KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

April 27, 2017

MINUTES

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, April 27, 2017.

COMMITTEE MEMBERS PRESENT

Ms. Virginia Anagnost
Dr. Martha Buchanan (Represented by Ms. Katharine Killen)
Mr. Ben Bentley (Represented by Ms. Ashley Ogle)
Ms. Polly Doka
Mr. Gerald Green (Represented by Mr. Doug Burton)
Ms. Rachel Honeycutt
Mr. Buz Johnson
Ms. Kathy Mays
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Mr. Thomas Strickland
Mr. Bob Thomas (Represented by Dr. Clifford Davis)
Mr. Derek Tate
Mr. Ronald Thompson
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT

Councilman Daniel Brown
Commissioner Charles Busler
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Rev. John Gill
Ms. Rebecca Parr
Mr. Steve Ritter
Judge John Rosson
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 March 30, 2017, board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report from Wednesday, April 19, 2017, and makes the following report.

Mr. Matt Neilson from PYA (Pershing, Yoakley & Associates) met with the committee to review the audit report for the period ending June 30, 2016. Mr. Neilson went through the major sections of the report and answered questions from the committee members. The auditor’s report expresses an unqualified opinion of the CAC financial statements. CAC was determined to be a low-risk auditee. There were no material weaknesses identified with regard to the internal controls over major programs. There were no findings for this year and no prior year findings to resolve. Printed copies of the report will be provided to CAC board members and the report will be posted on the CAC website. Full board approval is recommended. This will be a separate agenda item.

The Mobile Meals Kitchen was damaged in June 2011. In 2012, Knox County undertook to repair the facility; operations resumed at the kitchen in November 2012. Since that time, CAC has been engaged with the Federal Emergency Management Agency (FEMA) to recoup a portion of the repair costs. We recently settled with FEMA and will reimburse Knox County $278,578.76. The committee would like to express its appreciation to Jason and Karen Estes for their persistence and commitment to securing this settlement amount. The committee received a report of the Office on Aging Invested Funds. No action is required at this time. The committee reviewed the Homeless Services financial report. The committee reviewed the Equal Employment Opportunity Program that has been developed specifically for Knox County CAC Transit. Full board approval is recommended. The committee reviewed a recommendation from Dr. Martha Buchanan, director of the Knox County Health Department, to appoint Ms. Katharine Killen as her alternate to the CAC board. Full board approval is recommended. The committee reviewed the Head Start and Early Head Start program information and financial reports for the months of February and March 2017. The committee was advised of the difficulty in maintaining full Head Start enrollment this school year. Although vacancies are filled promptly, turnover continues to be a problem. Additional analysis of the factors involved and the proposed corrective action will be provided to the committee as they are developed. The committee was advised that the results of the CLASS review conducted in March have been received and the scores are very good. CLASS stands for Classroom Assessment Scoring System and is a way of
observing and measuring teacher-child interactions. Additional information about the CLASS results will be provided in May. The committee was informed that the Head Start Duration grant has been approved with an implementation date of August 1, 2017. Start-up and prorated operations funding in the amount $936,333 has been awarded. Full board approval is recommended. This will be a separate agenda item. The Tennessee Housing Development Agency (THDA) has awarded CAC an additional $1,203,413.73 in Department of Energy weatherization funds. A minimum of 108 homes will be weatherized. Full board approval is recommended. The committee received a status report on the Operational Standards to be completed by June 30, 2017. The most significant item to be completed is the strategic plan. Several meetings have been held and scheduled including the work done during the board retreat at Highlander Center last summer. A working lunch meeting is scheduled for board members on Wednesday, June 14, 2017, from 10:30 a.m. to 1:30 p.m. to complete work on the plan. Other items will be completed in May. The committee recommends that staff be authorized to submit the operational plan for the Community Services Block Grant (CSBG) which will be due in May 2017. Information about the plan will be presented for review at the May board meeting. Full board approval is recommended. The committee received an update on the status of the local budget requests. Plans were made for board members to attend Mayor Rogero’s State of the City Address on April 28, 2017. Bus transportation will be available from the LT. Ross Building to Suttree Landing Park at 11:15 a.m. The committee recommends that the CAC board meet at the O’Connor Senior Center on Thursday, May 25, 2017. Full board approval is recommended. The committee recommends that a CAC board training retreat be held on Wednesday, August 16, 2017, at the Highlander Center. The training retreat takes the place of the regular CAC board meeting in August. Full board approval is recommended.

Mr. Strickland moved to approve the administrative committee report. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved to accept the Equal Employment Opportunity Program for Knox County CAC Transit. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Ms. Polly Doka moved to accept the recommendation from Dr. Martha Buchanan, director of the Knox County Health Department, to appoint Ms. Katharine Killen as her alternate to the CAC board. Ms. Avice Reid seconded the motion. The motion was unanimously approved.

Ms. Anagnost recognized new board member Ms. Katharine Killen representing Dr. Martha Buchanan from the Knoxville/Knox County Department of Health.

Ms. Avice Reid moved to accept the Tennessee Housing Development Agency’s (THDA) award to CAC for an additional $1,203,413.73 in Department of Energy Funds. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.
Mr. Buz Johnson moved to authorize the submission of the operational plan for the Community Services Block Grant (CSBG). Ms. Lula Williams seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved to accept the recommendation that the CAC board meet at the O’Connor Senior Center on Thursday, May 25, 2017. Ms. Kathy Mays seconded the motion. The motion was unanimously approved.

Ms. Polly Doka moved to accept the recommendation that the board training retreat be held on Wednesday, August 16, 2017, at the Highlander Center. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

III. ANNUAL FINANCIAL REPORT (AUDIT)

Ms. Barbara Kelly presented and reviewed the Annual Financial Report for Fiscal Year Ending June 30, 2016. Ms. Kelly walked the board through the report and highlighted several items. She reviewed the Management’s Discussion and Analysis section which was included in the board packet and commented on the operating expenses by budget classification, CAC expenditures by activities and the CAC revenue sources. She called attention to “Notes” section and commented on the final resolution of the Mobile Meals Kitchen Damage on page 30. She also reviewed pages 103 and 104 including the Schedule of Findings and Questioned Costs, noting that there were no reported audit findings for the year ending June 20, 2016, and no prior year findings to be resolved. Ms. Kelly thanked Sue Campbell, Management Services Director, for her leadership and hard work and the CAC management and fiscal staff for their on-going efforts. She made specific recognition of the Knox County Finance Department for their invaluable service and assistance.

Mr. Terrell Patrick moved to approve the audit report from PYA (Pershing, Yoakley & Associates) from the period ending June 30, 2016. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

IV. HEAD START DURATION GRANT

Ms. Nancy Thomas presented information regarding the Head Start Duration Grant. In 2016 the Head Start Performance Standards were revised. The revision increased the time classroom instruction is given to the students. Therefore, additional funds are necessary to cover the cost of expanding program operations. In the first week in April, Head Start was awarded a grant for $1,257,251 to provide extended day services to 260 Head Start children. In addition, the grant action awarded Start-up Funds in the amount of $543,442. Ms. Thomas went on to describe the work that needed to be done to prepare facilities and to hire and train staff needed to carry out the expanded program.
Ms. Virginia Anagnost announced that all five (5) Head Start Centers received a “Three Stars of Excellence Award.”

Ms. Avice Reid moved to accept the Head Start Duration Grant. Dr. Sanda Twardosz seconded the motion. The motion was unanimously approved.

V. CAC OFFICE ON AGING ANNUAL REPORT

Ms. Susan Long reported on the status of the Office on Aging. She referred to the Pie Chart located on the inside cover of the Office on Aging Report 2016. Notable is a 5% decrease in the federal budget as a percent of the total. The OOA was able to increase private monies through fundraising and grants. Ms. Long discussed that 211, which is funded through United Way is flourishing. Senior Information and Referral Services (SIRS) continues to maintain the data base for 211. In 2015/16 Office on Aging received a three year grant to create or enhance services for older victims of abuse. In the first year, work was done with law enforcement and victim service providers and now the Office on Aging will be working with the public to educate them on all forms of elder abuse. Senior Companion Program has grown; SNAP (Supplemental Nutrition Assistance Program) has a two year extension. The need for Mobile Meals continues to increase. J. T. O’Connor Center continues being an active place for seniors with a theatre group, art group, happy hikers, computers and more. Ms. Long introduced the managers of the CAC Office on Aging and thanked them for their excellent work.

VI. WORKFORCE CONNECTIONS ANNUAL REPORT

Ms. Windie Wilson reported that they modified their format for the annual report. The modified report is subdivided into sections that correspond to the strategic planning areas. The areas are: Engagement, Awareness, Alignment and Impact. Workforce Connections provided job search assistance with more than 19,059 customer visits and assisted 338 adults, 162 dislocated workers and 154 youth receive training and/or intensive Career Services. There were 190 employer events hosted at the Tennessee Career/American Job Center. There were 1,754 job seekers who participated in the on-site career events. Participants in the Summer Youth Program earned $1,450 during their summer youth work experience. Ms. Wilson highlighted some of the success stories included in the report. Ms. Wilson reported that Workforce Connections expended $2,840,766 on a broad range of services during 2015-2016 and that $6,993,792 was earned in the first year by adults completing the program. Ms. Wilson thanked her staff for their hard work.

VII. SUMMER CHILD NUTRITION PROGRAM

Ms. Kelly said that the Summer Child Nutrition Program will begin when the school year ends and will run throughout the summer to provide meals to hungry children at 78 sites, thus far,
throughout Knox County. Since there is no summer school this year, fewer children will be served. Ms. Kelly encouraged the board to get the word out that we are looking for additional community based sites.

VIII. PROGRAM UPDATES

All board members are invited and encouraged to attend a CAC Strategic Planning Meeting on Wednesday, June 14, 2017, from 10:30 am to 1:30 pm at the LT Ross Building. Lunch will be provided.

The Mayor’s State of the City Address will be Friday April 28, 2017, at noon, at Suttree Landing Park. Please see Cathy Gonzalez if you would like to attend.

Duncan Awards for Senior Advocacy will be Thursday, May 4, 2017, 4 pm - 6 pm at Hunter Valley Farm. This annual fundraiser supports Senior Information and Referral Service. Donations accepted. Call 546-6262 for more information.

A Senior Job Fair will be held on Wednesday, May 10, 2017, from 9 am to noon, at the O’Connor Senior Center. It is open to everyone 50 and older.

PAWS Among the Blooms will be held on Friday, May 12, 2017, from 5:30 pm to 7:30 pm at Stanley’s Greenhouse in South Knoxville. This annual fundraiser supports Knox PAWS (Placing Animals With Seniors).

Board Training will be held Wednesday, August 16, 2017, at Highlander Center. Details to follow.

Mr. Derek Tate announced the “5 Points Up” event to be held April 29, 2017, starting at the Eternal Life Church East Center from 8:30 am to Noon. This is a cleanup event for the community.

Mr. Emmanuel Bailey was recognized for comments on behalf of Restoration Resources.

There being no further business, the meeting was adjourned.

Polly Doka
CAC Board Secretary