The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the J. T O’Connor Center, 611 Winona Street, Knoxville, Tennessee at 10:00 a.m. on Thursday, May 25, 2017.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Dr. Martha Buchanan (Represented by Ms. Katharine Killen)
Mr. Ben Bentley (Represented by Ms. Ashley Ogle)
Councilman Daniel Brown
Mr. Buz Johnson
Sen. Becky Massey
Ms. Kathy Mays
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Mayor Madeline Rogero (Represented by Ms. Avice Reid)
Judge John Rosson
Mr. Thomas Strickland
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Dr. Sandra Twardosz
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Mayor Tim Burchett (Represented by Mr. Chris Caldwell)
Commissioner Charles Busler
Ms. Polly Doka
Rev. John Gill
Mr. Gerald Green (Represented by Mr. Doug Burton)
Ms. Rachel Honeycutt
Ms. Judy Poulson
Mr. Steve Ritter
Mr. Bob Thomas (Represented by Dr. Clifford Davis)
Ms. Lula Williams

OBSERVER
Ms. Patty Galvan-Blazer 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 April 27, 2017 board meeting. Ms. Anagnost noted that Commissioner Charles Busler did attend the April board meeting. This being the only noted change, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Thomas “Tank” Strickland presented the Administrative Committee report from Wednesday, May 17, 2017, and makes the following report.

There were no Personnel Actions to be approved. The committee reviewed the report of the Office on Aging Invested Funds. No action is required at this time. The committee reviewed the Homeless Services Financial report as of April 30, 2017. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of April 30, 2017. The committee received a report on the local budget requests. Funds requested to support a CAC staff salary increase are included in the budgets proposed by the City and County mayors. A Head Start Cost of Living Adjustment (COLA) is in process but has not been received. As soon as the City and County budgets are approved and the COLA information is received, a recommendation will be made regarding the amount and effective date of the salary increase. The administrative committee was advised of changes being required by the TN Department of Labor affecting the operation of Workforce Connections. Agencies, including CAC, will no longer be able to administer the grant, provide support services to the Workforce Development Board, and operate the program/service delivery portion of the program. A Request for Proposal (RFP) will be issued through Knox County Purchasing for a provider to operate the American Job Center and related programs. This will be a separate agenda item. The committee reviewed and discussed the Risk Assessment Survey. The committee recommends that a copy of the survey be included in the board package and reported to the full board. This will be a separate agenda item. The committee reviewed and approved a Succession Plan for the Emergency, Short Term Absence of the Executive Director. Full board approval is recommended. This will be a separate agenda item. The committee conducted a performance evaluation of the Executive Director. The evaluation was based on fifteen (15) key components of the Executive Director’s job description. Ms. Kelly was commended on her overall outstanding performance.

Mr. Strickland moved to approve the Administrative Committee report. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Anagnost recognized a new board member, Senator Becky Massey.

Ms. Avice Reid has been recommended to serve on the Administrative Committee.
Mr. Wright moved to accept Ms. Reid’s nomination to the Administrative Committee. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

III. O’CONNOR SENIOR CENTER PRESENTATION

Ms. Sue Massingill recognized new staff member Calie Terry and highlighted a number of activities occurring at the O’Connor Center. The Center has increased the number of art classes from two classes to three. This spring the Silver Stage Players presented a movie premiere featuring their original movie on elder abuse. The Singing Seniors are growing and performing throughout the community. The O’Connor Band and Singing Seniors will be performing at Mighty Musical Monday on July 3, 2017, at the Tennessee Theatre. Ms. Massingill discussed some challenges facing the Center. These challenges include: not enough space in the building for the programs, increase in the demand for transportation and an increased number of deaths that have happened with the O’Connor participants. She and her staff are working on developing a calling system designed to check up on participants. Ms. Massingill reported that the Pancake Fest generated $16,000 for the Center. The yearly golf tournament will be September 29, 2017. Ms. Massingill asked the board to help get the parking lot restriped and for repaving of the Ruth Peterson Street. Ms. Anagnost thanked Ms. Massingill for her report and for the lovely reception.

Ms. Anagnost introduced Douglas Hubbard, chair of the Council on Aging. Mr. Hubbard explained the Older Americans Act allocation process to the board members.

