KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

July 28, 2016

MINUTES

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

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Rep. Joe Armstrong (Represented by Mr. Wesley Donaldson)
Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Councilman Daniel Brown
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Commissioner Charles Busler
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Polly Doka
Mr. Buz Johnson
Ms. Kathy Mays
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Mr. Steve Ritter
Judge John Rosson
Mr. Derek Tate
Mr. Buzz Thomas (Represented by Dr. Clifford Davis)
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Rev. John Gill
Mr. Gerald Green (Represented by Mr. Doug Burton)
Ms. Rebecca Parr
Mr. Thomas Strickland
Dr. Sandra Twardosz
Ms. Jaleesa Warner
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 26 board meeting. There being none, the minutes were approved as distributed.

II. **ADMINISTRATIVE COMMITTEE REPORTS**

Mr. Buz Johnson presented the administrative committee reports for June 15, 2016 and July 20, 2016.

The Administrative Committee met on June 15, 2016 and makes the following report.

The committee reviewed the personnel actions on the attached sheet. The committee reviewed the Homeless Services financial reports. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of May 2016. The committee was advised that the Fiscal Integrity and ERSEA monitoring review of the CAC Head Start program was conducted last week. The review went well and no concerns or issues were identified at the time of the review. The committee reviewed a proposal for funds to support the ongoing operating costs of increasing the duration of Head Start service for 260 four year old children in the amount of $1,876,494 in federal funds plus the matching share. The committee also reviewed the proposal for one time start up costs in the amount of $811,108 in federal costs including waiver of the non federal matching share. The committee approved and authorized submitting both applications by the required date. The committee heard an update on the utilization of the Head Start Cost of Living Adjustment (COLA). No action is required as this was approved at the May board meeting on May 26, 2016. The committee made plans to tour community gardens, Beardsley Farm and a Summer Child Nutrition Program site in lieu of the regularly scheduled board meeting. The next regularly scheduled board meeting will be on July 28, 2016. The Administrative Committee will meet on Wednesday, July 20, 2016. The schedule of other upcoming events and meetings was reviewed.

**Mr. Buz Johnson moved to accept the Administrative Committee report of June 15, 2016.**

**Mr. Charles Wright seconded the motion. The motion was unanimously approved.**

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

Approved the personnel actions on the attached sheet. The committee reviewed the report of the Office on Aging Invested Funds. Staff was authorized to reinvest the Lifeline Project and the O’Connor Center certificates of deposit 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 program and financial information reports for the
months of May and June 2016. The committee received a report of the Head Start and Early Head Start Fiscal and ERSEA (Eligibility, Recruitment, Selection, Enrollment and Attendance) review event that was conducted by the Administration for Children and Youth in June 2016. No area of noncompliance was found during the course of the review and no corrective action is required. The allocation of city and county local funds was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the Homeless Services financial reports for the month of June 2016. The committee reviewed a summary of the CSBG funding for the period July 1, 2016 through June 30, 2017. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the Low Income Home Energy Assistance Program (LIHEAP) funding for the period July 1, 2016 through June 30, 2017. Full board approval is recommended. This will be a separate agenda item. The committee was advised that the commodities distribution contract is being increased by $37,000 to a new total of $72,000. Full board approval is recommended. The committee reviewed the Homeless Services financial reports for the period July 1, 2016 through June 30, 2017. Full board approval is recommended. The committee recommended that the commodities distribution contract is being increased by $37,000 to a new total of $72,000. Full board approval is recommended. The committee recommends that Polly Doka be elected to serve as board secretary. Full board approval is recommended. This will be a separate agenda item. The committee recommends that Pershing Yoakley & Associates (PYA) be engaged to conduct the annual financial and compliance audit at an amount not to exceed $42,500. Full board approval is recommended. The committee made plans to meet on Thursday, August 25, 2016 at 10:30 a.m. if necessary. There will be no full board meeting in August. The annual board training retreat will be held on Wednesday, August 17 at the Highlander Center.

Mr. Buz Johnson moved to accept the Administrative Committee report of July 20, 2016. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved to approve the recommendation to authorize staff to reinvest the Lifeline Project certificate of deposit that comes due in July at the best available rate. Mr. Wesley Donaldson seconded the motion. The motion was unanimously approved.

Ms. Judy Poulson moved to approve the recommendation to authorize staff to reinvest the O’Connor Center certificate of deposit that comes due in August at the best available rate. Ms. Kathy Mays seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved to approve a commodities distribution contract increasing the
amount to $72,000. Ms. Martha Olson seconded the motion. The motion was unanimously approved.

Ms. Avice Reid moved to authorize submission of a “Safety Partners” Matching Grant through the Tennessee Municipal League Pool. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Ms. Virginia Anagnost stated that the recommended amount of the annual audit should be $43,350.

Mr. Buz Johnson moved that Pershing Yoakley & Associates (PYA) be engaged to conduct the annual financial and compliance audit at an amount not to exceed $43,350. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Wesley Donaldson moved that HG & A be engaged to conduct the annual audit of the retirement plan at an amount not to exceed $7,000. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

III. ELECTION OF BOARD SECRETARY

Ms. Anagnost thanked Ms. Judy Poulson and Ms. Polly Doka who have served as secretary pro tem at various times since Mr. Jim DuBose retired from the board due to ill health.

Mr. Charles Wright moved that Ms. Polly Doka be elected secretary of the board. There being no additional nominations, Ms. Doka was unanimously elected.

Ms. Anagnost indicated that she was appointing Dr. Sandra Twardosz to the Administrative Committee. She asked the board to ratify the appointment. The appointment was unanimously approved.

IV. ALLOCATION OF CITY AND COUNTY FUNDS

Ms. Barbara Kelly reviewed the recommended allocation of City and County funds. She noted that the city and the county each provided an additional $51,500 to go towards a staff salary increase and that Knox County provided an additional $35,000 to provide information and referral and case management services to participants at the Knox County Senior Centers.

In response to a question, Ms. Kelly explained that AMOS stood for Affordable Medicine Options for Seniors. AMOS provides assistance in making important decisions like choosing a medigap or prescription drug program. The program does not provide financial assistance. It is a service to help people make the best choice possible. Some seniors can qualify for assistance provided by some drug companies. Ms. Anagnost and Mr. Wright both indicated that they had received helpful advice from AMOS.
Charles Wright moved approval of the allocation of city and county funds. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

V. ROMA REVIEW: CSBG FUNDING

Ms. Barbara Kelly reviewed the ROMA Planning Cycle on which the CSBG plan is based. The process starts with an assessment of community needs and resources. We use various methods to identify the issues, concerns, and problems facing the people we serve in our community. We use this information to create the community action plan. This year, we used the board and client surveys along with other data sources, to select five (5) top community needs. Ms. Kelly briefly reviewed each of the needs listed on the buff colored handout. They are (not in priority order): 1. Lack of adequate resources and services for the rapidly increasing number of seniors to maintain safe and stable independent living; 2. Increasing shortage of affordable housing, specifically housing costs (including utilities) that do not exceed 30% of household income; 3. Lack of education and skills to obtain higher skills/higher paying jobs that provide sufficient income to meet basic needs and achieve and maintain family stability; 4. Inadequate resources, services and community coordination to serve in-school youth and the increasing numbers of youth who are at risk of homelessness when aging out of foster care; 5. The inability of low income households to meet basic needs. She then related those needs to the recommended CSBG programs and budget amounts on the green handout. Ms. Kelly added that strategic planning and the ROMA Cycle would be one of the topics covered at the board training in August.

In response to a question, Ms. Kelly indicated that the community garden program is included in the CSBG Nutrition Assistance program and that the CAC Project LIVE program is included in the CSBG Linkages program. She added that Income Management has been added to the CSBG program mix to build on the successful income tax assistance program that completed 2,695 returns in the last tax season to connect clients with other resources, information and opportunities.

Mr. Buz Johnson moved that the CSBG funding for the period July 1, 2016 through June 30, 2017 be approved. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

VI. LIHEAP FUNDING

Ms. Cecelia Waters presented the LIHEAP report. She stated that this is a new year with new options. The funding source is requiring that the program operate on a year round basis and that every applicant must be notified of their eligibility for the regular LIHEAP services within thirty (30) days. The requirement to respond within 18 hours when LIHEAP crisis funds are used remains unchanged. The requirements to operate a year round program and to respond to applications within 30 days have required a change in the program design. We have developed a plan for an appointment system.
Applications will be taken by appointment Monday through Thursday with Friday as a make-up day. More than 6,000 cards were mailed to notify the public and previous clients of this change. We have established a system and an application period to serve everyone who was left on the waiting list when funds ran out last year. We are in the midst of the test period and the system is working well. We will be able to intake and serve approximately 75 crisis cases and 400 regular cases per month. We are continuing our education efforts and sending out reminders with the appointment cards. We will monitor the new system carefully and make adjustments as they are needed. Ms. Waters reviewed the budget summary on the handout that was included in the board package. The total funding for the program at this time is $3,107,231. This will provide crisis assistance to approximately 892 households and regular LIHEAP to 5,507 households.

Judge John Rosson moved that the LIHEAP program and budget be approved. Councilman Daniel Brown seconded the motion. The motion was unanimously approved.

