KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

October 26, 2017
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 10:30 a.m. on Thursday, October 26, 2017.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Councilman Daniel Brown
Mr. Gerald Green (Represented by Mr. Doug Burton)
Commissioner Charles Busler
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Ms. Polly Doka
Dr. Clifford Davis
Ms. Rachel Honeycutt
Mr. Buz Johnson
Dr. Martha Buchanan (Represented by Ms. Katharine Killen)
Mr. Ben Bentley (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Judge John Rosson
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Rev. John Gill
Sen. Becky Massey
Ms. Kathy Mays
Mr. Steve Ritter
Mr. Thomas Strickland
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding. Ms. Anagnost thanked all the board members who participated in the ribbon cutting ceremony, earlier that morning, for The Training House.

Ms. Anagnost appointed Mr. Terrell Patrick to the Administrative Committee and requested that the board ratify the appointment.

Ms. Polly Doka moved to ratify the appointment of Terrell Patrick to the Administrative Committee. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of September 28, 2017 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE REPORT

Ms. Polly Doka presented the Administrative Committee report from Wednesday, October 18, 2017.

The Administrative Committee met on October 18, 2017, and makes the following report.

The personnel actions on the attached sheet were approved. 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 5, 2017, 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 2017. The committee reviewed the holiday schedule for 2018. Full board approval is recommended. The committee reviewed the board meeting schedule for 2018. Full board approval is recommended. The committee received an update on CAC Knox County Transit. It was noted that significant progress has been made in stabilizing the funding for this essential service. The Annual Report for Knox County CAC Transit and Volunteer Assisted Transportation will be presented at the October board meeting. The committee reviewed the grants and contracts that have been received by the Housing and Energy Services department since July 2017. Full board approval is recommended. This will be a separate agenda item. The committee was informed that the Summer Child Nutrition Program operated at an increased number of sites, but served fewer children and fewer meals due to the elimination of summer school in 2017. A Food Services report will be presented at the full board meeting. The committee was advised that CAC has received a Community Development Grant in the amount of $25,000 including $20,000 for Housing and Energy Services and $5,000 for Mobile Meals from First Tennessee Bank. The CAC Office on Aging has received a grant in the amount of $75,000 to expand the RSVP (Retired Senior Volunteer Program) to Blount County to support SMILES which is the volunteer assisted transportation program operated by the Community
Action Agency serving Blount County. Full board approval is recommended. The committee reviewed the allocations of Older American Act funding received by the CAC Office on Aging. The funds have been reduced because the Knox County portion of the senior population in the East Tennessee region has declined based on the 2010 census. Full board approval is recommended. A Conflict of Interest Disclosure Form will be distributed at the October board meeting for each member to complete. A Weatherization Day event will be held preceding the CAC board meeting at 9:30 a.m. October 26, 2017. A program and tour of the new Training House will be held at the L.T. Ross Building Lower Level. The CAC board will meet at 10:30 a.m. in the multipurpose room. Mobile Meals holiday cards will be on sale at the meeting.

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

Ms. Rebecca Parr moved to approve the 2018 board meeting and holiday schedules. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

Ms. Lula Williams moved to accept the Community Development Grant in the amount of $25,000 including $20,000 for Housing and Energy Services and $5,000 for Mobile Meals from First Tennessee Bank. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Derek Tate moved to accept the CAC Office on Aging grant for $75,000 to expand the RSVP (Retired Senior Volunteer Program) for transportation to Blount County. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson moved to approve authorization of staff to reinvest the Mobile Meals certificate of deposit. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson moved to approve the allocation of Older American Act funds received by the CAC Office on Aging. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

III. CONFLICT OF INTEREST DISCLOSURE FORM

Ms. Anagnost asked board members to complete the Conflict of Interest Disclosure Form included in the members’ board packets to be collected by Cathy Gonzalez.

IV. KNOX COUNTY CAC TRANSIT ANNUAL REPORT

Ms. Karen Estes gave a brief update on funding accomplishments and achievements. Ms. Estes reported that we received capital funding to buy four (4) vehicles through the Federal Highway Administration’s Surface Transportation Program and two vehicles through the Federal Transit Administration’s Special Need of the Elderly and People with Disabilities Program. Ms. Estes then introduced Mr. Michael Humphrey, Transit Manager, who presented CAC Transit
milestones. Mr. Humphrey stated that we provide public transportation to those outside the KAT service area. Transportation is provided to patients on dialysis, cancer therapy and other medical treatments, for grocery store and pharmacy trips. Contracts are also negotiated with nonprofit social service agencies to increase access to community resources and promote coordinated use of vehicles. CAC Transit provided 191,399 one-way trips to 7,535 unduplicated individuals. CAC Transit has a fleet of 61 vehicles that provided an average of 768 trips per day. Those vehicles traveled a total of 1,912,087 miles, averaging 7,679 miles per day. CAC Transit provides door-to-door service to residents of Knoxville and Knox County who live outside the KAT service area. Mr. Humphrey shared a few of the notes transit has received about their drivers and the program. Notes refer to our drivers as courteous, caring and helpful. Another note, from a client who is a diabetic, expressed her gratitude for CAC Transit. She said she didn’t know what she would do if we weren’t there to take her to get her medication.

Ms. Estes demonstrated the new camera system being installed on all the vehicles. This technology will enable us to focus on all aspects of the vehicle. Judge John Rosson asked what type of tapes they used and Ms. Estes said they were digital which are then downloaded on a computer. Everything on the bus is being recorded. This was made possible because of capital funding received through the Federal Surface Transportation Program and matching fund provided by the Tennessee Department of Transportation and Knox County.

Ms. Nancy Welch, VAT Assistant Program Manager, described the Volunteer Assisted Transportation program. The program provides rides for Knox County seniors and people with disabilities who need assistance to travel safely. VAT provides rides using agency-owned hybrid sedans and wheelchair accessible minivans. Volunteers are trained to provide nonemergency door through door transportation to those who need help. Ms. Anagnost testified that she had wonderful door through door service on an outpatient procedure she had a few years ago. Highlights from FY 2016/17 are: 255 individuals were served; 7,211 trips were provided to Knox County residents who require assistance to travel safely and keep essential medical appointments, go food shopping, conduct daily errands, and enjoy social activities. There was an increase of 9.5% over last year.

V. FOOD PROGRAM UPDATE

Ms. Barbara Kelly informed the board that because Ms. Rita Davis had fallen and shattered her shoulder, she would be providing the report. Ms. Kelly asked the board to review the enclosed flyer highlighting the comparisons from 2016 and 2017 Summer Food Program indicating the impact of summer school on the food program. Ms. Kelly reminded the board that the decrease in meals served in comparison to 2016, is related to decision by Knox County to not hold summer school in 2017. Although we had more sites, most were small. It was difficult to make up the large numbers of meals that were provided through the summer school program. Dr. Cliff Davis informed the board that no decision has been reached regarding next year’s summer school program. All our food is prepared by the Knox County schools. In response to a question, Judith Pelot, Senior Nutrition Program Manager, informed the board that the summer feeding program followed the same meal pattern as the Knox County school system.
In response to a question, Ms. Kelly acknowledged that there has been negative media coverage of this program in various parts of the state. She assured the board that is not the way we operate. Although it is a difficult program to operate, the problems are caused by dishonest and ill-intended people who used and abused the program. The negative press makes it difficult to recruit sites. All sites contribute space and volunteers. We had over 90 sites last summer.

Ms. Kelly referred to the USDA handout describing the food requirements for the adult and child programs. Board members asked about whether artificial sweeteners were used in food preparation and Mrs. Kelly replied that no artificial sweeteners are used in our food preparation.

VI. HOUSING AND ENERGY SERVICES GRANTS AND CONTRACTS

Mr. Jason Estes, Director of Housing and Energy Services, reviewed this year's Summary of Grants and Contracts for Housing and Energy and the impact his department had on low income families in the area of energy efficiency and home improvements. Ms. Kelly noted some of the dates on the chart were in error and corrections were made.

Ms. Rebecca Parr moved to accept the contracts for Housing and Energy Services. Ms. Rachel Honeycutt seconded the motion. The motion was unanimously approved.

VII. PROGRAM UPDATES

Ms. Judith Pelot informed the board that holiday packet-of-cards (10 cards per package) are now on sale. The monies raised support Mobile Meals.

Ms. Susan Long, Director of the Office on Aging, informed the board that the Power of the Purse fundraiser raised $41,300 for Mobile Meals.

There being no other business, the meeting was adjourned.

[Signature]

Polly Doka
Board Secretary