Senator Becky Massey moved to approve the Allocations of Older Americans Act funds. Ms. Avice Reid seconded the motion. The motion was unanimously approved.

IV. LOCAL BUDGET, HEAD START COLA, and GRANT FUNDING UPDATE

Ms. Barbara Kelly presented information regarding the local budget. The funds requested for staff increases have been included in the proposed budgets. Head Start has received a 1% cost of living adjustment. We continue to monitor the Federal budget situation and do not expect any additional information to report until later this summer.

V. WORKFORCE CONNECTIONS

Ms. Windie Wilson reported on the changes taking place at Workforce Connections. The funds flow from the US Department of Labor to the Tennessee Department of Labor & Workforce Development. These funds are made available to Chief Local Elected Officials of Local Workforce Development Area (Knox County Mayor Burchett in Local Workforce Development
Area 3). The Mayor appoints a Workforce Board, according to statutory guidelines, to oversee Workforce monies and activities. The Workforce Board may employ staff or select an entity to serve as staff to the board. The mayor also designates a fiscal agent to manage Workforce Development resources. CAC is currently the fiscal agent and provides the staff to the board. CAC also operates the American Job Center. Tennessee Department of Labor and Workforce Development is requiring that fiscal agents and staff to the board be separate from service providing organizations. The impact is that CAC Workforce Connections will no longer be able to operate the American Job Center. We have been working with Knox County Purchasing Department to prepare a Request for Proposal (RFP). We have made the staff aware of the situation. The RFP is due June 27, 2017. We anticipate the transition during the first week of July 2017. Senator Massey asked how many staff would be affected. Ms. Wilson stated that it would affect twenty (20) CAC staff members.

VI. RISK MANAGEMENT SURVEY

Ms. Kelly informed the board that one of the Organizational Standards requires a formal Risk Assessment. In conducting this assessment we used a format used by Knox County. Board members have received a copy of the Risk Assessment in their packets. Ms. Kelly reported that we are considered a low risk entity with regard to the financial and compliance audit. Ms. Kelly reminded the board that at last month’s board meeting the audit report had no findings. This does not mean that there is no risk. Risk is inherent in what we do at CAC. Many of the services we provide imply risk; our job is to manage the risks. We do this by having good procedures, ongoing staff training, and strong oversight and supervision.

Mr. Buz Johnson moved to approve the Risk Management Survey. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

VII. SUCCESSION PLAN for EMERGENCY, SHORT TERM ABSENCE OF EXECUTIVE DIRECTOR

Ms. Kelly reviewed the board document formalizing the emergency, short-term absence of the Executive Director document. This is the procedure that is currently in place, but now it is submitted as a formal document.

Ms. Reid moved to approve the Succession Plan for Emergency, Short Term Absence of Executive Director plan for the Community Action Committee (CAC). Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

VIII. STRATEGIC PLAN UPDATE and SCHEDULE

Ms. Kelly called attention to the June 14, 2017, Strategic Planning meeting taking place at the Ross building from 10:30 am to 1:30 pm. Ms. Kelly asked for a show of hands as to how many board members will attend. The majority of the members present raised their hands.
IV. SUMMER PROGRAM and SCHEDULE

Ms. Kelly informed the board that we now have 75 sites lined up for our summer feeding program. Of these sites, forty-four (44) will begin on Tuesday, May 30, 2017. We will have a total of ninety (90) sites which reflects the generosity of our community and churches to open their doors and have volunteers to distribute food to our children thought the summer feeding program. Ms. Kelly recognized Mr. Derek Tate for offering his church as a summer feeding site.

X. PROGRAM UPDATES

Ms. Susan Long, Director of the Office on Aging, presented several items relating to the Office on Aging. These items include: (1) three online surveys, (2) a Council on Aging presentation on Thursday, June 8, 2017, on Hanging Up on a Scam, and (3) requesting donations for the Power of the Purse fund-raising event.

Mr. Derek Tate briefly commented that the TACA Conference was very informative, a time to make new friends, and was well attended. Ms. Anagnost commented that we were well represented at the conference.

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 Ross Building. Lunch will be provided.

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

There being no further business, the meeting was adjourned.

Polly Doka
CAC Board Secretary