KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

March 30, 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, March 30, 2017.

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

COMMITTEE MEMBERS ABSENT
Mr. Buzz Thomas (Represented by Dr. Clifford Davis)
Rev. John Gill
Mr. Buz Johnson
Mr. Steve Ritter
Mayor Madeline Rogero (Represented by Ms. Avice Reid)

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 January 26, 2017 board meeting. There being none, the minutes were approved as distributed.

Ms. Anagnost recognized new board members Ms. Rachel Honeycutt from Head Start and Mr. Michael Holtz representing Dr. Martha Buchanan from the Knoxville/Knox County Department of Health.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for March 8, 2017 and March 22, 2017. The Administrative Committee met on March 8, 2017 and makes the following report.

Tim Royster from HG&A Associates met with the committee to review the Retirement Plan Audit for the year ending June 30, 2016 and 2015. The report and related forms have been submitted to the U.S. Department of Labor as required by law. Approved the personnel actions on the attached sheet. A report of the Office on Aging Invested funds was reviewed. No action is required at this time. The committee reviewed the Head Start and Early Head Start financial and program information reports for the month of January 2017. The Head Start and Early Head Start Procedures and Criteria for the Recruitment, Selection, and Enrollment of Children was reviewed. Full board approval is recommended. The committee was advised that the agency financial audit for the period ending June 30, 2016 will be completed and submitted before March 31, 2017 as required. The committee reviewed the local budget requests. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the East TN Foundation Affordable Housing Repair Program Proposal for $150,000 to repair approximately 35 homes. Full board approval is recommended.

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

Mr. Wright moved to accept the Head Start and Early Head Start financial and program information reports for the month of January 2017. Mr. Caldwell seconded the motion. The motion was unanimously approved.

Ms. Williams moved to accept the local budget requests. Dr. Twardosz seconded the motion. The motion was unanimously approved.

Mr. Wright moved to accept the East TN Foundation Affordable Housing Repair Program Proposal for $150,000 to repair approximately 35 homes. Ms. Parr seconded the motion. The motion was unanimously approved. Ms. Honeycutt asked if we worked with contractors directly to accomplish this work. Ms. Anagnost said we have a certified group that works with CAC...
Housing and Energy Services.

Mr. Thomas “Tank” Strickland presented the Administrative Committee report for March 8, 2017. The administrative committee met on Wednesday, March 22, 2017, and makes the following report.

Mr. Eric Foster from PYA Waltman met with the committee to review the CAC pension plan. Two recommendations were made and considered by the committee as follows: (1) Swap four (4) funds that have 12b1 fees for different versions of the same funds that do not. This is basically a housekeeping change; (2) Remove from the plan the Royce Small Cap Fund, the Bridgewater Small Cap Value Fund and the Perkins Mid Cap Value Fund and replace them with Fidelity Small Cap Enhanced Index Fund. Full board approval is recommended. Approved the personnel actions on the attached sheet. A report of the Office on Aging Invested funds was reviewed. No action is required at this time. The committee was advised that the agency financial audit for the period ending June 30, 2016 will be completed and submitted by March 31, 2017 as required. The report will be reviewed at the April meeting of the Administrative Committee. The committee reviewed an application to the Tennessee Housing Development Agency (THDA) for Emergency Solutions Grant (ESG) funds in the amount of $90,000 for rehousing services for approximately 180 households. Full board approval is recommended. The committee was advised that THDA is requiring an Applicant Board Member Disclosure form be completed by CAC board members. Notary services will be available at the full board meeting. The committee reviewed the Results Oriented Management and Accountability (ROMA) cycle as it applies to planning for the Community Services Block Grant (CSBG). Outcomes for the year ending June 30, 2016, will be reviewed at the full board meeting. Board and client surveys will be conducted as part of the needs assessment process. This will be a separate agenda item. The committee authorized the staff to submit the Summer Food Service application as soon as the necessary information is available. Planning for the program this year is complicated by the decision of Knox County Schools not to have summer school this year. The committee received an update on the proposed federal funding for FY 2018. The committee was advised the Equality Coalition for Housing Opportunities (ECHO) Conference will be held Friday, April 7, 2017, at the Foundry. CAC received the FULCRUM Award for the KEEM program. The award will be presented at the full board meeting.

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

Mr. Wright moved to approve the two recommendations to swap four (4) funds that have 12b1 fees for different versions of the same funds that do not and to remove from the plan the Royce Small Cap Fund, the Bridgewater Small Cap Value Fund and the Perkins Mid Cap Value Fund and replace them with Fidelity Small Cap Enhanced Index Fund. Ms. Parr seconded the motion. The motion was unanimously approved.

Ms. Doka moved to accept the application to the Tennessee Housing Development Agency (THDA) for Emergency Solutions Grant (ESG) funds in the amount of $90,000 for rehousing.
services for approximately 180 households. Ms. Parr seconded the motion. The motion was unanimously approved.

III. PRESENTATION OF THE FULCRUM AWARD - POSTPONED

IV. BOARD MEMBER DISCLOSURE FORM

Board members received the Applicant Board Member & Corporate Disclosure form with their board packets. Ms. Kelly explained that this is a required document which would enable CAC to receive Tennessee Housing Development Agency (THDA) for Emergency Solutions Grant (ESG) funds in the amount of $90,000 for rehousing services for approximately 180 households. The board members were given time to read the document, sign it and have the document notarized.

V. SENIOR SERVICE DIRECTORY

Ms. Susan Long announced that the 2017-2019 Senior Service Directory has been published and is available to anyone who wants a copy. She encouraged the board to help distribute the 55,000 directories throughout the community. Ms. Long showed the board the very first directory from 1977. As it did then, the Directory continues to serve the senior community with important and easily accessed information. Ms. Long estimates the new directory will be available online beginning July 1, 2017. Ms. Long took this opportunity to thank Rachel Kraft, Angela Grant, Fred Massingill and Sara Mary Wallace for their efforts in producing the directory. Ms. Long spoke about upcoming events including Mayors Day of Recognition for National Service, the Duncan Award, and PAWS Among the Blooms.

VI. ROMA OUTCOMES: THE BIG PICTURE

Ms. Kelly presented a PowerPoint presentation of the Results Oriented Management and Accountability (ROMA) outcomes. The National Performance Indicators are organized around the six ROMA goals which are: 1. Low-income people become more self-sufficient; 2. The conditions in which low-income people live are improved; 3. Low-income people own a stake in their community; 4. Partnerships among supporters and providers of services to low-income people are achieved; 5. Agencies increase their capacity to achieve results; 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments. A copy of the report will be appended to the file copy of the minutes. It will be available online. A printed copy of the report is available to anyone who would like a copy.

VII. ROMA CYCLE: BOARD SURVEY OF COMMUNITY NEEDS
Ms. Kelly asked each board member to complete a board survey of community needs. This is required annually to be included in a needs assessment, which provides information that helps with program planning. The survey will be compiled and analyzed by the U.T. SWORPS (Social Work Office of Research and Program Support).

Board members participated in break-out groups to discuss questions related to the needs assessment. Each group considered different questions. The questions and group responses were as follows. Group 1 - Who do we serve best? The results were: Low income people, Children and Seniors. What needs are being met most effectively by CAC? The results were: transportation, mobile meals, intervention and Head Start. Group 2 - Are there people we are not serving that we should? The results were: Those with criminal records, young adults and sex offenders. How can we best reach them? The results were: second-chance programs and connect with local charities and access available resources. Group 3 - Are there services we should consider to address because needs are not being met? The results were: financial literacy (to avoid scams, pay day loans, telemarketing, economic education and better access to food. Group 4 - In your opinion, what is CAC doing that is most important to keep doing? The results were: transportation, mobile meals, job training, helping elderly (housing, utilities and meals) and anti-smoking for seniors.

VIII. LOCAL BUDGET REQUESTS

Ms. Kelly reported on local budget requests. CAC is requesting $55,750.00 from the City to provide a 2½% salary increase for CAC staff effective July 1, 2017 and $50,000.00 to establish a Housing Navigator position with Homeward Bound. CAC is requesting $55,750.00 from the County to provide a 2½% salary increase for CAC staff effective July 1, 2017 and $35,000.00 to continue to provide information, education and case management services at the Knox County network of Senior Centers.

Judge Rosson moved to approve the local budget request. Mr. Wright seconded the motion. The motion was unanimously approved.

IX. UPDATE ON FEDERAL FUNDING

Ms. Barbara Kelly spoke to the board regarding the President’s Budget Proposal. We are very concerned, but this is the beginning, not the end, of the budget process. Congress has the final word on the budget. CAC’s programs have strong bipartisan support in Congress. Ms. Kelly expressed her opinion that those who have supported and stood up for these programs in the past will continue to support them now. We need to continue to do the work and tell our story.

X. ANNOUNCEMENTS

Ms. Deisha Finley informed board members of the Senior Job Fair on May 10, 2017 and the Senior Needs Assessment on May 11, 2017. Both events will be at the O’Connor Center.
Mr. Patrick Terell 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.

Ms. Anagnost called attention to the list of meetings and events listed on the agenda and encouraged the board members to participate.

There being no further business, the meeting was adjourned.

Polly Doka
CAC Board Secretary