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 10:00 a.m. on Thursday, July 27, 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. Bob Thomas (Represented by Dr. Clifford Davis)
Ms. Rachel Honeycutt
Mr. Buz Johnson
Sen. Becky Massey
Ms. Kathy Mays
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. Charles Wright

COMMITTEE MEMBERS ABSENT
Mr. Ben Bentley (Represented by Ms. Ashley Ogle)
Rev. John Gill
Mr. Gerald Green (Represented by Mr. Doug Burton)
Dr. Martha Buchanan (Represented by Ms. Katharine Killen)
Mr. Steve Ritter
Mr. Thomas Strickland
Mr. Ronald Thompson Sr.
Dr. Sandra Twardosz
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 May 25, 2017 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE REPORTS

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, June 21, 2017.

The Administrative Committee met on June 21, 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 Homeless Services financial report for the month of May 2017. The committee reviewed the Head Start and Early Head Start program and financial reports for the month of May 2017. The committee recommends that the current pay scale be increased 1% for Head Start and Early Head Start employees. This is based on the Cost of Living Adjustment (COLA) that has been received. The increase will be effective July 9, 2017. Full board approval is recommended. This will be a separate agenda item. The committee was advised that monitoring of the Head Start program identified that the program was under enrolled during the program year. The program operated with an average enrollment of 95% each month; a minimum of 97% is required. The corrective action plan includes a reduction in the Head Start slots from 824 to 743. This will reduce the class size to 17 (rather than 20) and allow three year olds to be enrolled at any time during the school year. The plan includes increasing the number of recruitment staff working during the summer to establish a substantial waiting list of children to fill vacancies as they occur during the school year; increasing the funds for advertisement, recruitment materials, open house and other recruitment events; and utilizing data management to track and report results to Policy Council, CAC Board and the Head Start Regional Office. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the Preschool Slot Reduction Plan. Full board approval is recommended. This will be a separate agenda item. The committee recommends that the pay scale for employees, excluding Head Start, be increased by 2.5% effective July 16, 2017. Regular employees in the lower pay grades will be guaranteed a minimum increase of $1,000. In those instances where the 2.5% increase is less than $1,000, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on the full-time rate and will be prorated for employees working less than full time. Full board approval is recommended. This will be a separate agenda item. The committee received an update on the reorganization of Workforce Connections in accordance with requirements of the Tennessee Department of Labor. Twenty (20) employees have received layoff notices. We are hopeful that the entity selected to operate the American Job Center will consider employing the existing staff. No action is required. This will be a separate agenda item. The committee was advised that all 50 Organizational Standards have been met except those related to the Strategic Plan which will be considered by the full board on July 27, 2017.
Mr. Johnson moved to approve the Administrative Committee report. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, July 19, 2017, and makes the following report.

The Administrative Committee met on July 19, 2017 and makes the following report.

Approved the personnel actions on the attached sheets. The committee reviewed the report of the Office on Aging Invested Funds. Staff was authorized to reinvest the Lifeline Project and the O’Connor Center certificates of deposit that come due in July and August at the best available rate. Full board approval is recommended. The committee recommends that CAC submit a proposal for a “Safety Partners” matching grant through the Tennessee Municipal League Pool. Full board approval is recommended. The committee reviewed the Poverty Guidelines for 2017/18 for the period beginning July 1, 2017. No action is required. The committee recommends that a contract be authorized with Pershing Yoakley and Associates (PYA) to conduct the annual audit for the period ending June 30, 2017 at an amount not to exceed $43,350. Full board approval is recommended. The committee recommends that a contract be authorized with HG&A to conduct the annual audit of the retirement plan for the period ending June 30, 2017 at an amount not to exceed $7,250. Full board approval is recommended. The allocation of city and county local funds was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee was advised that the Workforce Development Board has approved contracting with East Tennessee State University to operate the American Job Center in Knox County. The transition is expected to take place by mid-August. It is anticipated that positions will be available for and offered to many of the current staff. No action is required. This will be a separate agenda item. The committee was advised that Workforce Connections has been awarded a contract to operate the American Job Centers in Workforce Development Area 1 which includes Carter, Johnson, Sullivan, Unicoi, and Washington counties in Upper East Tennessee effective July 1, 2017 in the amount of $ 785,000. Full board approval is recommended. This will be a separate agenda item. The committee reviewed a summary of the CSBG funding for the period July 1, 2017 through June 30, 2018. Full board approval is recommended. This will be a separate agenda item. The committee reviewed three documents related to the operation of Knox County CAC Transit including the Department of Transportation Disadvantaged Business Enterprise (DBE) Program, the Public Fares and Services Policy, and the updated Drug and Alcohol Policy for Safety Sensitive Positions. Full board approval is recommended. This will be a separate agenda item. Ms. Maryanne Cunningham, Interim Director of SWORPS, presented a summary of the CAC Community Needs Assessment and reviewed the proposed CAC Strategic Plan. The committee thanked Ms. Cunningham and her team for the excellent work represented by these documents. Full board approval is recommended. This will be a separate agenda item. The committee discussed plans for the CAC Board Training Retreat to be held at Highlander Center on August 16, 2017. The Administrative Committee will meet on Thursday August 24, 2017. Full board approval is recommended.
Mr. Johnson moved to approve the Administrative Committee report. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Ms. Judy Poulson moved that CAC Board Training Retreat be held at Highlander Center on Wednesday August 16, 2017 and that the Administrative Committee will meet on Thursday August 24, 2017. Senator Becky Massey seconded the motion. The motion was unanimously approved.

Ms. Judy Poulson moved to approve the recommendation to authorize staff to reinvest the Lifeline Project and the O’Connor Center certificates of deposit that come due in July and August at the best possible rate. Senator Becky Massey seconded the motion. The motion was unanimously approved.

Mr. Buz Johnson moved to authorize submission of a “Safety Partners” Matching Grant through the Tennessee Municipal League Pool. Ms. Avice Reid seconded the motion. The motion was unanimously approved.

Judge John Rosson moved that the Pershing Yoakley & Associate (PYA) be engaged to conduct the annual financial and compliance audit at an amount not to exceed $43,350. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved that HG&A be engaged to conduct the annual audit of the retirement plan at an amount not to exceed $7,250. That is a $250 increase from last year. Mr. Buz Johnson seconded that motion. The motion was unanimously approved.

III. ALLOCATION CITY AND COUNTY FUNDS

Ms. Barbara Kelly reviewed the recommended allocation of City and County funds. She noted that the city and the county each provided an additional $55,750 to go towards a staff salary increase.

Mr. Charles Wright moved approval of the allocation of city and county funds. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

IV. STAFF SALARY RECOMMENDATIONS

Ms. Kelly reviewed the recommended the Cost of Living Adjustment (COLA) that has been received for Head Start and Early Head Start.

Ms. Avice Reid moved to approve the Head Start Cost of Living Adjustment (COLA). Judge John Rosson seconded the motion. The motion was unanimously approved.
Ms. Kelly reviewed the recommendation to increase in the current pay scale by 1% for Head Start and Early Head Start employees. This is based on the Cost of Living Adjustment (COLA) that has been received. The increase will be effective July 9, 2017.

Mr. Terrell Patrick moved to approve the pay scale adjustments for Head Start. Judge John Rosson seconded the motion. The motion was unanimously approved.

Ms. Kelly reviewed the recommendation to raise the pay scale for employees, excluding Head Start staff, by 2.5% effective July 16, 2017. Regular employees in lower pay grades will be guaranteed a minimum increase of $1000. In those instances where the 2.5% increase is less than $1000, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on the full-time rate and will be prorated for employees working less than full time.

Ms. Kathy Mays moved to approve the pay scale adjustments for staff, excluding Head Start, by 2.5%. Mr. Chris Caldwell seconded the motion. The motion was unanimously approved.

VI. HEAD START

Ms. Kelly reviewed the monitoring report of the Head Start program that identified that the program was under-enrolled during the program year. The program operated with an average enrollment of 95% each month; a minimum of 97% is required. The corrective action plan includes a reduction in the Head Start slots from 824 to 743. This will reduce the class size from 20 to 17 children and allow three year olds to be enrolled at any time during the school year. The plan includes increasing the number of recruitment staff working during the summer to establish a substantial waiting list of children to fill vacancies as they occur during the school year; increasing the funds for advertisement, recruitment materials, open house and other recruitment events; and utilizing data management to track and report results to Policy Council, CAC Board, and the Head Start Regional Office.

Mr. Buz Johnson moved to accept the corrective action plan. Ms. Rachel Honeycutt seconded the motion. The motion was unanimously approved.

Ms. Kelly reviewed the Preschool Slot Reduction Plan that would more appropriately serve the preschool applicants for the Head Start program. This will reduce the class size to 17 (rather than 20) and allow three year olds to be enrolled at any time during the school year. Ms. Kelly explained that there is a limit on class size for three year olds.

Mr. Charles Wright moved to accept the Preschool Slot Reduction Plan. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

VI. WORK FORCE CONNECTIONS
Ms. Windie Wilson advised the board that Workforce Connections has been awarded a contract to operate the American Job Centers in Workforce Development Area 1, effective July 1, 2017. Local Workforce Area 1 includes five counties and they have an American Job Centers in each county. The contract for services is primarily to provide staffing in the American Job Centers. We received a contract for $785,000 for a one year period. The counties covered are Carter, Johnson, Sullivan, Union, and Washington.

Ms. Kelly explained that under the WIOA regulations, the Workforce Board is responsible for budget decisions and program oversight of the program in Knox County. The CAC board is responsible for oversight of the subcontract for the operation of the American Job Centers in Workforce Area 1.

Mr. Buz Johnson moved we accept the contract to operate the American Job Centers in Work-force Area 1. Ms. Kathy Mays seconded the motion. The motion was unanimously approved.

VII. KNOX COUNTY CAC TRANSIT

Ms. Karen Estes presented three (3) documents related to the operation of Knox County CAC Transit including; the Department of Transportation Disadvantaged Business Enterprise (DBE) Program, the Public Fares and Services Policy, and the updated Drug and Alcohol Policy for Safety Sensitive Positions.

Ms. Polly Doka moved to approve the Department of Transportation Disadvantaged Business Enterprise document. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Senator Becky Massey moved to approve the Public Fares and Services Policy. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

Ms. Polly Doka moved to approve the Drug and Alcohol Policy for Safety for Sensitive Positions. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

VIII PRESENTATION: COMMUNITY NEEDS ASSESSMENT AND STRATEGIC PLAN

Ms. Kelly introduced Mr. Max Taylor, representing SWORPS. SWORPS was responsible for conducting the Community Needs Assessment and for pulling together the document that is being presented today. She recognized the participation of board members, staff, clients, and community partners in the process. The participation was excellent and has produced the most comprehensive assessment we have ever presented. Mr. Taylor presented a PowerPoint that highlighted the process and significant findings. The assessment was done within ROMA
framework and is consistent with the ROMA Goals. It was noted that the poverty has increased to 25.7% during the five year period from 2012 to 2015. Poverty continues to fall disproportionately based on gender, age, and race. The emergence of areas of concentrated poverty was discussed. Highlights of the assessment include the relationship of education to good paying jobs and income; the lack of transportation and the high cost of child care as major barriers to family stability; the shortage of affordable housing; increase in the oldest senior population and growing need for more services.

Ms. Lori Galbraith reviewed the top five (5) needs that were identified based on the community assessment. They are: Housing: the community has a shortage of housing with rent/mortgage and utilities that do not exceed 30% of household income. Jobs: individuals cannot obtain jobs that provide a living wage because of the lack of necessary education and skills. Transportation: individuals need access to reliable transportation for employment, medical appointments, and essential errands. Seniors: the community lacks adequate resources to meet the needs of seniors to maintain safe and stable independent living. Substance abuse: the agency needs to increase its knowledge about the extent of substance abuse in the community and its impact on clients, their families, and the larger community.

Ms. Kelly noted the Key Findings handout that was included in the board packet. She indicated that a copy of the PowerPoint and the Community Needs Assessment document will be available online. Printed copies are available to anyone who would like one. Copies will also be appended to the file copy of the minutes.

Ms. Rebecca Parr moved to accept the Community Needs Assessment. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Kelly explained that the Community Needs Assessment and the five (5) top needs were used in developing the Strategic Plan. She called attention to the FY 2018-2022 Strategic Plan Content handout that was included in the board packet. Ms. Misty Goodwin presented the Strategic Plan element dealing with affordable housing. Ms. Windie Wilson discussed efforts to be undertaken to increase the preparedness of individuals for good paying jobs. Ms. Karen Estes described efforts planned to increase community awareness of affordable transit options and to assist clients to acquire/maintain personal transportation. Ms. Deisha Finley discussed steps to be taken to increase resources and services to meet the increasing needs of seniors to maintain safe and stable independent living. Ms. Cecelia Waters described plans to increase CAC’s capacity to deal effectively with the impact of substance abuse on individuals and families.

Ms. Kelly noted that the Strategic Plan elements would be the focus of one of the sessions at the CAC Board Retreat in August along with a session on the opioid issue which relates directly to the substance abuse element of the plan.

Mr. Derek Tate moved to accept the Strategic Plan. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.
IX. CSBG FUNDING: COMMUNITY ACTION PLAN

Ms. Kelly presented the CSBG Community Action Plan Summary. CSBG funds will be used to provide a mix of services (1) based on the most recent analysis of needs, (2) compliments the wide range of services offered by the agency, and (3) is coordinated with the programs and services offered by partner organizations and agencies, both public and private. The CSBG services include Education, Income Management, Nutrition, Services Supporting Multiple Domains, and Agency Capacity Building. Ms. Kelly reviewed the CSBG budget summary which was included in the board packet.

Ms. Judy Poulson moved to approve the CAP plan. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary