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 29, 2016.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Councilman Daniel Brown
Mr. Gerald Green (Represented by Mr. Doug Burton)
Mr. Buz Johnson
Ms. Kathy Mays
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Judy Poulson
Judge John Rosson
Mr. Derek Tate
Dr. Sandra Twardosz
Mr. Charles Wright
Mrs. Lula Williams

COMMITTEE MEMBERS ABSENT

Dr. Martha Buchanan (Represented by Mr. Dempsey Andes)
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Commissioner Charles Busler
Mr. Art Cate (Represented by Ms. Ashley Ogle)
Ms. Polly Doka
Rev. John Gill
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Mr. Steve Ritter
Mr. Thomas Strickland
Mr. Buzz Thomas (Represented by Dr. Clifford Davis)
I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the July 28 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Buz Johnson presented the administrative committee reports for August 25, 2016 and September 21, 2016.

The administrative committee met on Thursday, August 25, 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 Head Start and Early Head Start financial report as of July 31, 2016. The committee heard an update on efforts to achieve stable and sustainable funding for Knox County CAC Transit. Meetings have been held with officials from TDOT, the City of Knoxville and Knox County to secure an adequate and equitable share of federal transit funds and state and local matching funds. Some progress has been made and TDOT has indicated that they will provide an additional $204,852 in state matching funds. We will need an increase in our share of the federal funds coming into the region and additional matching funds in order to sustain the current level of service going forward. The committee was advised that Emergency Food and Shelter Program (EFSP) funds have been allocated in the amount of $118,156 for the period ending March 31, 2017. $32,000 will be available to purchase food for partner pantries; $50,156 for rent and mortgage assistance; $30,000 for utility assistance; and $6,000 for emergency shelter. Full board approval is recommended. The committee was advised that Elizabeth Homes, a homeless housing assistance program funded by HUD is moving from Catholic Charities to CAC Homeward Bound effective September 1, 2016. Ms. Angela Petty, who has successfully operated the program for many years, will continue to coordinate the program as a CAC employee. The program transfer is at the request of Catholic Charities with whom CAC has a long standing and effective partnership. Full board approval is recommended. Members of the administrative committee briefly reviewed the board training that was held at Highlander Center on August 17th. The sessions on strategic planning were well received and the location was excellent. The committee made plans to have the September board meeting at the North Ridge Crossing Head Start Center.

Mr. Buz Johnson moved to accept the administrative committee report of August 25, 2016. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

The administrative committee met on Wednesday, September 21, 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 Head Start and Early Head Start program information for the school year 2015-2016 and the financial information for the month of August 2016. The committee reviewed the refunding package for Head Start and Early Head Start for the period January 1 through December 31, 2017. Full board approval is recommended. This will be a separate agenda item. The committee received an update on the Head Start Duration Proposal and reviewed the revised budget. Full board approval is recommended. This will be a separate agenda item. The committee received an update on Knox County CAC Transit. A letter requesting additional funds is being sent to TDOT. An increased share of the federal funds coming into the region has been requested through the Transportation Planning Organization (TPO). The current service level is being maintained. The committee received an update on the USDA food programs funded through the Tennessee Department of Human Services. The application for three (3) programs that provide food for Head Start and Early Head Start, the after school snack program, and the meals for the Adult Daily Living Center are being combined. Additional information will be provided at the full board meeting. This will be a separate agenda item. The committee reviewed plans to submit an application for a Driver Safety Grant to the Tennessee Municipal League Pool. Full Board approval is recommended.

Mr. Johnson moved to accept the administrative committee report of September 21, 2016. Mr. Wright seconded the motion. The motion was unanimously approved.

Ms. Rebecca Parr moved to approve the allocation of Emergency Food and Shelter Program (EFSP) funds. Ms. Kathy Mays seconded the motion. The motion was unanimously approved.

Ms. Barbara Kelly explained that Elizabeth’s Home, a homeless housing assistance program funded by HUD, would be moving from Catholic Charities to CAC Homeward Bound. The transfer is at the request of the current program operator who believes that the program is more appropriate for the mix of homeless services already offered by CAC. CAC and Catholic Charities have a long standing and effective partnership and the transfer is expected to be seamless.

Dr. Sandra Twardosz moved to approve that Elizabeth’s Home be housed at CAC Homeward Bound. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

Ms. Judy Poulson moved to approve the application for the Pool’s Driver Safety Grant. Ms. Parr seconded the motion. The motion was unanimously approved.

III. HEAD START

Program Report & Presentation: Ms. Renee Hauge, Head Start/Early Head Start Associate Director, provided a presentation on Professional Development for Head Start Teachers – A Better Way. She spoke about two Professional Development options in which the teachers were able to participate during the 2015-2016 school year: 1.) Critical Friends and 2.) Professional Learning Teams.
Ms. Hauge explained that Dr. Mary Jane Moran, UT professor, introduced the program to the Critical Friends method of professional development. Dr. Moran is the lead of the Critical Friends initiative. Teachers work in dyads as peer coaches, observing each other’s work and providing targeted feedback to support and guide each other’s efforts to improve practice. The dyads also work together in small groups to perform additional critique and feedback regarding individual teacher’s work.

Ms. Hauge spoke on the format of the Professional Learning Teams. Each team was assigned a domain of the Classroom Assessment Scoring System (CLASS) instrument to focus on. The CLASS is an observation tool that is based on the interactions between teachers and children. Each team developed team norms to govern their behavior over the course of the year, as well as assessed its strengths and targets for improvement in the area of focus. Each teacher developed an Action Plan at the end of each meeting based on the topic of interest and worked to implement the Action Plan before the next meeting and completed a reflection on her practice. The team met each month to share, discuss and make further plans.

While participation in Critical Friends in the past had always been voluntary, the Education Leadership staff decided that they wanted all teachers to participate in a more targeted professional development approach. Teachers were given a choice – Critical Friends (CF) or Professional Learning Teams (PLT) led by Education Leadership staff. Sixteen teachers chose CF, with the remaining 28 teachers opting for the PLT. A PLT is a team of professionals who share a common learning goal and work together to achieve that goal. Ms. Hauge provided information from the National Commission on Teaching for America’s Future, which indicates that change in instruction begins with learning new ideas, followed by planning, trying out new strategies, getting feedback, and reflecting together with other teachers to learn from experience and refine practice.

Ms. Hauge talked about the effectiveness of the PLTs and CFs. Teacher surveys indicated that teachers much preferred this method of professional development over the more traditional approach of workshops. The surveys also indicated that teachers were much more comfortable interacting and engaging with each other in a small group format. Most teachers indicated that they would like to continue this professional development approach for next year. Ms. Hauge provided charts showing the effectiveness of this approach as seen in child outcomes. She provided data in a variety of areas, including social emotional, literacy, mathematics, and language proficiency for dual language learners. She also provided data regarding the CLASS. The teachers who were observed at the end of 2015 and were observed again at the end of 2016 made improvements in all of the dimensions.

Head Start & Early Head Start Refunding Application: Ms. Nancy Thomas, Head Start/Early Head Start Director, then reviewed the refunding application for the 2017 Fiscal Year. The refunding application is due in the Regional Office by September 30, 2016 and requires CAC Board approval. Ms. Thomas reviewed and discussed the refunding materials – Fact Sheet (the line item budgets for Head Start, Early Head Start, and T & TA) and the Current Enrollment/Center Information - School Year 2016-2017.
**Head Start Duration Program:** In addition, Ms. Thomas spoke to the board about the Duration Proposal that they had previously approved. She explained that the program received instructions on September 12, 2016 that the request must be reduced by 33%, both operational and start up. In addition, the revised Performance Standards, released September 1, 2016 require that all Head Start center-based programs offer at least 1,020 annual hours of service for preschoolers by August 1, 2021, with at least 50 percent of their center-based preschool slots meeting this requirement by August 1, 2019.

Ms. Thomas explained that the Duration proposal has been adjusted to reflect the reduction in funding, but maintains the increased service hours for 260 (31.5%) of the Head Start preschool children. The support personnel necessary to implement the KEC option were reduced from 53 to 36. Transportation services will, of necessity, be more limited. Start-up costs were reduced by lowering the number of training hours for new staff (generally reduced from 6 weeks to 4 weeks).

Ms. Parr moved to accept the refunding package for Head Start and Early Head Start. Dr. Twardosz seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to approve the Head Start Duration Proposal and the revised budget. Mr. Patrick seconded the motion. The motion was unanimously approved.

**IV. USDA NUTRITION PROGRAMS**

Ms. Kelly reported on the USDA food programs funded through the Tennessee Department of Human Services. She explained that the application for the programs that provide food for Head Start and Early Head Start, the after school snack program, and the Adult Daily Living Center meals are being combined. She referred to a handout of the meal pattern and explained that we are reimbursed for the meal count after the meals are served. She emphasized that each program is responsible for the following six points: 1. Insuring that the required meal plan is followed; 2. Insuring the meal counts are accurate for maintaining the necessary records and documentation; 3. Preparing their program-specific reimbursement request and submit it to be combined with the agency-wide claim for reimbursement; 4. Training staff and maintaining documentation of the training; 5. Insuring that all staff receive Civil Rights compliance training at least once a year and maintaining documentation of the training; 6. Scheduling and conducting program-specific monitoring as required and maintaining the necessary documentation. Ms. Kelly referred to the Summer Child Nutrition Program report for summer 2016. In its 41 days of service, the program provided 216,475 meals at 92 feeding sites in Knox County.

Judge John Rosson moved to approve the budget for the USDA food programs. Mr. Wright seconded the motion. The motion was unanimously approved.

**V. OTHER PROGRAM UPDATES**

Mr. Fred Massingill announced upcoming events including a prostate cancer screening at the L.T. Ross Building; Aging: A Family Affair; and a free legal clinic. He reported that the Office on Aging has received a $50,000 grant from the National Council on Aging to extend the Supplemental Nutrition Assistance Program (SNAP) outreach by 21 months.
Ms. Judith Pelot reported that the Mobile Meals Power of the Purse sale was very successful. She invited the board members to attend a discounted purse sale to be held on October 28 at the L.T. Ross Building.

Ms. Anagnost invited board members to attend Greekfest at St. George Greek Orthodox Church.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary