KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

APRIL 26, 2018

MINUTES

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, April 26, 2018.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Dr. Clifford Davis – representing Mr. Bob Thomas
Ms. Polly Doka
Ms. Rachel Honeycutt
Mr. Buz Johnson
Ms. Katharine Killen – representing Dr. Martha Buchanan
Ms. Kathy Mays
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avice Reid - representing Mayor Madeline Rogero
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Mr. Chris Caldwell – representing Mayor Tim Burchett
Rev. John Gill
Sen. Becky Massey
Councilwoman Gwen McKenzie
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Judge John Rosson
Mr. Thomas Strickland
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 29, 2018 board meeting. Ms. Anagnost saw a correction on page two (2). Board approved for a stricter policy to prohibit smoking was requested by Ms. Virginia Anagnost, not Ms. Barbara Kelly. The minutes were approved with the correction.

II. PRESENTATION: EQUALITY COALITION FOR HOUSING OPPORTUNITIES ECHO ADVOCACY AWARD.

Ms. Cecelia Waters, ECHO Board Member, presented to the CAC Board the Equality Coalition for Housing Opportunities (ECHO) 2017 Advocacy Award for CAC’s over five (5) decades of service focused on housing, education, energy, and human services and in tribute to enhancing civic pride and livability.

III. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, April 18, 2018.

The Administrative Committee met on April 18, 2018 and makes the following report.

Mr. Matt Neilson from Pershing Yoakley & Associates (PYA) met with the committee to review the audit report for the period ending June 30, 2017. Mr. Neilson went through the major sections of the report. He suggested that members review Management’s Discussion and Analysis on pages 4 – 9 of the printed report and Significant Accounting Policies – Note 1 on pages 18 – 30. The auditor’s report expressed 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 Administrative Committee approved the personnel actions for the month of March 2018 on the attached sheet. 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 Head Start and Early Head Start program information and financial reports for the month of March 2018. The committee reviewed a request for supplemental funds for the Head Start/Early Head Start in the amount of $786,500. Full board approval is recommended. This will be a separate agenda item. The committee recommends that staff be authorized to submit a plan to expend an allocation of Community Services Block Grant funds in the amount of $795,300 for the period April 1, 2018 – September 30, 2018 to the Tennessee Department of Human Services. Program
details will be presented for consideration at the May meeting. Full board approval is recommended. This will be a separate agenda item. The committee reviewed funding allocations from HUD in the amount of $440,454 to refund Homeward Bound programs including Elizabeth’s Home, REACH, Project Succeed and Families in Need. Full board approval is recommended. This will be a separate agenda item. The committee reviewed allocations from the United Way in the amount of $259,542.84 including funding for Youth WINS, Mobile Meals, Senior Information and Referral Service, Resilient Families and $8,292.84 in designated gifts. Full board approval is recommended. This will be a separate agenda item. The committee reviewed an allocation from the East Tennessee Foundation for $4,000 from the Mount Rest Fund. Full board approval is recommended. This will be a separate agenda item. The committee was advised that changes are being proposed by the Tennessee Department of Labor that will impact the delivery of workforce services across the state including Knox County. Staff is monitoring the situation closely. Additional information should be available at the May meeting. 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 27, 2018. Bus transportation will be available from the Ross Building to Mary Costa Plaza at 11:15 a.m. The committee was informed of a new service called Techies Give Back which will provide donated computers to low income families through CAC. Additional information will be provided. The committee recommends that the CAC board meet at the O’Connor Senior Center on Thursday, May 24, 2018. Full board approval is recommended.

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

Ms. Virginia Anagnost recommended that the board meet at the O’Connor Senior Center on Thursday, May 24, 2018 in recognition of Older Americans Month.

Ms. Rebecca Parr moved to meet at the O’Connor Senior Center. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

IV. ANNUAL FINANCIAL REPORT (AUDIT)

Ms. Barbara Kelly presented and reviewed the Annual Financial Report for Fiscal Year Ending June 30, 2017. Ms. Kelly highlighted several items in the report. 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 special attention to the “Other Factors” section noting that the Knoxville Extreme Energy Makeover (KEEM) was funded by TVA as of June 15, 2015 to provide energy upgrades for 1,200 homes in Knoxville. KEEM, a $15 million program, represented a significant increase in weatherization funding and concluded on September 30, 2017. The Round – It – Up program will continue to fund weatherization activities in the KUB service area. In addition, the Federal government (FY2018) is currently funded by continuing resolution (CR) through March 23, 2018. The proposed FY 2019 budget includes the elimination of some programs operated by CAC. Finally, settlements have been reached with the insurance company and with the Federal Emergency Management Agency (FEMA) regarding
the Mobile Meals Kitchen facility that was damaged by a storm in 2011. A final payment of $278,579 was made to Knox County for the cost of repairing the facility during Fiscal Year 2017. Ms. Anagnost publicly thanked Commissioner Charles Busler for the County’s contribution to defray costs incurred at the Mobile Meals Kitchen repairs pending the insurance settlement.

Ms. Kelly then highlighted PYA report where they cited that there were no audit adjustments, no audit difficulties or issues, and there were no schedule of findings or questioned costs. The full findings are available in hard copy and on the CAC website.

V. HEAD START SUPPLEMENTAL FUNDING REQUEST

Ms. Nancy Thomas, Director of Head Start/Early Head Start, requested permission to seek Federal funding for the five supplemental requests on the attached sheet.

➢ Submitted to Administration for Children and Families. CAC Head Start/Early Head Start proposes a request for supplemental funding of $786,500 to address critical health and safety needs.

Ms. Parr moved to submit the supplemental funding request. Ms. Avice Reid seconded the motion. The motion was unanimously approved.

VI. FUNDING PROPOSAL/APPLICATION

Ms. Kelly reviewed the summary of funding proposals and applications that was included in the board packet.

➢ Homeward Bound and CAC Office on Aging received $259,542.84 from United Way of Greater Knoxville for Youth WINS, Mobile Meals, CAC Resilient Families and Senior Information and Referral Service, and designated pledges.

➢ CAC Office on Aging received, from the East Tennessee Foundation, $4,000 from the Mount Rest Foundation for senior services.

➢ CAC Homeward Bound received $457,317 from the U.S. Department of Housing and Urban Development (HUD) Continuum of Care (CoC) program. This funding will help to continue to improve the lives of men, women and children through local planning efforts and through direct housing and service programs funded under FY2017. Please note there was a correction made to Elizabeth’s Home Rehousing from $104,724 to $121,587 that occurred after the board packet was sent to the members.

Ms. Kay Mays moved to approve the proposals and applications as presented. Mr. Wright seconded the motion. The motion was unanimously approved. Mr. Buz Johnson recused himself from the vote.
VII. **STRATEGIC PLAN**

Ms. Maryanne Cunningham, SWORPS Interim Director, gave a review of the work accomplished to determine the FY2018 – FY 2022 Strategic Plan. Ms. Cunningham referred to the handout provided. The 5 Strategic Plan needs are: (1) increase access to reliable transportation, (2) address the community shortage of housing, (3) increase knowledge about the extent of substance abuse in the community, (4) address the lack of resources to meet the needs of seniors to maintain safe and stable independent living, and (5) assist individuals who cannot obtain jobs that provide a living wage because of lack of necessary education and skills. Under each of the five needs are goals and objectives.

The board was organized into four (4) groups, and a director from CAC was assigned to each group to guide them in discussing the following two questions: (1) Give two examples indicating progress in meeting Strategic Plan goals and (2) are there any barriers to meeting goals identified at this point?

Group #1) was assisted by Ms. Windie Wilson, Director of Workforce Connections. Mr. Buz Johnson reported that two areas indicating progress with jobs are (1) that Workforce Connections met two objectives by increasing the workforce preparedness of 500 low-income CAC clients through linkages with other agencies, facilitating 100 clients in obtaining high-school equivalency and additional education, and/or vocational training yearly. (2) There are nine annual career exploration events and/or job fairs for CAC clients. The barrier they identified is in anticipating changes that may occur, for example, by the State of Tennessee making changes to Workforce Development structure.

Group #2) was assisted by Ms. Karen Estes, Director of Transportation/Mobile Meals Kitchen. Ms. Rebecca Parr reported that two areas indicating progress with transportation are (1) the distribution of brochures to residents and (2) the expansion of routes. The barrier identified is the cost of insurance that prohibits clients from acquiring and/or maintaining personal transportation. Some discussion was given to the possibility of Homeward Bound providing car repairs, getting vehicles donated, CAC paying for car insurance, and possibly working with the Compassion Coalition car-care program.

Group #3) was assisted by Ms. Susan Long, Director of the Office on Aging. Mr. Doug Burton reported that two areas indicating progress with seniors are (1) establishing new advocated/partnerships with the Council on Aging (COA) and (2) identifying new funding opportunities. The barrier identified is funding/resources.

Group #4) was assisted by Ms. Misty Goodwin, Senior Manager of Homeward Bound and Ms. Cecelia Waters, Director of Energy and Community Services. Ms. Polly Doka reported the two areas indicating progress with housing are (1) that 851 clients have been placed in housing and (2) an additional 200 seniors were able to maintain their homes. There are 25 new property owners who are engaged, and there are four (4) community education programs providing information on the need for affordable housing. The barrier identified is reducing the wait time for the home repairs program. For the goal of community awareness of smart utility usage and energy-efficient housing, 250 households have been educated on sustaining affordable housing,
and 6,500 LIHEAP clients have been assisted with money and education. The barrier is lack of funding for affordable and energy efficient housing and a lack of higher-level skills required for better paying jobs.

A panel consisting of Ms. Parr, Ms. Tracy Van de Vate (manager of Grandparents as Parents), Mr. Jason Scott (Director of AmeriCorps), and Ms. Goodwin went to Statewide training, TN Together, which focused on drug abuse in Tennessee. Mr. Scott discussed “Count it, Lock it, Drop it” training, where people are encouraged to know the number of pills they have on hand, to lock them in a lock box, and to dispose of unused medication at drop box locations. Ms. Goodwin focused on community solutions to the opioid epidemic. There are three components: prevention, harm reduction and treatment. The two zip codes most affected by opioid addiction are 37920 and 37917. Ms. Goodwin learned that there is a 90% probability that children growing up in a home with drugs will themselves become users. Metropolitan Drug Commission (MDC) has resources to raise awareness. Ms. Van de Vate stated that clients call in because family members are substance abusers. Many people’s first encounter with an opioid is at their dentist’s office when they get their wisdom teeth pulled. Recovery is a very long process, so prevention is where greatest focus is needed. Ms. Parr discussed Next Step Initiative which focuses on getting help for those who don’t have insurance and on training people to use Narcan. Thus far in 2018, Knoxville has had 96 overdose deaths and 6 lives saved by individuals trained in the use of Narcan. Ms. Parr also discussed Neonatal Absence Syndrome (NAS), and suggested that Head Start/Early Head Start could partner with Next Step Initiative to train parents.

Several questions arose from the board.

Mr. Johnson asked, “Do you only drop off specific drugs?” The answer to this question was that all prescription drugs may be dropped off at designated drop-off sites. Ms. Rachel Honeycutt asked, “Is there a campaign to restrict doctors from over prescribing?” The answer was the Governor currently is working with the Tennessee State legislature to develop appropriate policies. In addition, there is a big push to shut down pill mills. Mr. Derek Tate asked, “When you bring your old prescriptions, do you need to take your name off the pill bottle?” The answer to this question was no, that is not necessary.

VIII. TECHIES GIVE BACK

Ms. Goodwin alerted the board to the flyer provided and she encouraged the board members to bring in computers and computer equipment to the Homeward Bound office to be donated to help families in need.

IX. PROGRAM UPDATES AND ANNOUNCEMENTS

Ms. Anagnost reminded the board members to read the upcoming events that were listed in the board packet.
There being no further business, the meeting was adjourned.

\[\text{Signature}\]

Polly Doka
CAC Board Secretary