KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

MARCH 1, 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, March 1, 2018.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Mr. Chris Caldwell – representing Mayor Tim Burchett
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. Martha Olson
Ms. Rebecca Parr
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Rev. John Gill
Sen. Becky Massey
Ms. Ashley Ogle – representing Mr. Ben Bentley
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avice Reid - representing Mayor Madeline Rogero
Judge John Rosson
Mr. Thomas Strickland
Mr. Ronald Thompson Sr.
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 25, 2018 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, February 21, 2018.

The Administrative Committee met on February 21, 2018 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, 2017 and 2016. 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 reports for the months of November and December 2017 and January 2018. The committee reviewed the Homeless Services financial reports. The committee was advised that the agency financial audit for the period ending June 30, 2017, will be completed and submitted before March 31, 2018 as required. The committee was advised that the Head Start Policy Council has re-elected Rebecca Parr and Rachel Honeycutt to serve on the CAC Board. Full board approval is recommended. The committee reviewed the local budget requests that have been submitted to the City of Knoxville and Knox County. Full board approval is recommended. This will be a separate agenda item. The committee reviewed proposals that have been submitted as follows: United Way Youth WINS Case Management - $55,000 per year for 3 years; East Tennessee Foundation - $150,000; City Community Development Department Emergency Solutions Grant (ESG) - $140,000; received a grant from United Way for $8000 for 211. Full board approval is recommended. These will be separate agenda items. The committee was informed about plans to change the CSBG contract to an October – September period. The state level change will produce an opportunity for one time funding which will be used to make rent, mortgage and utility payments during the month of March 2018. The CSBG work program and budget will need to be amended. Full board approval is recommended. This will be a separate agenda item. The Tennessee Association Community Action (TACA) annual conference will be held in Chattanooga April 30 – May 2, 2018. This conference provides very good training sessions. Any board member interested in attending should contact Cathy Gonzalez by March 9, 2018.

Mr. Buz Johnson moved to approve the Administrative Committee report. Mr. Charles Wright seconded the motion. The motion was unanimously approved.
Ms. Anagnost congratulated Ms. Rebecca Parr and Ms. Rachel Honeycutt on their re-election to the Head Start Policy Council and the recommendation for their continuation on the CAC Board.

Ms. Polly Doka moved to approve Ms. Parr and Ms. Honeycutt as continuing board members. Mr. Derek Tate seconded the motion. The motion was unanimously approved.

III. WORKFORCE CONNECTIONS ANNUAL REPORT

Ms. Windie Wilson, Workforce Connections Director, presented the Workforce Connections Annual Report. The Workforce Connections mission is to align and connect a skilled workforce with the needs of employers. This mission is accomplished through engagement, awareness, alignment and impact. Ms. Wilson highlighted that 17,601 people were engaged at the American Job Center resource room. There were 382 adults, 290 dislocated workers, and 268 youth who received training and/or intensive career services. Regional efforts included convening a multi-stakeholder regional council, developing a regional plan, collaborative business funding, and jointly staffing relief efforts for Smoky Mountain wildfire victims. Workforce Connections brought awareness to the region by hosting 115 events at the American Job Center and the Mobile Job Center. Workforce Connections aligns itself with employer needs and job seeker skills. Workforce Connections has twenty-six (26) education and training partners who provide workforce preparation. In 2016-2017 Workforce expenditures were $3,440,843. The amount of annual wages earned in the first year after participants exited was $8,279,793. Workforce Connections exceeded goals by 18% for adults and 13% for dislocated workers. In addition, 100% of in-school seniors enrolled in Workforce Connections graduated from high school.

There was excellent discussion prompted by board members. Ms. Martha Olson suggested adding the address and the bus lines to the Annual Report brochure to help people access the Job Center. Ms. Rebecca Parr asked what happens to dislocated workers who are laid off from their jobs by no fault of their own. Ms. Wilson explained that we could assist by helping a laid off worker upgrade their skills, go back to the same type of work, or prepare for a new career. Ms. Parr asked if there was an increase in older workers being laid off? Ms. Wilson replied that they have seen a variety of ages, not just older workers. Dr. Sandy Twardosz asked if anyone is able to utilize the services or is it income based? Ms. Wilson explained that anyone could come in and access their services. She indicated that there were additional requirements for some training opportunities. Ms. Rachel Honeycutt referred to the school closures for weather and illness and asked if there had been an increase in requests for childcare assistance. Ms. Wilson did not note an unusual increase this winter and agreed that childcare resources are always needed. Ms. Polly Doka asked if there were resources available for people who have been incarcerated. Ms. Wilson replied that we don’t have specific resources now, but she is aware of a pilot program that is being tested in Tennessee. Ms. Wilson reminded the board that we do assist everyone who comes into the job center.
IV. LOCAL BUDGET REQUESTS

Ms. Barbara Kelly asked the board to review the City and County Budget Request information sheet located in their packet. Ms. Kelly highlighted that CAC is requesting funds to support a 2 1/2% pay increase for CAC staff effective July 1, 2018 from both the City and the County. Ms. Kelly highlighted the request for a Housing Navigator. A Housing Navigator would work with housing providers and landlords to increase the number of affordable units available to case managers and their clients. The Navigator would provide “expert” advice and information to staff of CAC and other agencies about the requirements of various housing programs and how to make the best use of available resources. Ms. Honeycutt asked if this person would list benefits for potential landlords. Ms. Kelly explained that this person would coordinate a Housing Summit with potential landlords to help them learn about the benefits of renting to section 8 clients. Ms. Parr said that there seem to be more vouchers for housing than there is property. Ms. Kelly explained that vouchers for housing used to be an issue. We now have vouchers but there are limited rental options. Ms. Kelly noted that large families were difficult to place.

Ms. Rebecca Parr moved to approve the City of Knoxville and Knox County Local Budget Request. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

V. FUNDING PROPOSAL/APPLICATIONS

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

➢ Submitted to United Way. Youth WINS Case Management proposes to provide case management and related services. The program uses a model of demonstrated effectiveness to help unaccompanied students resolve their immediate crisis, stay in school, graduate, go on to post secondary education, training or employment, and establish the stability needed to prevent the next crisis and build for the future.

Ms. Doka moved to approve the Youth WINS Case Management proposal. Mr. Johnson seconded the motion. The motion was unanimously approved.

➢ Submitted to East Tennessee Foundation - Under this proposal, we are requesting $150,000 to provide health and safety repairs, weatherization measures, and/or lead based paint remediation services for approximately 35 homes within the city limits of Knoxville. The grant would cover single family owner-occupied and rental dwellings. Home owners must be at or below 80% of the HUD income guideline; renters must be at or below 50% of the HUD income guideline. The grant period will be June 1, 2018 – June 30, 2019.

Mr. Wright moved to approve the proposal to the East Tennessee Foundation for $150,000. Ms. Williams seconded the motion. The motion was approved with the exception of Mr. Johnson who abstained from the vote.
Submitted to the City Community Development Department - Emergency Solutions Grant (ESG) funds would be used to assist 220 households that are literally homeless. These are households that are living on the street, in their car, in emergency shelter, in a place not meant for human habitation, those living in a hotel/motel paid by a third party, those attempting to flee domestic violence and homeless youth. $55,000 is requested for case management and $85,000 to pay rent, back utilities, security and rent deposits, utility deposits and connection fees.

Ms. Kathy Mays moved to approve submission of the Emergency Solutions Grant (ESG). Ms. Parr seconded the motion. The motion was unanimously approved.

$8,000 was received from United Way to purchase software which will be given to the City of Knoxville to use in support of 211.

Mr. Johnson moved to accept the United Way grant for $8000. Mr. Wright seconded the motion. The motion was unanimously approved.

VI. COMMUNITY SERVICE BLOCK GRANT (CSBG) CONTRACT AMENDMENT

Ms. Kelly explained that the Department of Human Services is changing the contract year for CSBG from July/June to October/September to coincide with the Federal fiscal year. This change has presented a unique opportunity for the agency. The current CSBG contract will be amended to end March 31, 2018 instead of June 30, 2018. Funds freed up by this change will be used to make rent, mortgage and utility payments to CSBG eligible households during the month of March 2018. Approximately 300 households will be served.

Dr. Twardosz moved to accept the CSBG contract amendment. Mr. Wright seconded the motion. The motion was unanimously approved.

VII. STATUS REPORT: ELDER ABUSE COMMUNITY OUTREACH.

Mr. Joseph Winberry, Elder Abuse Community Outreach Program Manager, explained that in 2015, the Knoxville Police Department partnered with CAC and other community organizations to obtain and administer a federal elder abuse grant. The grant has three major components including training, a coordinated community response, and direct services to victims. Criminal justice partners have been trained under the grant including 2 prosecutors, 3 judges, and over 450 law enforcement officers in the city and county. We are expected to train over 800 law enforcement officers by grant’s end. We also have trained 75 social workers, 100 community leaders, and more than 100 community members as part of outreach efforts. In addition to training, we have a monthly meeting known as Coordinated Community Response (CCR.) The CCR brings together various partners including aging services, law enforcement, representatives of diverse communities, and others to address big-picture barriers facing all elder abuse victims in Knox County. Some of CAC’s work has included having our partners review their policies to determine ways to better serve victims, exploring emergency housing options for victims with
medical needs, and creating/distributing training to inform older adults and providers on identifying, reporting, and responding to elder abuse. Lastly, CAC offers direct services in the form of case management. A position was created in response to feedback from older adults and professionals who felt more case management was necessary for older victims. The position is in the Office on Aging’s Project LIVE office. The training, Coordinated Community Response, and direct services components of Knox County’s Elder Abuse Community Outreach Program provide a comprehensive response to elder abuse issues in our community. Mr. Winberry gave each member his business card and brochure on where to get help for seniors in challenging situations.

VIII. PROGRAM UPDATES AND ANNOUNCEMENTS

Ms. Susan Long, Director of the Office on Aging, brought a proposal for funds from the Monday Trustees Fund which is administered by United Way. The funds would help with the additional expenses for the Daily Living Center (DLC). The request is for $20,000.

Mr. Derek Tate moved to accept the proposal for funds from the Monday Trustees Fund. Dr. Twardosz seconded the motion. The motion was unanimously approved.

Ms. Lula Williams announced that the newly formed Knoxville East Lion’s Club Chapter is collecting eye glasses that are no longer used or are broken. The club is very active in the community and has filled over 100 prescriptions for needy people of all ages. Please bring excess glasses to the L.T. Ross building where there will be a box set up to collect them.

Mr. Tate informed the board that the Five Points Up group will be hosting their yearly clean up on Saturday, April 7, 2018, from 8:00 am until noon. A light breakfast and lunch will be available for participants. The group will meet at Five Points in East Knoxville.

The Neighborhood Conference will be at the Marriott Hotel on Saturday, March 24, 2018, 8:00 am to 2:00 pm. Call 215-2113 to register or go on the website at cityofknoxville.org.

Sue Campbell informed the board that on March 19 & 20, 2018 the Fifth Third Bank eBus will be at the Ross building to assist the community with their credit reports, provide financial education modules, fraud awareness and prevention and other financial assistance.

There being no further business, the meeting was adjourned.

Polly Doka
CAC Board Secretary