KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

September 27, 2018

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the Kiwanis East II Head Start, 2330 Prosser Road, Knoxville, Tennessee at 10:00 a.m. on Thursday, September 27, 2018.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Ms. Polly Doka
Ms. Rachel Honeycutt
Ms. Kathy Mays
Councilwoman Gwen McKenzie
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Avice Reid - representing Mayor Madeline Rogero
Judge John Rosson
Mr. Thomas Strickland
Dr. Sandra Twardosz
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Mr. Chris Caldwell – representing Mayor Tim Burchett
Dr. Clifford Davis – representing Mr. Bob Thomas
Mr. Buz Johnson
Ms. Katharine Killen – representing Dr. Martha Buchanan
Ms. Judy Poulson

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

Ms. Anagnost thanked the staff at Head Start for hosting and providing a delicious country breakfast.

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the July 26, 2018 board meeting. There being none, the minutes were approved as distributed.

II. ADMINISTRATIVE COMMITTEE REPORT

Ms. Polly Doka presented the Administrative Committee report from Wednesday, September 19, 2018.

The committee approved the personnel actions on the attached sheet. The committee reviewed the report of the Office on Aging Invested Funds. No action is required at this time. The committee reviewed the Homeless Services financial reports. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of July 2018 and received an update on the One Time Supplement application that was submitted by Head Start in April 2018. In August, the Office of Head Start approved $225,000 to purchase and install cameras for buses, classrooms, and common areas. The request for waiver of the 20% Non Federal Share was also approved. The Locally Designed Option was also approved. The committee reviewed the refunding package for Head Start and Early Head Start. Full board approval is recommended. This will be a separate agenda item. The committee recommends that staff be authorized to submit an Intent to Apply notice to the Office of Head Start for funds to extend program hours. Full board approval is recommended. This will be a separate agenda item. The committee was advised that the East Tennessee Human Resource Agency (ETHRA) has selected the Mid-Cumberland Human Resource Agency to manage the American Job Centers and provide Career Services in the sixteen (16) counties of East Tennessee (including Knox County.) The committee was advised the CSBG funds in the amount of $911,044 have been received to implement sixteen (16) CSBG Special Projects. Summaries of the projects were reviewed. Full board approval is recommended. This will be a separate agenda item. The committee reviewed a funding summary for August and September on the attached sheet. Full board approval is recommended. This will be a separate agenda item. The committee was advised that Senator Becky Massey has resigned from the board. She will continue her support and involvement with CAC, but will not be able to attend meetings due to scheduling conflicts. The committee recommends that Rep. Rick Staples be invited to join the board in the Group One -- Public Sector. Full board approval is recommended. Plans were made to meet at the Kiwanis East II Head Start Center. The holiday and board meeting schedules for 2019 were reviewed. Full board approval is recommended. The committee conducted a performance evaluation of the Executive Director. The evaluation was based on fifteen (15) key components of the Executive Director's job description. The director was commended on her overall outstanding performance.
Ms. Rebecca Parr moved to extend an invitation to Representative Rick Staples to join the board. Councilwomen Gwen McKenzie seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved to approve the 2019 CAC Board Meeting and Holiday Calendar. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

III. HEAD START PRESENTATION AND REFUNDING APPLICATION

Ms. Renee Hauge, Head Start Associate Director, reviewed Head Start’s many goals – school readiness goals, family engagement goals, and the program’s long range goals. These goals are intentionally broad, ambitious and comprehensive. The long range goals for the next 5 year funding period remain essentially the same as those from the last 5 year funding cycle with the last goal being amended to add health to the safety and security goals of Head Start centers. Dr. Sandra Twardosz asked how the addition of the term “healthy” would impact centers. Ms. Hauge explained that the program would work to make sure that the Head Start facilities and program practices helped to contribute to the good health of all participants. As an example, Ms. Hauge described the Gold Sneaker initiative and the program’s intent to seek certification for all Head Start centers. This initiative is a state sponsored program which promotes increased physical activity and healthy eating choices. In addition staff receives training, menus and food schedules are reviewed and revised as necessary, and lesson plans are adjusted to allow for additional vigorous activity.

Ms. Hauge then presented 2017-2018 school readiness data and discussed significant outcomes. Preschoolers continue to demonstrate strong social-emotional skills and also showed good progress in their literacy skills. Significant growth was shown in the area of letter-sound identification. Infants/toddlers showed excellent progress in their math skills when compared to the prior year’s data. Dr. Twardosz asked if the same measurement system was used for both years and Ms. Hauge responded that it was. Ms. Hauge explained that there was no special math intervention undertaken during the last school year; however, closer monitoring was done to ensure that the new curriculum was being implemented in infant/toddler classes. Ms. Hauge suggested that the more intentional implementation of the curriculum could be the cause of the improvement in infant/toddler math outcomes. Dual language learners continue to make good progress in the acquisition of English language skills. At the beginning of last school year, 45% of DLL children were in the beginning stage of English language development. By the end of the school year, only 8% of those children remained in that stage. Ms. Rachel Honeycutt asked when in the school year these data are collected. Ms. Hauge replied that these are all achievement data that were collected at the end of the school year.

Ms. Hauge also discussed upcoming initiatives for the Head Start program. These initiatives are linked to the long range goals of the program. In the area of school readiness, the program is transitioning to a new development assessment system – Teaching Strategies GOLD. The program has chosen to use the online system which is linked to the current curriculum allowing teachers to do lesson planning online with children’s assessment results linked to activities. Evidence of children’s learning will be uploaded to individual online portfolios which can be shared with parents. In the area of family engagement, the program is planning to offer its
research-based parenting curriculum in the form of small parenting groups. One of these groups will be for fathers and led by one of the Family Specialists who is male. For the data driven culture goal, the program is establishing a Data Integration Team to help support staff in the collection, analysis and dissemination of data to support informed decision-making and effective programming. Lastly, to ensure monitoring and safety, Head Start is completing the installation of upgraded security cameras in all classrooms, outdoor play areas, parking lots, common areas and buses.

There was some brief discussion about the opportunities that children have for participating in the creative arts such as visual arts and music in response to a question from Dr. Twardosz. Ms. Hauge acknowledged that music experiences for children are not as robust as they could be and the program would explore that further.

Ms. Nancy Thomas, Head Start/Early Head Start Director, reviewed the refunding application for the 2019 Fiscal Year, including the goals as reviewed by Ms. Hauge. Ms. Thomas indicated that the budget for $10,332,342 federal share and $2,583,086 in non-federal share included the 2.6% COLA which went into effect in July 2018. Ms. Thomas briefly reviewed the program options, classrooms, number of children, etc. served at each of the 6 Head Start/Early Head Start centers.

Ms. Avice Reid moved to accept the refunding application for Head Start/Early Head Start. Ms. McKenzie seconded the motion. The motion was unanimously approved.

Ms. Thomas gave an update regarding the program’s supplemental funds request submitted to the Head Start Regional office. The program received notification that the request for one-time supplemental funds for the replacement of cameras for buses and classrooms and the addition of cameras in common areas was approved. The program received $225,000 with a waiver for the non-federal share. Installation of the cameras began in the summer in August and will be completed in September or early October.

Ms. Thomas also indicated that the program’s Locally Designed Option (LDO) requested for the Early Head Start program was approved by the Office of Head Start on 9/6/18 and is effective through the program’s five year grant period. The LDO provides a waiver for the program for the 1,380 hour per year requirement for EHS center-based children, effective August 2018. The approved LDO defines EHS services for 88 of the 144 slots to be delivered through the center-based option during the school year, and converting to the Home Base model for the summer months.

The Head Start/Early Head Start program has an additional opportunity to apply for funds to extend hours of duration for up to 45% of its preschool enrollment (68 preschool children). There are also funds to extend hours for Early Head Start children enrolled in the LDO option. The program is proposing to request additional funds 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. If the proposal is accepted, all children at the Anderson center would attend 7.25 hours per day
for 141 days per school year. The 32 EHS children would continue to be served in the Home Base model during the summer months.

Ms. Doka recommended that the program be authorized to submit a proposal for the additional funds to extend program hours for 68 preschool children and 32 infants and toddlers. Mr. Wright seconded the motion. The motion was unanimously approved.

IV. WORKFORCE CONNECTIONS UPDATE

Ms. Windie Wilson, Director of Workforce Connections, indicated that the new East Tennessee Local Workforce Area has been formed. The region includes Knox County and 15 surrounding counties. East Tennessee Human Resource Agency (ETHRA) will serve as Fiscal Agent and Staff to the Board for the East Tennessee Workforce Area. CAC-Workforce Connections submitted a proposal to provide Career Services in Knox County, but was not selected. Mid-Cumberland Human Resource Agency has been selected to provide One-Stop Operator and Career Services throughout the 16 county region. CAC-Workforce Connections has been selected to continue providing One-Stop Operator and Career Services in the Northeast Tennessee Local Workforce Area. To that end, Workforce Connections has received two contracts from the Alliance for Business and Training (AB&T), fiscal agent for the Northeast Local Workforce Development Board. CAC Workforce Connections will employ staff to work in the American Job Centers to assist individuals in the Northeast region with training and education to prepare for employment.

V. CSBG SPECIAL PROJECTS FUNDING

Ms. Barbara Kelly reminded the board that when one-time Community Service Block Grant (CSBD) became available, Knoxville Knox County CAC submitted sixteen (16) special programs that align with state initiatives and capacity building. Tennessee Department of Human Services has agreed to fund all 16 proposals in the amount of $911,044. This is a wonderful opportunity for Knoxville-Knox County CAC. Ms. Kelly reviewed the items from the summary that was included in the board packet.

- **Steps to Success**
  $129,210 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services.
  “Steps to Success” will be implemented in partnership with Pellissippi Community College to support students enrolled in Tennessee Promise and Reconnect as part of the Drive to 55 program. 100 Low-income community college students who are facing barriers that may prevent graduation will be served.

- **Youth WINS**
  $9,360 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services. Youth WINS is a program that is housed in our Homeless Services unity that serves youth ages 18-21 who are experiencing homelessness. 70 Youth WINS participants who
have secured employment and need assistance with transportation costs will receive bus passes or CAC transit assistance.

- **CAC Re-entry Program**
  $69,887 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services. 55 previously incarcerated individuals will receive comprehensive employability services leading to increased education, job skills and employment.

- **South Knox Renew our Neighborhoods**
  $57,105 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to employ a Community Resource Coordinator to assess the needs of this community, partner with community resources, and develop programs that will stabilize these families and create a safer community.

- **Data Management and Reporting**
  $45,145 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to contract with the Center for Applied Management Practices for technical assistance, on site consultation and eLogic licenses.

- **CAC Capacity Building**
  $52,665 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will support a range of Training and Technical Assistance activities that will enhance the capacity of the agency to achieve significant results for the individuals and families we serve, the low-income community, and the wider Knoxville-Knox County community.

- **Families Together Classroom & Playroom**
  $21,500 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to convert office space into a classroom for adults and an adjoining playroom for children.

- **CAC Connect**
  $71,850 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to create a new CAC website, develop a social media program, redesign the CAC Directory of Services, and develop an informational packet about CAC including history, national and local poverty data. Funds will be used to install four (4) flat screens in key locations at the Ross Building. These screens will be programmed to give current information about activities and services available on a daily basis and will help clients and others to navigate and find their way more easily. We will also upgrade computer servers to handle the increased capacity and traffic and better protect higher level of data security in encryption, fire wall, and virus protection.

- **CAC South Center Tutoring**
  $30,510 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to expand the successful CAC East Center Tutoring program to South
Knoxville. 30 students in grades 1 – 5 will receive tutoring in reading and math. Parents will be encouraged to participate in a coordinated adult program.

- **Grandparents as Parents**
  $60,901 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services to enhance the current Grandparents as Parents Program by adding a case manager to help grandparents overcome barriers so that they can successfully provide the care and support the children need. 50 CSBG eligible grandparents who are struggling with issues such as: housing, food insecurity, energy assistance needs, school enrollment, transportation, and legal custody issues will be enrolled in the case management program.

- **Housing Navigator**
  $57,803 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to add a Housing Navigator component to Homeward Bound to focus attention on the rental housing market and maintain an inventory of available housing. The Housing Navigator will develop housing options for particularly difficult to house clients such as homeless youth, larger families, families with poor credit and a history of previous housing instability, families that need to be on a bus line, families with multiple barriers such as criminal history, and families that desire to remain in the current school zone. The Housing Navigator will market our program to landlords and facilitate an annual landlord summit.

- **SNAPPY BOGO**
  $65,792 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services. SNAPPY BOGO is a pilot project that will improve access to food for homebound senior adults through participation in the Supplemental Nutrition Assistance Program (SNAP). This would be the first program in Tennessee to effectively bundle home delivered meals and SNAP resources. A part-time coordinator will be employed to develop and implement the pilot. SNAPPY BOGO will provide a “buy one get one free” incentive to seniors who use their SNAP benefits to purchase extra home delivered meals.

- **Project LIVE: Home Repairs**
  $27,760 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to employ a part-time Volunteer Recruiter to identify and coordinate volunteers to complete minor home repairs for seniors enrolled in Project Live. The Volunteer Recruiter will also conduct fund raising for supplies and materials.

- **Families Together Academy**
  $52,082 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to establish the Families Together Academy. A Community Educator will be employed to arrange classes based on Your Money Your Goals, Adult Education, Parenting, Anger Management, Energy Savings, Opioid education and other topics of need and interest.
CAC Case Management Project
$107,910 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to expand the successful CAC Case Management Project to two (2) KCDC family developments. 100 public housing residents who are at risk of losing housing will receive family stabilization services.

CAC OOA Hearing Aids
$6,300 in CSBG Special Projects Funding from the Tennessee Dept. of Human Services will be used to provide 30 hearing aids to CSBG eligible older adults on the OOA waiting list.

Ms. Rebecca Parr asked if these would be ongoing projects. Ms. Kelly responded that some of the projects are clearly for one-time activity. She is optimistic about keeping the others going because they align with our goals.

Ms. Parr moved to accept the CSBG Special Project funds. Ms. Reid seconded the motions. The motion was unanimously approved.

VI. GRANTS, CONTRACTS AND APPLICATIONS

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

CAC Office on Aging

Daily Living Center
$44,000 to provide adult day care services to 16 at risk senior adults for the period 6/1/18 – 9/30/18 and $83,900 for the period 10/1/18 – 9/30/19. This is a Social Services Block Grant (SSBG) funds from the TN Department of Human Services.

$17,000 to assist with the Daily Living Center operations from the Monday Foundation.

Knox County CAC Transit

The Pool’s Safety Partner’s Grant Program, $3,000 awarded to be used towards Basic Wheelchair Securement and Passenger Service and Safety Training. Knox County CAC Transit will purchase four (4) webbing loops for all vehicle operators that will be used to secure wheelchairs that are hard to secure using the normal securement straps. CAC Transit will purchase CPR/First Aid Training Materials for drivers and staff. CAC will purchase slip-resistant shoes for employees at the Mobile Meals Kitchen and a pull down step for the driver on two of the meal delivery vehicles. CAC Transit will purchase two (2) transport chairs for volunteer assisted transportation (VAT) program and two (2) ergonomical chairs for the dispatchers

AmeriCorps

AmeriCorps State/National Funding, $60,345 supplemental funding to support three (3) additional AmeriCorps members to be assigned to Volunteer East Tennessee, City of
Knoxville Parks and Recreation, and Bike Walk Knoxville from Volunteer Tennessee. Ms. Kelly made note that this is the largest AmeriCorps group with 59 fulltime workers.

Child and Adult Care Food Program (CACFP)

- Approval has been received for the program to operate at 17 sites including the Daily Living Center, six (6) Head Start sites and ten (10) City of Knoxville Recreation Centers. The estimated budget is $826,043 for the period ending June 30, 2019.

Workforce Connections

- One-Stop Operator and Career Provider Services in the American Job Centers in Northeast Tennessee Local Workforce Development Area. $204,218 and $798,098 for a total of $1,002,316 for two contracts from Alliance for Business and Training (AB&T), fiscal agent for the Northeast Tennessee Local Workforce Development Board. CAC Workforce Connections will employ staff to work in the American Job Centers to assist individuals with training and education to prepare for employment.

Proposal/Application Summaries

- Submitted to United Way Resilient Family Stabilization Program to work with 100 - 175 households who are at risk of losing their housing by providing case management services, financial assistance and connection to community resources. Amount of the grant is $60,000/year for 3 years. This is a Homeward Bound submission through Community Action for Affordable Neighborhoods (CAAN).

- Submitted to The Pool James L. Richardson Driver Safety Grant Application. These are funds to purchase training in basic wheelchair securement and passenger service and safety. Funds will also be used to purchase Defensive Driving Training Materials, First Aid Kits and Bio-Hazard Kits. Amount of $10,000 applied by CAC HeadStart and CAC Transit.

Ms. Honeycutt moved to accept the funding summary, applications and proposals for August and September. Judge John Rosson seconded the motion. The motion was unanimously approved.

VII. OTHER UPDATES

Ms. Susan Long, Director of the Office on Aging, informed the board about the successful Mobile Meals fundraiser Power of the Purse. It is expected that the event will generate $50,000 for Mobile Meals. A Friends & Family purse sale is scheduled at the Ross building on Friday, September 28 and a Five (5) Dollar Purse Sale is scheduled on October 2, at the J.T. O’Connor Center. Ms. Long announced the Senior Job Fair will be on October 10, at the LT Ross building and that Aging A Family Affair 2018 will be held on November 8, at Rothchild Conference Center. Ms. Kelly invited board members to attend Aging A Family Affair as board training.
VII. ANNOUNCEMENTS

Ms. Parr gave a brief update on the National Community Action Conference which she attended in August. She highlighted two presentations; 1) Kathryn Edin’s presentation that gave insight into what it looks like for those who are “just trying to make it” focusing on, the physical, social and emotional aspects of those living in extreme poverty and 2) