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 26, 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
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Mary Farmer
Mr. Gerald Green (Represented by Mr. Doug Burton)
Mr. Buz Johnson
Ms. Kathy Mays
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Judge John Rosson
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Commissioner Charles Busler
Ms. Polly Doka
Rev. John Gill
Dr. James McIntyre (Represented by Dr. Clifford Davis)
Ms. Judy Poulson
Mr. Steve Ritter
Mr. Thomas Strickland
Ms. Jaleesa Warner
I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the April 28, 2016 board meeting. Two grammatical corrections were made. The minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Buz Johnson presented the Administrative Committee report for May 18, 2016.

The Administrative Committee met on Wednesday, May 18, 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. No action is required at this time. The committee reviewed the Homeless Services financial report as of April 30, 2016. The committee reviewed the Head Start and Early Head Start program and financial information as of April 30, 2016. The committee received a report of the status of the local budget requests. Funds requested to support a CAC staff salary increase effective July 3, 2016 are included in the budget proposed by the City and County mayors. Funds to cover the Head Start increases are included in the Head Start and Early Head Start Cost of Living Adjustment (COLA). In order to meet Head Start application due dates, the following recommendations are made subject to approval of the proposed budgets by the Knoxville City Council and Knox County Commission respectively. This will be a separate agenda item. The committee recommends that effective July 3, 2016 the current pay scale for Head Start employees be increased by 2% and the current pay scale for all other CAC employees be increased by 2.42%. These adjustments will bring the CAC pay scale and the Head Start pay scale together into one pay scale for all CAC employees, including Head Start. Regular employees in the lower pay grades will be guaranteed a minimum increase of $1,000. In those instances where the 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 annual full time rate and will be prorated for regular employees working less than full time. Full board approval is recommended. This will be a separate agenda item. The committee reviewed plans for the utilization of the Head Start Cost of Living Adjustment (COLA) in the amount of $151,865. Funds will be used for the staff salary increase and related personnel costs. Any funds remaining will be used to update the computer system. Full board approval is recommended. This will be a separate agenda item. The committee reviewed plans to apply for supplemental funds to extend the duration of services in Head Start and Early Head Start. The preliminary plan calls for establishing Kindergarten Enrichment Classes (KEC) to serve 260 four year olds. This application will need to be submitted by June 15, 2016. The committee recommends that the Administrative Committee be authorized to review and approve submitting the application by the
required date. The proposal will be presented for consideration to the full board at the next regular board meeting. Full board approval is recommended. This will be a separate agenda item. The committee was advised that Head Start may have the opportunity to be considered for one time program improvement funds. The committee heard preliminary plans to make improvements to the Anderson Head Start Center that will reduce energy consumption and improve safety. The committee recommends that the Administrative Committee be authorized to review and approve submitting an application by the required date subject to full board consideration at the next regularly scheduled board meeting. Full board approval is recommended. This will be a separate agenda item. The committee was advised that continuation funding has been approved by HUD for Homeward Bound in the amount of $335,730. These funds will support REACH, Project Succeed and Families In Need. The committee reviewed policies and procedures to provide Criminal History Background Checks for individuals participating in National Service programs. Full board approval is recommended. The committee was advised that an expanded Summer Child Nutrition Program will begin at 84 sites effective May 23, 2016. This will be a separate agenda item. Plans for the Community Action Month event on Wednesday, May 25 at the Ross Building were reviewed. The event will be from 4:30 to 6:30 p.m. and all are encouraged to attend. The CAC board will meet at O’Connor Senior Center on May 26, 2016. Bus transportation from the Ross Building will be available.

Mr. Johnson moved to accept the Administrative Committee report of May 18, 2016. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Barbara Kelly told the board that procedures for conducting criminal history background checks for individuals participating in National Service Programs have been in place for some time, but a policy is needed for consistency.

Mr. Wright moved to approve policy and procedure for conducting criminal history backgrounds checks. Councilman Dan Brown seconded the motion. The motion was unanimously approved.

III. O’CONNOR SENIOR CENTER PRESENTATION

Ms. Sue Massingill recognized her staff at O’Connor Senior Center for their diligent work. She introduced Dr. Ron, a volunteer who teaches seniors how to use a computer, tablet, and other electronic devices. She said that the Silver Stage Players, O’Connor Band, and Singing Seniors are remaining active in the community. Ms. Massingill introduced Wendy Neloms, manager of the Daily Living Center, an adult day care program. She noted that since Ms. Neloms has managed the program, there have been no findings upon review. Ms. Massingill said that the center is hosting the Senior Academy for Foster Grandparents program participants. This will include summer activities such as “Lunch and Learn,” physical exercise, and a variety of training sessions. Ms. Massingill reported that this year’s Pancake Fest generated $15,000 for the center. She thanked partners with the City of Knoxville and Knox County for their participation. She also thanked the CAC board for their ongoing support. Ms. Anagnost thanked Ms. Massingill for her report.
IV. LOCAL BUDGET UPDATE

Ms. Kelly reported that the budgets proposed by Mayor Rogero and Mayor Burchett included the funds requested to support a CAC staff salary increase. She also reported that a Cost of Living Adjustment (COLA) has been received that will be used to cover the increases for Head Start and Early Head Start employees. Ms. Kelly added that both City Council and County Commission have approved the proposed budgets.

V. STAFF SALARY RECOMMENDATIONS

Ms. Kelly indicated that the next four agenda items were interrelated and asked board members to follow along with the write up in the Administrative Committee Report as she explained each item. She indicated that the staff salary increase includes a recommendation to increase the current Head Start pay scale by 2% and the current pay scale for all other CAC employees by 2.42%. These adjustments will bring the CAC pay scale and the Head Start pay scale together into a combined pay scale for all CAC employees. She went on to explain that the recommendation includes a guaranteed minimum increase of $1,000 for regular employees in the lower pay grades. Employees whose annual increase will be less than $1,000 will receive a one-time adjustment equal to the difference. The amount will be pro-rated for part-time employees. The effective date will be July 3, 2016.

Ms. Avice Reid moved to approve the pay scale adjustments. Mr. Johnson seconded the motion. The motion was unanimously approved.

VI. HEAD START RECOMMENDATIONS

Ms. Kelly explained that the Head Start Cost of Living Adjustment (COLA) amounts to $151,865. These funds will be used to support the Head Start and Early Head Start salary increase and related personnel cost. She added that if any funds remained, they would be used to update the computer system. She indicated that the plan for the COLA had been reviewed and approved by Head Start Policy Council.

Mr. Wesley Donaldson moved to approve the Head Start recommendations. Mr. Wright seconded the motion. The motion was unanimously approved.

Ms. Kelly explained that Head Start had the opportunity to apply for additional funding to extend the duration of services in Head Start and Early Head Start. She discussed preliminary plans for setting up Kindergarten Enrichment Classes (KEC). These classes would provide an extended day for 260 four years olds. The Head Start staff is finalizing the program proposal and budget. A summary of the proposal was outlined. Ms. Kelly pointed out that the application will need to be submitted by June 15, 2016 which is before the next CAC board meeting. The Administrative Committee is recommending that they will meet to review and approve submitting the application by the required date. The proposal will be presented to the full board at the next regular board meeting.
Dr. Sandra Twardosz moved that the Administrative Committee be authorized to review and approve submitting the Head Start application for supplemental funds to extend the duration of services by the required date. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

Ms. Kelly went on to explain that Head Start may have the opportunity to be considered for one time program improvement funds. Preliminary plans to make improvements to the Anderson Head Start Center to reduce energy consumption and improve safety were outlined. The Administrative Committee is recommending that they be authorized to review and approve an application for one time program improvement funds if it is necessary to submit the application before the next regular board meeting.

Ms. Ashley Ogle moved that the Administrative Committee be authorized to review and approve submitting a Head Start application for one time program improvement funds if necessary before the next regular board meeting. Ms. Martha Olson seconded the motion. The motion was unanimously approved.

VII. SUMMER PROGRAM

Ms. Kelly said that the Summer Child Nutrition Program began on May 23 and will run through July 29 to provide meals to hungry children at 84 sites throughout Knox County. A list of program sites was provided to the members. Ms. Kelly added that the program had 74 sites last year, and that the program has expanded. Ms. Kelly said that the program can be expanded by increasing the number of days that children are served or the program can add new partners to increase the number of locations. Ms. Kelly said that the program is working with Head Start to provide two buses that serve as mobile program sites. Ms. Kelly said that the Beardsley Community Farm Education Center is now open. She reported that there are 31 community gardens facilitated by the Green Thumb program. Ms. Kelly said that the Workforce Connections Summer Youth Employment Program is providing summer jobs for local youth. Dr. Twardosz asked who the Summer Child Nutrition program is serving and who is overseeing the sites. Ms. Kelly said that this long-running program is funded through the United States Department of Agriculture (USDA). She said that there is no cap on the funding and USDA provides reimbursement for the cost of the meals. CAC contracts with Knox County Schools and a local dairy to provide and prepare the food. She added that this has a double-impact because not only are hungry children fed, but it provides summer jobs for people who need work. Dr. Twardosz asked how the food is transported to the sites. Ms. Kelly said that the program uses Head Start buses and two refrigerated trucks. Ms. Kelly said that $400,000 will be spent in thirty-plus days to provide meals for hungry children. Ms. Kelly told the board that almost any organization agency or church may run a feeding site as long as they can safely monitor the children and complete the necessary paperwork to receive the meals. Mr. Doug Burton asked if the food contract with Knox County Schools is part of catering services. Ms. Sue Campbell said that it is a separate contract with Knox County Schools. Councilman Brown asked if each site has its own feeding time. Ms. Kelly said that the guidelines are strict about serving time. There must be a set
time the meals are served and if this is not followed, the USDA may not provide reimbursement for the meal. Judge John Rosson asked who sets the time that the children are served. Ms. Kelly said these are arranged with each participating program, taking location and program schedules into consideration. Ms. Kelly noted that people who run the sites are volunteers and are not paid CAC staff. Mr. Derek Tate asked if the program could provide food when children are on field trips. Ms. Kelly said that arrangements can be made to deliver the meals to the children when field trips are scheduled. Ms. Rebecca Parr asked if the children are served breakfast. Ms. Kelly said that in some cases, they are served breakfast. Ms. Parr asked if the program makes multiple deliveries to a site in one day. Ms. Kelly said that each site receives delivery only once per day.

Mr. Tate moved to approve the expansion of the Summer Child Nutrition Program. Dr. Twardosz seconded the motion. The motion was unanimously approved.

VIII. SUMMER SCHEDULE

Ms. Kelly said that the June board meeting may include a tour of some of the Summer Child Nutrition Program sites and community gardens. She said that the board may also choose to observe workers in the Summer Youth Program.

IX. PROGRAM UPDATES

Ms. Kelly announced an AmeriCorps Awards Ceremony and Luncheon on Friday, June 10, 1 pm – 2 pm at Beardsley Community Farm Education Center. She announced the Solstice Supper on Monday, June 20, 6 pm – 9 pm at the Standard. This is a fundraising event for Beardsley Community Farm. Ms. Kelly invited the board to a retirement reception for Ms. Patricia Johnson on Wednesday, June 29 at 2 pm at the LT Ross Building.

There being no other business, the meeting was adjourned.

Polly Doka
Secretary Pro Tem