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, October 27, 2016.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Councilman Daniel Brown
Commissioner Charles Busler
Mr. Art Cate ( Represented by Ms. Ashley Ogle)
Mr. Gerald Green ( Represented by Mr. Doug Burton)
Ms. Polly Doka
Ms. Kathy Mays
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Mayor Madeline Rogero ( Represented by Ms. Avice Reid)
Mr. Thomas Strickland
Mr. Derek Tate
Mr. Buzz Thomas ( Represented by Dr. Clifford Davis)
Dr. Sandra Twardosz
Ms. Jaleesa Warner
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Dr. Martha Buchanan ( Represented by Mr. Dempsey Andes)
Mayor Tim Burchett ( Represented by Mr. Chris Caldwell)
Ms. Mary Farmer
Rev. John Gill
Mr. Buz Johnson
Ms. Rebecca Parr
Mr. Steve Ritter
Judge John Rosson
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 September 29 board meeting. She noted a correction on the third page, first paragraph, and thirteenth line. Correct the sentence to read “… and the meals for the Adult Daily Living Center are being combined.” With this correction, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Tank Strickland presented the administrative committee report for October 19, 2016. The administrative committee met on October 19, 2016 and makes the following report.

Approved the personnel actions on the attached sheet. The committee reviewed 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 15, 2016 in a certificate of deposit at the best available rate. 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 for the month of September 2016. The committee reviewed a by-law change requested by the Head Start/Early Head Start Policy Council. The change would allow elected parent and elected community representatives to serve on Policy Council for a maximum of five years. The current maximum is three years. Full board approval is recommended. This will be a separate agenda item. A Conflict of Interest Disclosure Form will be distributed at the October board meeting for each member to complete. The committee received an update on CAC Knox County Transit. The funding decisions scheduled for October have been postponed until November. We have a request for an increase in state funds pending with Tennessee Department of Transportation (TDOT). We have also requested an increased share of the federal transit funds coming into the region. We are continuing to contact and meet with local and state officials to secure the funding needed to maintain the existing service level. The committee received an update on the Organizational Standards. The committee was advised that an agency-wide risk assessment will be completed by December 31, 2016. The committee made plans to complete a performance appraisal of the executive director by January 31, 2017. The committee reviewed the holiday schedule for 2017. Full board approval is recommended. The committee reviewed the board meeting schedule for 2017. Full board approval is recommended.

Mr. Strickland moved to accept the administrative committee report of October 19, 2016. Mr. Derek Tate seconded the motion. The motion was unanimously approved.

Dr. Sandra Twardosz moved to approve the authorization of staff to reinvest the Mobile Meals certificate of deposit. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved to approve the 2017 CAC holiday schedule. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.
Ms. Avice Reid moved to approve the 2017 CAC board meeting schedule. Mr. Tate seconded the motion. The motion was unanimously approved.

III. CONFLICT OF INTEREST DISCLOSURE FORM

Ms. Anagnost asked board members to complete and return the Conflict of Interest Disclosure form included in the members’ board packets. She noted that this is an annual requirement.

IV. HEAD START & EARLY HEAD START POLICY COUNCIL BY-LAW CHANGE

Ms. Nancy Thomas explained that the Head Start / Early Head Start by-laws currently allow members to serve on the Policy Council for three (3) years. Head Start is requesting that the by-laws be changed to allow for a five (5) year term.

Ms. Doka moved to approve that the Head Start / Early Head Start by-laws be changed to allow for five (5) year service terms. Dr. Twardosz seconded the motion. The motion was unanimously approved.

V. HOMEWARD BOUND HOMELESS SERVICES PRESENTATION

Ms. Misty Goodwin reported on Homeward Bound. Ms. Goodwin directed the board’s attention to a display of articles featured in the Knoxville News Sentinel focusing on homelessness in Knox County. She thanked Kristi Nelson and Amy Smotherman-Burgess, who were in attendance, for producing the articles. She reported that in recent months, the City of Knoxville removed a well-known homeless camp near downtown. Homeward Bound has been helping many of the displaced homeless persons secure housing. She said that CAC received a grant in 2008 for Case Management to be provided at four KCDC housing units. Since then, Homeward Bound has provided services to more than 800 residents, with zero evictions to the street. Ms. Goodwin referred to a handout from the Homeless Management Information System (HMIS) that included facts and figures on who is homeless in Knox County and reasons for homelessness. She said that the two main contributing factors are a lack of affordable housing and a lack of income. She reported that Housing and Urban Development (HUD) has reduced its budget by half, creating a loss of 10,000 subsidized housing units nationwide. Ms. Goodwin said that nationwide, there are over 5 million homes in foreclosure. She reported that the current average market price in Knoxville for a one bedroom apartment is $689 per month. She noted that Homeward Bound calculates home affordability as being 30% or less of monthly income. Ms. Goodwin said that KCDC recently released 100 housing vouchers for those on the waiting list. Ms. Goodwin noted that other reasons for homelessness are mental illness and substance abuse. Ms. Goodwin reported that the Pillow Project is in need of household items for those going into housing. In response to a question, Ms. Goodwin said that the homeless camp that the city recently cleared was on city property and the occupants were given notice before the camp was cleared. Ms. Goodwin said that law enforcement officers are assisting those who are dislocated and encouraging them to go to Knox Area Rescue Ministry (KARM) for help. Ms. Goodwin reported that a group of homeless people met with Mayor Rogero. They provided a homeless bill of rights, which they asked the mayor to recognize. The mayor’s office rejected the bill, saying that allowing Knoxville citizens to live outdoors without proper shelter and sanitation is inhumane. Ms. Goodwin said that homeless camps are slowly moving closer to the outskirts of the city. Mr. Patrick expressed concern for the health of those who lived at the recently
demolished homeless camp, as the soil and water on the property are highly contaminated. Ms. Anagnost thanked Ms. Goodwin for her report.

VI. OFFICE ON AGING UPDATE

Ms. Susan Long reported on the Elder Abuse Awareness program’s kickoff held in August. The City of Knoxville received a three-year grant to combat elder abuse and has contracted with the Office on Aging to implement the program. She said that a Coordinated Community Response group now has 20 members. Their focus will be educating community leaders about elder abuse. Ms. Long reported that the Office on Aging has received a grant through the National Council on Aging to extend the Senior Nutrition Assistance Program (SNAP) for two years. She added that in September, the SNAP coordinator screened 83 seniors to receive SNAP benefits. Ms. Long reported that the Senior Employment Service (SES) and the Senior Community Service Employment Program (SCSEP) held a successful job fair in October, with 43 employers and 200 job-seekers in attendance. Ms. Long announced that the Office on Aging has received a grant to expand evening meetings of the Grandparents as Parents Program (GAPP). She said that the meetings will include childcare and a meal. The grant will also fund a guidebook specially designed for grandparents raising their grandchildren. Ms. Long reported that the O’Connor Senior Center has hired a new assistant manager. She said that the O’Connor Senior Center raised about $15,000 at their annual golf tournament fundraiser. These funds will be used to expand classes at the Center. Ms. Long reported that the Affordable Medicine Options for Seniors (AMOS) program is available to help people during the Medicare Enrollment Period, which ends in early December. AMOS will be on hand to answer questions at the Ross Building throughout the enrollment period except for Thursdays, when they will be at the O’Connor Senior Center. Ms. Long reminded the board about “Aging: A Family Affair”, to be held on November 10 at Rothchild Conference Center. She provided a handout to each member.

VII. UPDATES & ANNOUNCEMENTS

Ms. Kelly reported that she did not have an update on the Transit issue, but we are working with the Transportation Planning Organization and the city and county mayors to secure additional funding for the fiscal year. She said that we may receive more information in December. Ms. Sue Campbell announced that CAC received a $5,000 Safety Partners Grant for driver training. Ms. Anagnost offered condolences to Commissioner Busler, whose grandson recently passed away. Ms. Kelly reminded the board that “Aging: A Family Affair” is being offered as a training event for board members. Registration and transportation will be provided. Interested members should contact Rachel Kraft or Cathy Gonzalez at the end of the meeting.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary