KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

MARCH 29, 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 29, 2018.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Ms. Polly Doka
Ms. Rachel Honeycutt
Mr. Buz Johnson
Ms. Gwen McKenzie
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
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Mr. Chris Caldwell – representing Mayor Tim Burchett
Dr. Clifford Davis – representing Mr. Bob Thomas
Rev. John Gill
Ms. Katharine Killen – representing Dr. Martha Buchanan
Sen. Becky Massey
Ms. Kathy Mays
Mr. Thomas Strickland
Mr. Derek Tate
Mr. Ronald Thompson Sr.
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

Ms. Anagnost recognized and welcomed Ms. Gwen McKenzie representing Knoxville City Council.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the March 1, 2018 board meeting. There being none, the minutes were approved as distributed.

II. PRESENTATION: REAL AWARD: BARBARA H. MONTY MOBILE MEALS COMMUNITY KITCHEN

Ms. Judith Pelot, Senior Nutrition Manager, announced that the Mobile Meals Kitchen has received REAL (Responsible Epicurean Agricultural Leadership) Certification which is a nationally recognized trust-mark for restaurants and food service providers that are committed to promoting health and sustainability within the food industry. The certification means that the CAC Mobile Meals stands out from others in the industry for their REAL food practices, and is the only Meals on Wheels program in the country to receive this certification.

III. ADMINISTRATIVE COMMITTEE REPORT

Ms. Polly Doka presented the Administrative Committee report from Wednesday, March 21, 2018.

The Administrative Committee met on March 21, 2018 and makes the following report.

Approved the personnel actions on the attached sheet. The report of the Office on Aging Invested Funds was reviewed. No action is required at this time. The committee reviewed the Homeless Services financial reports. The Head Start and Early Head Start financial and program information reports for the month of February 2018 were reviewed. The committee was advised that the financial audit for the period ending June 30, 2017 will be completed and submitted by March 31, 2018 as required. The report will be reviewed at the April meeting of the Administrative Committee. The committee reviewed the Smoke-free Premises Policy which is an expansion of the current smoke-free work place policy. Full board approval is recommended. The committee authorized the staff to submit the Summer Food Service application as soon as all necessary information is available. The committee reviewed a proposal to submit an application for a targeted priority program to create a new 20 member Infrastructure Corps. Full board approval is recommended. This will be a separate agenda item. A summary of the Federal and State funding allocated to Knox County CAC Transit was reviewed. The committee was also advised of the need to replace the radio system due to changes required by 911. Federal funds in the amount of $200,000 have been secured to assist with cost of replacing the radios. Full board approval is recommended. This will be a separate agenda item. A proposal to amend the Knox
County Capital request was reviewed to include matching funds for the radio replacement and funds to replace the heat and air system at the Mobile Meals Kitchen. Full board approval is recommended. This will be a separate agenda item. Beardsley Farm applications to Lowe’s Building Connections and the Thompson Charitable Foundation were reviewed. Full board approval is recommended. This will be a separate agenda item. The committee reviewed a Memorandum of Understanding with the City creating the Coordinated Housing Assessment Match Plan (CHAMP) which creates a coordinated entry system for homeless services. No action is required. The ECHO Fair Housing Conference was discussed. CAC board is invited to attend as a training opportunity. CAC will cover the registration fee. Contact Cathy Gonzalez to make arrangements. In addition, scholarships are available for other community members interested in attending. Contact Cecelia Waters for additional information about scholarships. The conference will be held on Friday, April 6, at the Foundry.

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

Ms. Barbara Kelly requested that the board approve a stricter policy to prohibit smoking on all CAC premises in order to provide and maintain a safe and healthy work environment for employees and others. The specifics of the smoke-free policy are noted on the pink hand-out.

Ms. Lula Williams moved to amend the current Smoke-free Premises Policy. Dr. Sandy Twardosz seconded the motion. The motion was unanimously approved.

IV. FUNDING PROPOSAL/APPLICATION

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

- Submitted to Volunteer Tennessee. CAC AmeriCorps proposes to create a new 20 person Infrastructure Corps addressing hands-on service improving public lands, including waterways, solid waste systems, etc... Funding will be Federal funds in the amount of $254,500 and partner contribution of $188,000.

- Submitted to Knox County. Amend capital request to include $25,000 to match Federal funds to replace radio system in vehicles and $67,000 to replace the heating and air system at the Mobile Meals Kitchen.

- Submitted to Lowe’s Building Connections Partnership Grant. A request for funds to complete the kitchen at the farm, support for an irrigation project and amphitheatre for $25,000.

- Submitted to Thompson Charitable Foundation. A request to complete the kitchen at the farm education and community building for $16,000.
✔ Received an allocation of $909,575 from City of Knoxville/Transportation Planning Organization (TPO) for Knox County CAC Transit.

✔ Received this from Tennessee Department of Transportation (TDOT). The application of an allocation of State operating funds of $400,000 for FY16 and $361,000 for FY17 from TDOT for Knox County CAC Transit.

✔ Received from Federal Transit Administration (FTA). Funds to replace vehicle radio system. Knox County CAC Transit operates as part of the 911 system. This is required because 911 is changing the radio system they are using. Federal funds require $50,000 match.

Mr. Charles Wright moved to approve the proposals, applications and allocations as presented. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

Ms. Kelly requested that staff be authorized to submit the Summer Food Service Application to the TDHS.

Mr. Johnson moved to approve submission for the Summer Food Service Program. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

V. ROMA OUTCOMES: THE BIG PICTURE

Ms. Kelly narrated the PowerPoint presentation of The Big Picture. The National Performance Indicators are organized around the six Results Oriented Management and Accountability (ROMA) goals. The ROMA goals are: 1. Low-income people become more self-sufficient; 2. The conditions in which low-income people live are improved; 3. Low-income people own a stake in their community; 4. Partnerships among supporters and providers of services to low-income people are achieved; 5. Agencies increase their capacity to achieve results; 6. Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments. A copy of the report will be appended to the file copy of the minutes. It will be available online. A printed copy of the report is available to anyone who would like a copy.

VI. ROMA CYCLE: BOARD SURVEY COMMUNITY NEEDS

Ms. Kelly asked each board member to complete a board survey of community needs. This is required annually to be included in a needs assessment, which provides information that helps with program planning. The survey will be compiled and analyzed by U.T. SWORPS (Social Work Office of Research and Program Support).

Ms. Maryanne Cunningham, SWORPS Interim Director, asked the board members to participate in four (4) break-out groups to discuss questions related to the needs assessment. Groups were
given the following questions: Group 1 questions: What needs are most effectively met by CAC? What are we doing best? Mr. Buz Johnson reported for Group 1. Group 2 questions: What population does the agency serve most effectively? What is the most important thing for CAC to keep doing? Ms. Rebecca Parr reported for Group 2. Group 3 questions: Who are the people who do not participate in the agency’s programs? What can be done to reach these people more effectively? Mr. Doug Burton reported for Group 3. Group 4 questions: Are there needs that are being overlooked? What are they? Are there services that are not being provided that you believe we should study and consider in future planning? Ms. Ashley Ogle reported for Group 4. The reports for the groups will be compiled and analyzed by SWORPS and presented to the board in June.

VII. UPDATE ON FEDERAL FUNDING

Due to time constraints, the update was postponed until the April 26, 2018 board meeting.

VIII. ECHO CONFERENCE

Ms. Kelly reminded the board members that if they are interested in attending the 2018 Fair Housing Conference on Friday, April 6, 2018, from 8:00 am to 3:30 pm at the Foundry, to please see Cathy Gonzalez before you leave.

IX. PROGRAM UPDATES AND ANNOUNCEMENTS

Ms. Susan Long, Director of the Office on Aging, announced that the Snowflake Ball raised $52,318.82 for the Senior Companion Program and the O’Connor Pancake Fest raised $16,273.92 for the O’Connor Senior Center. Ms. Long praised the efforts of her staff for two successful fundraisers.

Ms. Anagnost brought two flyers to the attention of the board members that were at their place. The first flyer was about the 2018 Rabies Clinic for Animals sponsored by the Knox County Health Department on Saturdays May 5 & 12 and the second flyer gave the dates for candidate forums for election offices. This information was given to share with members of their community.

There being no further business, the meeting was adjourned.

Polly Doka
CAC Board Secretary