KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

October 25, 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, October 25, 2018.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
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. Ashley Ogle – representing Mr. Ben Bentley
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avice Reid - representing Mayor Madeline Rogero
Judge John Rosson
Dr. Sandra Twardosz
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Councilwoman Gwen McKenzie
Ms. Martha Olson
Rep. Rick Staples
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 September 27, 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, October 17, 2018.

The committee approved the following items. Mr. Eric Foster of PYA Waltman Capital presented a CAC Retirement Plan Update. The government requires that retirement plan documents be restated periodically to fully incorporate any amendments into the base document. As part of the 2018 plan update, it is recommended that the new plan document allow for required minimum distribution (RMD) payments for employees still working at CAC. The current plan document does not allow for in-service distributions. Full board approval is recommended. Approved the personnel actions on the attached sheet. The committee reviewed 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 an application for increased Program Duration/Hours for the Head Start/Early Head Start program. Full board approval is recommended. This will be a separate agenda item. The committee recommended that CAC contract with HG & A to conduct the annual audit of the CAC Plan at an amount not to exceed $7,750. Full board approval is recommended. The committee reviewed the funding summary for October 2018 on the attached sheet. Full board approval is recommended. This will be a separate agenda item. A Conflict of Interest Disclosure Form will be distributed at the October board meeting for each member to complete. The committee was informed that the Tennessee Association of Community Action (TACA) will hold their annual conference in Knoxville during the week of April 29, 2019.

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

Ms. Rebecca Parr moved to approve the new CAC Retirement Plan. Ms. Avice Reid seconded the motion. The motion was unanimously approved.

Mr. Derek Tate moved to recommend that CAC contract with HG & A to conduct the annual audit of the CAC Retirement Plan at an amount not to exceed $7,750. Mr. Wright seconded the motion. The motion was unanimously approved.
III. HEAD START

Ms. Nancy Thomas, Head Start/Early Head Start Director, has applied for funds to extend hours of duration for up to 45% of its preschool enrollment. There are also funds to extend hours for Early Head Start children enrolled in the Locally Designed Option (LDO) option. The additional funds are to convert the Anderson Head Start Center to an extended day center beginning in the fall of 2019. The Anderson center is the only center in the program that has enough classrooms so that classes of children do not have to share space. All children at the Anderson center will attend 7.25 hours per day for 141 days per school year, 1,020 hours per year. This will take affect September 2019. Ms. Parr asked if part-day was still an option. Ms. Thomas stated part-day will continue at the other locations.

Ms. Rachel Honeycutt moved to approve the application for Increased Program Duration/Hours for Head Start/Early Head Start Program. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

IV. ENERGY AWARENESS PRESENTATION

Ms. Cecelia Waters, Energy and Community Services Director, reminded the board members that October is Energy and Weatherization month. Ms. Waters shared tips on how to cut costs on your utility bill. Most of the energy in your home is used in three ways; 44% heating and air conditioning, 38% appliances, electronics and lighting, and 18% water heater. Ms. Waters reviewed the Savings in The House Quick Tip guide found in the board materials. Ms. Waters explained that when her staff meets with clients they review energy savings tips and materials to help educate the client on how to use energy more efficiently. Workshops are provided in partnership with the City of Knoxville, KUB, and LIHEAP. Ms. Jennifer Alldredge, with Alliance to Save Energy, provides workshops for LIHEAP clients during Intake hours using the Saving in the House information. July CAC Energy and Community Services has served 3,269 clients providing $1,476,000 in benefits.

Ms. Waters introduced Mr. Dale Grubbs, Customer Technical Services Manager at Knoxville Utility Board (KUB), who thanked CAC for a partnership that has been growing since 1983. Mr. Grubbs made a Partnership Update presentation. Project Help depends solely on contributions from the community and fundraisers to help those in need. Project Help is an emergency assistance program for eligible low income people who need help with their heating bills. In 2017, 382 families were assisted with $109,397. The average household received $287 assistance to their utility bill. In addition to Project Help, KUB Round It Up funds are used in support of weatherization. As of September 2018, $2.6 million has been contributed by KUB customers and 334 homes have been weatherized. He reported that the partnership resulted in a $1 million grant from TVA over the next two years to weatherize an additional 126 homes as part of Home Uplift. Mr. Grubbs also discussed KUB’s commitment to provide safe, reliable and affordable utility services to their customers through the Automated Meter Interface (AMI) initiative. 45,000 KUB clients will be receiving advanced meters which provide more accurate measuring of utility usage, allow KUB to respond to outages quicker and reduce the need to read meters on the customer’s property. Ms. Barbara Kelly, Executive Director of CAC, asked if
there was a way to teach people how to read their new bill. Mr. Grubbs responded that there was, and an Understanding-Your-Bill information sheet was provided to the board members. Ms. Parr asked if there was a way that people could “opt out” of the advanced meters. Ms. Parr expressed concern about the radiation that is given off by the meters. Mr. Grubbs said that a customer could “opt out” of the program and that the amount of radiation generated by an automated meter is significantly less than from a cell phone. Ms. Anagnost asked about the jobs displaced because the meter reader position will no longer be necessary. Mr. Grubbs said that they could be placed in service work which is a better paying job.

Mr. Jason Estes, Housing and Energy Services Director, thanked Mr. Grubbs for the partnership CAC has enjoyed throughout the years. Mr. Estes gave an update on the Training House which is celebrating its one (1) year anniversary on October 30 – Weatherization Day. This year, the Training House has added a heating and air conditioning component. The first training class happened in July 2018 and was a success. As an overview of Housing and Energy Services, Mr. Estes said that from July 15, 2017 to September 30, 2018, 1808 homes were weatherized at a cost of $14,490,000 averaging $8000/home. Funding from the Department of Energy (DOE), Round It Up and additional monies from Tennessee Valley Authority (TVA), have been used to improve the health and safety, lighting, ducts/ceilings and attic insulation in low-income homes. Through the Knoxville Extreme Energy Makeover (KEEM) clients saw an average of 28% to 30% improvement in their home energy bills. The KEEM project served 745 homeowners and 419 renters to improve their quality of life. The overall cost was $10/square foot. Mr. Estes then showed a video that was produced by Tennessee Valley Authority (TVA) depicting the positive impact for customers in Knoxville and Knox County as well as the local economy.

V. OFFICE ON AGING UPDATE

Ms. Susan Long, Director of the Office on Aging (OOA), informed the board that the Power of the Purse raised over $50,000 for Mobile Meals. Knox PAWS (Placing Animals with Seniors) was having a fund raiser that evening called Pints and PAWS at Hexagon Brewing Company. Board members were encouraged to sign up for the upcoming Aging: A Family Affair taking place at Rothschild’s Catering, on November 8, 2018. The 2018 Holiday card just arrived and was available for purchase after the meeting.

Ms. Long stated that the City of Knoxville Police Department (KPD) had a three (3) year grant which CAC OOA worked on with other stakeholders to address Elder Abuse in our community. OOA recently received a grant to continue this work by providing additional outreach and case management for victims of crime who are over the age of 50. Ms. Long introduced Ms. Emma Parrott, Rise Above Crime Program Manager, who discussed a state funded project called Rise Above Crime which supports survivors of Elder Abuse. This program offers case management, legal advocacy, counseling support and refers survivors to community services. There will be a free confidential support group for older adults which will meet every Wednesday beginning November 7, 2018 at the O’Connor Senior Center from 3:00 pm to 4:00 pm.
VI. GRANTS, CONTRACTS AND APPLICATIONS

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

- **Housing & Energy Services. Affordable Housing Repair Program.** $100,000 from the East Tennessee Foundation Affordable Housing Trust Fund to provide low-income elderly, disabled, and at-risk homeowners and rental tenants. The number of rental households is not to exceed 25% of total households served. The program will assist approximately 23 households at an anticipated average cost of $4,347 per household. The program is administered from October 15, 2018 – October 14, 2019.

- **Office on Aging John T. O’Connor Center.** $138,000 from the City of Knoxville to provide adult education, health, social services and recreation programs. The program is administered from October 1, 2018 – September 30, 2019.

- **East Tennessee Foundation.** $11,000 granted from the Mr. and Mrs. Wallace Casnelli Fund in support of the Mobile Meals program.

- **Commodities.** $34,500 from the Tennessee Department of Agriculture to provide food distribution. Additional funding is anticipated later. The program is administered from October 1, 2018 – September 30, 2019.

Dr. Twardosz moved to approve the proposals and applications as presented. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved. Mr. Johnson recused himself from the vote.

VII. OTHER UPDATES

Ms. Anagnost encouraged board members to attend the fundraisers listed in the board packet as well as Aging: A Family Affair.

Ms. Kelly reminded the board members to see Ms. Cathy Gonzalez, Executive Assistant, to submit their completed Conflict of Interest Forms.

VII. ANNOUNCEMENTS

Ms. Parr thanked CAC for their role in a successful National Night Out event at Montgomery Village on October 2.

Mr. Tate informed the board of Steps for Health at Five Points. Steps for Health goal is to unite the community through healthy activity. The event is Saturday, October 27, 2018 from 9:00 a.m. to 1:00 p.m. at Tabernacle Baptist Church.
Ms. Lula Williams thanked the board for bringing in glasses to support children and adults who need eyewear in the community. This program is sponsored by the Knoxville East Lions Club who will be celebrating their one (1) year anniversary at the J.T. O'Connor Center on November 3, 2018, at 6:00 pm.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary