KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

July 26, 2018

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the L. T. Ross Building, Knoxville, Tennessee at 10:00 a.m. on Thursday, July 26, 2018.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Ms. Polly Doka
Mr. Buz Johnson
Ms. Katharine Killen – representing Dr. Martha Buchanan
Ms. Kathy Mays
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avice Reid - representing Mayor Madeline Rogero
Judge John Rosson
Mr. Ronald Thompson Sr.
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Commissioner Charles Busler
Mr. Chris Caldwell – representing Mayor Tim Burchett
Dr. Clifford Davis – representing Mr. Bob Thomas
Rev. John Gill
Ms. Rachel Honecutt
Sen. Becky Massey
Councilwoman Gwen McKenzie
Mr. Thomas Strickland
Mr. Derek Tate
Dr. Sandra Twardosz

OBSERVER
Ms. Patti Galvan-Blazer
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

Mr. Jason Estes, Director of Housing and Energy Services, presented the 2018 Governor's Environmental Stewardship Award. The award recognizes exceptional voluntary actions that improve or protect our environment and natural resources with projects or initiatives not required by law or regulation. The partnership, which included Knoxville Utilities Board (KUB), the Tennessee Valley Authority (TVA), the Knoxville-Knox County Community Action Committee (CAC), City of Knoxville (COK), Alliance to Save Energy, and other partners, assisted nearly 1,500 low-income households in the last two years through the Knoxville Extreme Energy Makeover (KEEM) and Round It Up programs.

I. MINUTES (MAILED)
Ms. Anagnost asked if there were additions or corrections to the minutes of the May 24, 2018 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee reports from Wednesday, June 20, 2018 and July 18, 2018.

The Administrative Committee met on June 20, 2018 and makes the following report.

Approved the personnel actions on the attached sheet. Reviewed the report of the Office on Aging Inveted Funds. No action is required. The committee reviewed the Homeless Services financial reports. The committee reviewed the Head Start and Early Head Start programs and financial reports for the month of May 2018. The committee received a report of the Locally Designed Option for Early Head Start and the service options that are provided at Anderson - South, Kiwanis - East II, and North Ridge Crossing. The committee was advised of the need to request a waiver of service duration in order for the current service models to continue. The committee recommends that the service model be approved and that the waiver be requested. Head Start Policy Council approval is also required. This will be a separate agenda item. Full board approval is recommended. The committee received an update on the local budget requests. The amount requested to support a 2.5% staff pay increase has been included in both the city and county budgets. The committee recommends that the pay scale for employees, excluding Head Start, be increased by 2.5% effective July 1, 2018. Regular employees in the lower pay grades will be guaranteed a minimum increase of $1,000. In those instances where the 2.5% increase is less than $1,000, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on the full-time rate and will be prorated for employees working less than full time. Full board approval is recommended. This will be a separate agenda item. The committee received an update on the changes to the workforce system. The State Workforce Board has approved the proposed changes. The local workforce areas across the state will be reduced from 13 to 9. Knox County will be merged into the 16 county East Tennessee area. Mayor Terry Frank from Anderson County has been selected to
serve as the Chief Local Elected Official (CLEO). She will appoint the fiscal agent for the area which likely will be the East Tennessee Human Resource Agency (ETHRA). Additional information will be provided as it becomes available. The committee was advised that CAC has been awarded $96,729 for the Emergency Food and Shelter Program (EFSP). Full board approval is recommended. This will be a separate agenda item. The committee was informed that the program year for LIHEAP is being changed. The transition will be accomplished through 2 contract periods: July 1 to December 31, 2018 and January 1 to September 30, 2019. Thereafter, the program will operate on an October/September program year. Clients will be able to apply in each of the periods which will result in increased benefits during the transition. No funding levels have been announced. The committee was advised that the following grants have been awarded: $7,500 from the Gray Muzzle Organization; $25,000 from the Siddiqi Charitable Foundation; $200,000/year for 3 years from the Office of Criminal Justice. Full board approval is recommended. This will be a separate agenda item. Due to scheduling issues, the committee decided to postpone the June meeting of the full CAC board.

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

Approved the personnel actions on the attached sheet. The committee reviewed the report of the Office on Aging Invested Funds. Staff was authorized to reinvest the Lifeline Project and the O'Connor Center certificates of deposit that come due in July and August at the best available rate. Full board approval is recommended. The committee reviewed the Homeless Services financial reports. The committee reviewed the Head Start and Early Head Start programs information and financial reports for the month of June 2018. The committee received copies of the new Federal Poverty Guidelines for 2018/2019. The committee recommends that a contract be authorized with Pershing Yoakley and Associates (PY&A) to conduct the annual audit for the period ending June 30, 2018, at an amount not to exceed $43,350. Full board approval is recommended. The allocation of city and county funds was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee received a status report on Workforce Connections. Existing contracts will be extended through September 30, 2018. The newly established workforce boards will issue requests for proposals to deliver services for the period beginning October 1, 2018. The East Tennessee Human Resource Agency (ETHRA) will be the fiscal agent for the East Tennessee Area which now includes Knox County. CAC Workforce Connections will continue to operate programs in the Northeast Workforce Development Area. The committee reviewed the June and July Funding Summary on the attached sheets. Full board approval is recommended. This will be a separate agenda item. Plans to change the Community Service Block Grant program year were reviewed. Two program plans will need to be developed to be submitted to the Department of Human Services by August 9, 2018. The committee recommends that staff be authorized to submit the required information by the due date. The program will be reviewed at the September full board meeting. Full board approval is recommended. This will be a separate agenda item. A mini community garden tour will take place on Friday, August 10 at 9:30 am. The group will visit the garden at Love Towers and have lunch at Beardsley Farm. All board members are invited to attend. Board Training will be held on Wednesday, August 15, at Alex Haley Farm. The group will leave the Ross Building at 9:00 am.
Mr. Johnson moved to approve the Administrative Committee reports. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Lula Williams moved that the staff be authorized to reinvest the Lifeline Project and the O'Connor Center certificates of deposit that come due in July and August at the best available rate. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

Mr. Johnson moved that the contract be authorized with Pershing Yoakley and Associates (PY&A) to conduct the annual audit for the period ending June 30, 2018 at an amount not to exceed $43,350. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

III. HEAD START

Ms. Nancy Thomas, Director of Head Start, highlighted the Locally Designed Option for Early Head Start and service options that are provided at Anderson – South, Kiwanis – East II, and North Ridge Crossing. There are three (3) options: 1) the Home Based option - comprehensive services are primarily provided by 5 Home Visitors, with support from additional program staff. 2) Full Day Center Based option in the North Ridge Crossing Center. 3) Locally Designed Option where children are served in part day center based classes. During the summer months (June – August), the Part Day Center Based option converts to the Home Based format. The outcomes of the options were highlighted on the chart found in the board packet.

Mr. Johnson moved to request a waiver of service duration in order for the current service model to continue. Ms. Parr seconded the motion. The motion was unanimously approved.

IV. ALLOCATION OF CITY AND COUNTY FUNDS

Ms. Barbara Kelly reviewed the recommended allocation of City and County funds. She noted that the city and the county each provided an additional $58,250 to go towards a staff salary increase.

Ms. Polly Doka moved approval of the allocation of city and county funds. Judge John Rosson seconded the motion. The motion was unanimously approved.

V. STAFF SALARY RECOMMENDATION

Ms. Kelly reviewed the recommendation to raise the pay scale for employees, excluding Head Start staff, by 2.5% effective July 1, 2018. Regular employees in lower pay grades will be guaranteed a minimum increase of $1000. In those instances where the 2.5% increase is less than $1000, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on the full-time rate and will be prorated for employees working less than
full time. Ms. Kelly noted that Head Start employees had received a pay increase effective July 16, 2018 based on the Head Start Cost of Living Adjustment (COLA).

Ms. Kathy Mays moved to approve the pay scale adjustments for staff, excluding Head Start, by 2.5%. Mr. Johnson seconded the motion. The motion was unanimously approved.

VI. GRANTS AND CONTRACTS

Ms. Kelly reviewed the items from the summary that was included in the board packet.

Ms. Avice Reid moved to accept the Affordable Housing Repair Program funds of $150,000 for health & safety, weatherization and lead paint remediation in 35 eligible homes. Ms. Parr seconded the motion. The motion was approved with the exception of Mr. Johnson who abstained from the vote.

➢ For Housing & Energy the following funding summaries were discussed: 1) Sustainable Housing Program for $536,262 for home repairs for 90 eligible households in Knox County. HUD funds from Knox County Community Development; City Home Repair Program for $416,991 for repairs for 125 owner occupied homes within City of Knoxville. HUD funds from City Community Development; 3) Weatherization Assistance Program for $384,188 to provide weatherization services in Knox (37), Blount (8), Loudon (3), and Roane (5) counties. DOE funds from THDA.

➢ For Office on Aging (OOA) the following funding summaries were discussed: 1) Placing Animals With Seniors (PAWS) for $7,500 to assist with adoption fees, veterinary care, food and other costs associated with placing older pets with seniors. These funds are from the Gray Muzzle Organization; 2) Rise Above Crime program for $200,000 a year for 3 years from the TN Office of Criminal Justice. Funds are from the Victims of Crime Act (VOCA) to provide case management and related services to older adults; 3) SNAP Outreach for $50,000 from the National Council on Aging (NCOA) to continue outreach and community education to inform and enroll eligible seniors in the Supplemental Nutrition Assistance Program (SNAP). Ms. Martha Olson asked about the guidelines for this program. Members were encouraged to call Alice Allen, SNAP Coordinator, at 865-524-2786 for information about SNAP eligibility.

➢ For Homeward Bound the following funding summaries were discussed: 1) Emergency Solutions Grant for $140,000 to provide re-housing services. HUD funds from THDA contracted by City of Knoxville Community Development to be used to hire a youth case manager who will help youth find housing; 2) REACH, Elizabeth Homes, Project Succeed and Families in Need are developing renewal applications for these programs. Additional details will be provided. These are HUD Continuum of Care funded; 3) Family Stability Impact Area program for $60,000 to provide case management to work with families who are homeless or at risk to achieve financial stability. A letter of intent to apply to be submitted to United Way; Emergency Food and Shelter Program (EFSP)
for $96,729 to provide food ($20,000), utility assistance ($10,000), rent and mortgage assistance ($58,729) and shelter/hotel/motel ($8,000).

➢ Workforce Connections for $400,000 to operate an Out of School Youth Work Experience Program in the Northeast Workforce Development Area. Department of Labor funds contracted by the Northeast Workforce Development Board/AB&T. CAC will submit a proposal to continue to manage the American Jobs Center and to provide career services in the Northeast Workforce area.

➢ LIHEAP has received $3,816,112 to provide utility assistance to approximately 3,000 households. This is an initial allocation. These are Health and Human Services (HHS) funds from the Tennessee Housing Development Agency (THDA).

➢ Knox County CAC Transit has received: 1) $925,253 operating assistance to provide trips and job access in the urban area from FTA; 2) $362,920 from TDOT for matching share, and 3) $555,408 match from fare revenue, Knox County, and TDOT for a total of $1,843,581. Ms. Kelly thanked Doug Burton, Chris Caldwell, Mayor Madeline Rogero, and Karen Estes for their efforts on behalf of CAC Transit.

➢ Beardsley Community Farm has received $25,000 from the Siddiqi Charitable Foundation to support operations and complete the demonstration kitchen.

➢ Direct State Appropriation from the State of Tennessee in the amount of $25,050 to provide locally determined services as follows: PAWS ($5,000), Beardsley Farm ($5,000), VITA ($5,000) and Senior Dental Services ($10,050).

Ms. Avice Reid moved to approve the above grants and contracts. Ms. Ashley Ogle seconded the motion. The motion was unanimously approved.

VII. CSBG PLANNING: COMMUNITY ACTION PLAN

Ms. Kelly reminded the board that the program year for CSBG is changing from July 1 to October 1. There are carry over funds available at the state level that can be used to fund special projects that align with state priorities, meet local needs and improve agency capacity. Applications must be submitted by August 9, 2018. Ms. Kelly requested that the board authorize the staff to develop a plan and submit an application for CSBG Special Project Funds. Some examples of possible programs are: 1) develop program enhancements for both South Knoxville and Montgomery Village, 2) assistance to help grandparents with the opioid issue, 3) help students successfully complete community college, 4) a re-entry program for formerly incarcerated individuals, and 5) expand the East Neighborhood Center Tutoring Program. If any board member has any ideas they should speak with Ms. Kelly, Ms. Sue Campbell or Ms. Misty Goodwin.

Ms. Doka moved to authorize the application for CSBG Special Projects funding. Mr. Ronnie Thompson seconded the motion. The motion was unanimously approved.
VIII. BOARD TRAINING

Ms. Maryanne Cunningham, SWORPS Interim Director, gave a review of the Client and Board Surveys. Ms. Cunningham referred to the handout provided. Some of the highlights discussed were the Top Five Client Household Problems seen by the CAC Clients in 2018: (1) can’t pay utility bill, (2) transportation, (3) health problem, (4) money for food, and (5) money for rent/house repairs. With regard to community problems, CAC clients and board agreed for the most part on the top needs and problems with both groups identifying drug abuse, unemployment, and lack of affordable housing in the top five. Clients identified crime and mental illness in the top five; whereas, board members identified lack of good paying jobs and lack of job training. When asked to rank the relative importance of services provided by CAC, board members identified education and job training leading to self sufficiency; services that help people get and keep a job, and comprehensive case management as the “most important.” Ms. Parr stated that these results are indicative of the problems faced in Knoxville and how CAC is meeting those needs and that this information is timely for CSBG planning. When discussing the problems that pose barriers to self-sufficiency, Mr. Johnson noted he had visited Memphis recently and they seemed to have similar problems. Regarding transportation, Ms. Parr stated that there are many people who work outside the city limits. Mr. Ronald Thompson agreed and noted that KAT buses do not run after 11:00 pm or Sunday which is a problem for people who work at these times.

Ms. Anagnost reminded the board that the board training/retreat will take place at the Alex Haley Farm on August 15, 2018. The bus will leave the LT Ross building at 9:00 am and return at 3:00 pm.

IX. PROGRAM UPDATES AND ANNOUNCEMENTS

Ms. Kelly stated that there is a scheduling conflict with the gardeners at the Love Towers. The Mini Garden Tour will be postponed until the Beardsley Farm Kitchen project is completed.

The Barbara H. Monry Community Kitchen dedication will be August 22, 2018. All board members are invited to attend. The event will begin at 10:00 am at the Mobile Meals Kitchen on Reynolds Street.

Power of the Purse will be September 20, 2018, at 5:00 pm at the Rothchild Conference Center. Donations are being accepted now for the event.

Ms. Parr encouraged the board to attend the Neighbor to Neighbor gathering, July 26, 2018, from 6:00 pm – 7:00 pm at the Cal Johnson Recreation Center.

There being no other business, the meeting was adjourned.

Polly Doka  
Board Secretary

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