KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

December 6, 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, December 6, 2018.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
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
Councilwoman Gwen McKenzie
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avice Reid – representing Mayor Madeline Rogero
Rep. Rick Staples
Dr. Sandra Twardosz
Mr. Derek Tate
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Ms. Ashley Ogle – representing Mr. Ben Bentley
Judge John Rosson
Mr. Thomas Strickland
Mr. Ronald Thompson Sr.
Ms. Lula Williams
The meeting was opened with a remembrance of former President George H. W. Bush and 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 October 25, 2018 board meeting. There being none, the minutes were approved as distributed.

II. AMERICORPS PRESENTATION

Mr. Jason Scott, AmeriCorps Program Director, introduced the AmeriCorps and VISTA team members for 2018-2019 service term. The program has been in operation since 1994. Mr. Scott highlighted several achievements for the 2017-2018 service year. CAC AmeriCorps members recruited and managed 4,577 volunteers for total of 24,285 hours valued at $586,239. They leveraged $121,901 in cash resources and $14,449 in-kind resources. 100% of VISTA sites reported increases in efficiency and effectiveness and nearly 91% reported gains in capacity. AmeriCorps members improved nearly 1,000 acres of public lands, provided environmental education to over 10,000 people and improved nearly 100 miles of public trails and waterways.

Mr. Scott invited board members to the 25th Anniversary Celebration of AmeriCorps on Wednesday, March 6, 2019. The event will take place at Knoxville Botanical Gardens. Mr. Scott then asked each of the 43-person environmental AmeriCorps program and the 16-person AmeriCorps VISTA program to introduce themselves and briefly explained their positions, where they serve, and their hometown.

III. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, November 28, 2018.

The committee approved the following items. The committee approved the personnel actions on the attached list. The committee approved the Office on Aging invested funds. No action is required at this time. The homeless financial reports were reviewed. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of October 2018. The annual financial audit is underway and an extension of the due date to March 31, 2019 has been received. A request to extend the due date for the Charitable Solicitations Registration has been requested and is expected to be approved. The AmeriCorps refunding application was reviewed. Full board approval is recommended. This will be a separate agenda item. The funding summary of grants, contracts, and applications was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee made an initial review of the board membership sections in the CAC By-Laws. The By-Laws have not been reviewed in ten (10) years and some changes are needed to bring them up to date. The committee will complete its review at their meeting on January 16 and submit the changes for
full board consideration. In order to accommodate the notice requirements for by-law changes, the committee recommends that the full CAC Board meet on Thursday, January 31, 2019 instead of the previously scheduled date (i.e. January 16). This will be a fifth Thursday in the month of January. Full board approval is recommended. This will be a separate agenda item. Plans were made for the December board meeting. Upcoming meetings and events were reviewed.

Mr. Buz Johnson moved to approve the Administrative Committee report. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

IV. TRI-PARTITE BOARD REQUIREMENT REVIEW

Ms. Barbara Kelly, CAC Executive Director, presented a PowerPoint to explain the tri-partite board requirements and how they relate to by-law updates. The Federal CSBG Act requires the tri-partite board composition to be 1/3 elected or appointed public officials, at least 1/3 low-income representatives and the remainder individuals and/or representative of groups that represent the wider community. Community Action Agencies (CAAs) operate in 99% of the nation’s counties through a network of over 1,000 eligible public or private entities. Eligible entities were initially designated under the Economic Opportunity Act (EOA) of 1964. Dr. Sandra Twardosz asked why they were not represented in 100% of the counties. Ms. Kelly explained that a very few counties in the county have chosen to “opted out” of the program. Ms. Kelly explained that the CAA board was expected to: (1) assess and respond to the conditions of poverty in the community, (2) achieve anticipated family and community outcomes, and (3) operate in an administrative and fiscally sound manner. In addition, every CAA board must include an attorney, a person with accounting and fiscal experience, and a child development expert. Ms. Kelly gave a brief history of how the tri-partite board evolved, which goes back to the Economic Opportunity Act (EOA) of 1964. In 1981, the EOA was repealed and Congress passed legislation to combine 57 discretionary programs into 9 block grants and reduce the funding for those programs. The Community Services Block Grant (CSBG) was one of the block grants created. The CSBG carried over the requirement for the three part board which is a defining characteristic of all community action agencies.

Ms. Kelly explained that the Administrative Committee is reviewing and updating the by-laws. The date of the next board meeting will need to be changed in order to meet the ten (10) day notice required for a change in the by-laws.

Mr. Johnson moved to change the date of the next CAC board meeting to January 31, 2019 in order to meet the notice requirements for by-law changes. Ms. Avice Reid seconded the motion. The motion was unanimously approved.

V. MOBILE MEALS “IN THE NEWS”

Ms. Judith Pelot, Senior Nutrition Manager, informed the board that Mobile Meals delivered 497 meals to homebound seniors out of the Barbara H. Monty Mobile Meals Community Kitchen on Thanksgiving Day. Two news clips, from WATE, from Thanksgiving Day were
seen showing a very appreciative mobile meals client and a very joyful volunteer who delivered her meal. There were 150 volunteers who delivered meals on Thanksgiving Day. Mobile Meals is expecting to deliver over 500 meals on Christmas Day.

VI. GRANTS, CONTRACTS AND APPLICATIONS

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

- **Energy & Community.** Low Income Home Energy Assistance Weatherization (LIHEAP Wx). $298,718 from the State of Tennessee Housing Development Agency (THDA) to provide low-income home energy weatherization assistance intervention. The program is administered July 1, 2018 – September 30, 2019.

- **Housing & Energy Services.** Low Income Home Energy Assistance Program Amendment No. 1. $3,947,072 amended increase from the State of Tennessee Housing Development Agency (THDA) to fund energy assistance to an additional 6,822 low-income households. This brings the total contract amount to $7,793,184 to be spent by December 31, 2018. This increase is a one-time opportunity where clients can apply for assistance again in January 2019. The program is administered from October 1, 2018 – September 30, 2019.

- **Office on Aging.** Benefits Access Center. The National Council on Aging (NCOA) has awarded a grant for $115,000 to establish a Benefits Access Center. This grant can be renewed for two additional years and will be used to assist persons in need of social services to gain access to those services in the most efficient manner. The program is administered from January 1, 2019 – December 31, 2019.

- **Office on Aging.** Rise Above Crime Program. WATE Community Investment grant, if received, will provide valuable publicity about the program and highlight benefits to the public.

- **AmeriCorps.** State/National (SN) Environmental Grant. $599,750 is being requested to promote responsible stewardship of the environment through curriculum informed environmental education and the improvement of public lands. This is the most money we have requested and we are optimistic to receive it. The program is administered from August 1, 2019 – December 31, 2019.

Mr. Charles Wright moved to approve the proposals and applications as presented. Ms. Parr seconded the motion. The motion was unanimously approved.
The following information was received after the board packet was mailed and was taken as an additional request.

> **Head Start/Early Head Start.** Cost of Living Adjustment (COLA) increase of 1.77% to increase the salary scale for each position, to include increases related to Fringe/Benefits and Administrative Costs.

Ms. Reid moved to approve Head Start to apply for a 1.77% COLA increase. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

**VII. PROGRAM UPDATES & ANNOUNCEMENTS**

a. **Empty Stocking fund**
Ms. Kelly reported that Empty Stocking Fund was well on its way of taking applications. There will be 3,000 baskets distributed at the Jacobs Building on Saturday, December 22, 2018. There will be an increase in home delivery this year.

b. **Volunteer Income Tax Assistance (VITA)**
Ms. Sue Campbell, Management Services Director, reported that VITA is gearing up for another great year. VITA will be expanding its services again. We have tax services for the hearing impaired and a day when we offer interpreters to help translate questions from the tax volunteers to non-English speaking people. This year VITA will be offering “Your Money, Your Goals” to our clients.

c. **Winter Wonderland**
Mr. Albert Nelson, East Center Manager, invited board members to Winter Wonderland, a community event, this evening, December 6, 2018, in East Knoxville. This event is presented by 5 Points Up, a community group in East Knoxville. This event starts at 5:30 pm at Hardy Park on Martin Luther King Boulevard. There will be holiday lights, treats and caroling. This is a free family friendly event.

d. **Snow Day**
Ms. Khann Chov, Urban Agriculture Director, invited the board members to participate in the Snow Day fundraiser on Friday, January 18, 2019 at the Mill and Mine. Ms. Chov reminded the members that there are Beardsley Farm Calendars and note cards for sale after the meeting.

e. **Snowflake Ball and other OOA events**
Ms. Deisha Finley, Senior Corps Manager, announced that the 2019 Snowflake Ball will take place on Saturday, February 2, 2019. Board members were encouraged to get their tickets early. She informed the board that the J.T. O’Connor Senior Center will be hosting Violins of Hope Strings of the Holocaust where members will see a display of violins used during the Holocaust. The event is Friday, January 18, 2019. Ms. Finley announced that the 211 Legislative Breakfast will be held at the J. T. O’Connor Senior Center on Thursday, January 17, 2019. Ms. Anagnost asked if the date was set for the 2019 Pancake Fest. Ms. Finley said it will be Friday, March 1, 2019.
f. **Project Help Program**
Ms. Cecelia Waters, Energy and Community Director, reminded the members that the Project Help program will begin on January 7, 2019 – February 1, 2019. KUB works with Food City to collect donations in order to help with emergency heating assistance. 100 percent of the funds collected are given to CAC to help clients.

There being no other business, the meeting was adjourned.

[Signature]

Polly Doka  
Board Secretary