VII. AMERICORPS FUNDING

Jason Scott presented the AmeriCorps funding update. He reported that CAC AmeriCorps had applied for 58 members for the 2016-2017 program year. We received funding for 40 members which is the same number we have this year. This means that we have to revise the partner list and the allocation of members to partner agencies. Two (2) members will be assigned to Beardsley Farm and one (1) to Housing and Energy Services. The remaining thirty seven (37) members will have assignments with fifteen partner agencies. Mr. Scott reviewed the list of partners. He also noted that the partners per member match provides $356,010 of the total budget. The total budget 2016-2017 year is $844,467. Ms. Anagnost stated that the members come from all over the country to serve with our program in Knoxville. Jason Scott added that the CAC AmeriCorps program has been in operation since 1994 and is the longest running program in the state.

Mr. Derek Tate moved that the program summary and budget for the CAC AmeriCorps program be approved. Judge John Rosson seconded the motion. The motion was unanimously approved.

VIII. KNOX COUNTY CAC TRANSIT UPDATE

Ms. Barbara Kelly presented this report. She explained that CAC had been operating transportation services for 39 years. We operate a para transit demand response system and we coordinate with the fixed route transit provider which is KAT. CAC Transit provides service to the people who are not in the KAT service area. This includes all of the people who live in Knox County outside of the city limits, the people who live in the city outside the KAT service
area and the people who live in the KAT service area who cannot be served by the fixed route system. This could be because they live too far from a bus stop, need to go to a location outside the KAT service area, or need to travel at a time before or after KAT operating hours. These trips include taking people to medical appointments, dialysis, employment, grocery store trips, and other essential errands. CAC serves the largest portion of the population in the multi-county region. Last year CAC Transit provided more than 189,000 trips. Ms. Kelly stated that funding for transit services is very complicated and changing. About half of the transit budget is composed of contract trips. This portion of the budget is basically stable. The other half of the budget is made up of federal funds and state and local matching funds. This is the portion of the budget that we need to stabilize if we are to have a sustainable operation and continue the current service level. Ms. Kelly explained that meetings had been held with our local and state partners and the good news is that they recognize the value of the work we do and do not want to reduce the level of service. Working out the actual funding commitments that will make that possible will require ongoing effort. Our goal is to advocate for the transit needs of the people in Knox County and secure the funding needed to avoid a cut in service.

Ms. Anagnost stated her understanding that the public was very appreciative of the transit service and added her appreciation of the effort it took to maintain the operation. She added that no board action was required at this time.

IX. PLANS FOR BOARD TRAINING

Ms. Kelly gave highlights of the sessions planned for the board training retreat on Wednesday, August 17 at the Highlander Center. The schedule has been arranged so that members unable to participate for the full day can benefit from any session they are able to attend. Ms. Anagnost stated that the van will leave at 9:00 a.m. sharp and encouraged all members to attend.

X. OTHER PROGRAM UPDATES

Ms. Barbara Kelly presented a summary of a proposal to the East Tennessee Foundation for $80,000 from the Affordable Housing Trust Fund to provide health and safety repairs to approximately 22 eligible homes. In response to a question, Ms. Kelly explained that persons living in rental housing were eligible as long as they lived in a single family dwelling within the city limits and met the income guidelines. Mr. Derek Tate asked if the landlord could raise the rent as result of the improvements. Ms. Jo Madding replied that the contract with the landlord specified that the rent would not be raised because of the improvements made through the program. In response to a question from Ms. Ashley Ogle, Ms. Madding explained that the goal was to make repairs so that weatherization services could be provided and to reduce energy consumption and utility costs. This benefits the low-income renter who pays the utility bill. In response to a question, Ms. Kelly explained that affordable housing was defined as housing costs including utilities that do not exceed 30% of household income. We have a growing shortage of affordable housing in our community. We have many low-income families that pay 50% and more of their income for housing. The strategy of programs like this
one is to help the low income residents, to preserve and stabilize the affordable housing units that we have, and to support neighborhoods where affordable housing exists.

Mr. Charles Wright made a motion to approve the Rental Emergency Assistance Program. Mr. Derek Tate seconded the motion. The motion was unanimously approved.

Ms. Nancy Thomas provided a handout and an update on the Head Start Duration Grant that has been submitted. The goal is to keep pre-school children in classrooms longer in order to increase school readiness and to provide greater opportunity for child care for working families. We have applied for funds to extend classroom hours to 1,020 per year for 260 children in Kindergarten Enrichment Classes. We have requested $1,876,494 in additional Head Start funds to provide the staff, materials, and related expenses to implement this model. In addition, Head Start has requested $811,108 in start-up, one-time costs. The proposal which was previously authorized by the CAC board was completed and submitted by the deadline. We are now awaiting review and notification. We expect grant awards to be made by the end of the year. No further board action is required at this time.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary