KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

September 28, 2017
MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the Kiwanis East II, 2330 Prosser Road, Knoxville, Tennessee at 10:00 a.m. on Thursday, September 28, 2017.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Councilman Daniel Brown
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Commissioner Charles Busler
Ms. Polly Doka
Mr. Gerald Green (Represented by Mr. Doug Burton)
Ms. Rachel Honeycutt
Sen. Becky Massey
Ms. Kathy Mays
Mr. Ben Bentley (Represented by Ms. Ashley Ogle)
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Judge John Rosson
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Dr. Martha Buchanan (Represented by Ms. Katharine Killen)
Mr. Bob Thomas (Represented by Dr. Clifford Davis)
Rev. John Gill
Mr. Buz Johnson
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Mr. Steve Ritter
Mr. Thomas Strickland
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding. Ms. Anagnost thanked Head Start for hosting the meeting and serving a delicious breakfast.

I. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of the July 27, 2017 board meeting. There being none, the minutes were approved as distributed.

II. **ADMINISTRATIVE REPORTS**

Ms. Polly Doka presented the Administrative Committee report from Wednesday, September 20, 2017.

The Administrative Committee met on September 20, 2017 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. The committee reviewed the Head Start and Early Head Start program information for the school year 2016-2017 and the financial information for the month of August, 2017. The committee reviewed the refunding package for Head Start and Early Head Start for the period January 1 through December 31, 2018. **Full board approval is recommended. This will be a separate agenda item.** Plans for the Emergency Food and Shelter Program (EFSP) were reviewed. **Full board approval is recommended.** The committee was advised that funding in the amount of $3,310,929 has been received for the Low Income Home Energy Assistance Program. **Full board approval is recommended. This will be a separate agenda item.** The committee was advised that supplemental funding has been received in the amount of $33,345 in federal funds and $27,000 in partner match to support 3 additional AmeriCorps members for the current term. Additionally, CAC AmeriCorps has been awarded 12 VISTA members for the 2017-2018 service year. **This is a new program initiative involving 11 partner organizations. Full board approval is recommended. This will be a separate agenda item.** The committee received an update on funding for Knox County CAC Transit. The committee received an update on the transition of the operation of the American Job Center in Knox County to East Tennessee State University (ETSU). Eleven (11) former CAC staff have been hired by ETSU; a range a retirements, other employment, a relocation, and personal plans account for the balance of the 20 employees who were laid off as a result of the transition. The operation by CAC of the 5 American Job Centers in Workforce Area 1 is going very well. The committee finalized plans for the CAC board to meet at Head Start on Thursday, September 28th. A van will leave the Ross Building at 9:30 am.

Ms. Doka moved to approve the Administrative Committee report. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.
Mr. Charles Wright moved to approve the allocation of Emergency Food and Shelter Program (EFSP) funds. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

Ms. Anagnost explained that there was an overall reduction from last year’s Emergency Food Shelter Program Funds. Although there was a decrease, the funds for Rent/Mortgage and Hotel/Motel payments have been increased reflecting the overall community concern for the lack of affordable housing and the fact that there are substantial resources for utility assistance and funds provided by other programs.

III. HEAD START

a. Program Report & Presentation: Ms. Renee Hauge, Head Start/Early Head Start Associate Director, provided a presentation on Head Start - What’s New for this School Year. Ms. Hauge spoke about the three (3) school readiness goals of Head Start. The three (3) goals are developing a child to be 1) physically healthy, 2) socially competent, and 3) academically ready for kindergarten. For the parents who have children at Head Start, Ms. Hauge spoke about five (5) Family Engagement Goals. The goals are 1) aid their family to be healthy, stable and secure, 2) be lifelong teachers for their children and lifelong learners for themselves, 3) transition smoothly into the next learning environment, 4) help their child to get connected in the community, and 5) to be leaders and advocate for their children.

Ms. Hauge then presented the data that showed the 2016-2017 results measuring school readiness. The students were measured on various social-emotional skills. The data showed this area remains a significant strength. On average Head Start children are socially and emotionally ready for kindergarten. An area targeted for improvement was providing additional support for positive peer interaction in the full-day classes. In the area of mathematics, the data showed that knowledge of most math concepts is strong. The areas targeted for improvement arerote counting to 20 and numeral recognition. In the area of literacy, 39% of kindergarten-bound children were able to identify at least 10 letter sounds. This is a notable achievement. An area targeted for improvement is letter identification (both uppercase and lowercase). Ms. Hauge also noted that our Dual Language Learners (DLL) made great progress in acquiring English language skills. At the beginning of this school year 57% of the DLL children were in the beginning stage on the Pre-IPT Oral Test (which means they basically knew no English). By the end of the school year only 15% of those children remained in that stage. Ms. Polly Doka asked what was the percentage of non-English speaking children in the program. Ms. Hauge informed the board it’s around 20%. The infant/toddler data showed strength in the fine motor and gross motor domains and in the area of social-emotional and cognitive skills. The areas targeted for focus, in the upcoming year, are math and literacy.

Ms. Hauge informed the board that their curriculum has changed to the latest version of the Creative Curriculum. There were ten test classrooms piloted last year to evaluate the new curriculum to see if it was a good fit for the program. This pilot helped to highlight the strengths
and possible implementation problems of adopting this new curriculum. The latest version of the curriculum offers several changes/improvements including: 1) Studies Approach instead of Thematic Approach, 2) embedded learning standards, 3) more structure, and 4) more components/resources for assisting teachers in their planning. At the conclusion of Ms. Hauge’s presentation, Dr. Sandra Twardosz asked about the number of students per reading group. Ms. Hauge stated that they made the groups smaller, based on a recommendation Dr. Twardosz had made in their earlier partnership. By making the reading groups smaller, children are able to maintain their attention on the story longer and they are able to be more participatory. Ms. Rebecca Parr stated that her nephew was in the one of the two pilot classes from last year and that he had a lot of carry over learning at home. She attributed that growth to the new curriculum. Ms. Parr also observed having the teachers on the bus, helped the children transition from the school environment to the home environment and promoted better communication with the parents.

b. Refunding Application. Ms. Nancy Thomas, Head Start/Early Head Start Director, reviewed the refunding application for the 2018 Fiscal Year. The refunding application is due in the Regional Office by September 30, 2017, and requires CAC Board approval. The FY 2018 refunding application includes a 1% Cost of Living Adjustment (COLA) for Head Start and Early Head Start budget for a total increase of $85,888. The refunding application includes the duration funds specified to extend classroom hours for 260 of the 743 Head Start preschoolers. The duration funds permanently increase the Head Start budget by $1,257,251. Training and Technical Assistance funds remain the same. As a result of the duration program the total number of staff has increased from 162 to 194.

The major program change is the implementation of Kindergarten Enrichment Classes (KEC) as the option to provide the extended hours of classroom instruction/participation.

The Kiwanis East I Head Start Center (Kiwanis Fresh Air Camp) has been updated, refreshed, and repaired. The work is almost completed. Ms. Thomas invited the board to tour the updated facility at the conclusion of the meeting.

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

IV. LOW INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Ms. Cecelia Waters presented the Low Income Home Energy Assistance Program (LIHEAP) budget for 2017 – 2018 Fiscal Year. Ms. Waters noted that LIHEAP is projecting to help 6,129 households with regular heating and cooling and 801 households in crisis situations. Her department has made a few changes. They have moved to 1) scheduling appointments with clients, 2) offering a mail-in option for homebound clients and 3) adding an educational component with each client including workshop opportunities.
Mr. Charles Wright moved to approve the Low Income Home Energy Assistance (LIHEAP) budget. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

V. CAC AMERICORPS AND VISTA

Ms. Barbara Kelly reported CAC AmeriCorps has received additional funding through both AmeriCorps and VISTA. Federal funds in the amount of $33,345 have been awarded to support three (3) additional AmeriCorps members. The partner match for this supplemental funding will be $27,000. CAC AmeriCorps has been awarded 12 VISTA members, for the 2017-2018 service year. Mrs. Kelly referred to a list of the VISTA partner agencies and the work to be accomplished. At the December Board meeting, board members will have an opportunity to meet all the AmeriCorp members.

Mr. Wright moved to approve the increased funding for AmeriCorps and VISTA. Judge John Rosson seconded the motion. The motion was unanimously approved.

VI. OTHER PROGRAM UPDATES

Ms. Susan Long announced the following upcoming events. *Aging a Family Affair* will be held on Thursday, November 9, 2017; Family and Friends Purse Sale, an annual fundraiser for Mobile Meals, will take place at the LT Ross building on Friday, September 29; and the Senior Job Fair, will be held at the J. T. O’Connor Center on Wednesday, October 4, 2017.

Mr. Derek Tate informed the board that a new chapter of the Lion’s Club has formed, thanks to the efforts of Mr. Albert Nelson, and will meet at the East Center on October 20, 2017.

Ms. Kelly informed the board that any member who would like to attend *Aging a Family Affair*, should contact Cathy Gonzalez to register.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary