energy Assistance Program (LIHEAP)

Ms. Cecelia Waters reported that LIHEAP began receiving applications for energy assistance on October 6. There are 4,000 applications on hand. The program served 575 households through the crisis energy program. She added that many clients in this program live in Section 8 housing and the client is at risk of eviction if the utilities are disconnected. Ms. Waters said that through the regular energy assistance program, we will soon be able to release funds to 2,000 clients. The average amount of assistance is $388 for 1,988 households. She said that home-delivered fuel clients have received their fuel for the year. Ms. Waters talked about the 30-year partnership with Project Help. She announced that Project Help and its partners, Food City and Home Federal Bank, are gearing up for the annual Share the Love giving campaign.

Weatherization Assistance

Mr. Jason Estes reported on the Weatherization Program. The Weatherization Assistance Program (WAP) currently is finishing jobs and auditing new jobs for people in Knox County who do not qualify for the Knoxville Extreme Energy Makeover (KEEM) program. KEEM has received 685 applications since July. Of these, 248 have been approved, 168 have been denied, 17 are pending determination, and the remaining applications are pending documentation. Mr. Estes reported that TVA changed a rule so that a client who received weatherization services under the American Recovery and Reinvestment Act (ARRA) may be eligible to qualify for KEEM. Another change now allows landlords to apply for the program. Mr. Estes said that his department is approved to conduct 94 audits. He noted that his department needs more auditors. Currently, there are 4 CAC employees going through the certification process through the Building Performance Institute. He said that 6 contractors have been approved.

VII. UPDATES AND ANNOUNCEMENTS

Ms. Anagnost announced that CAC Beardsley Community Farm 2016 Garden Calendars are available for sale at the meeting. They are $15 each and all proceeds support the farm. Ms. Khann Chov invited board members to attend Snow Day, CAC Beardsley Community Farm’s annual fundraiser to be held at Barley’s Taproom and Pizzeria on Friday, January 22. Ms. Anagnost invited the board to attend the Snowflake Ball, the Senior Companion program’s annual fundraiser to be held at Kerbela Temple on Saturday, January 23. Ms. Kelly announced that the Volunteer Income Tax Assistance Program (VITA) will begin offering free tax preparation services at the LT Ross Building beginning the third week of January.

Ms. Anagnost wished everyone a safe and happy holiday season.

There being no other business, the meeting was adjourned.

Judy Poulson
Secretary Pro Tem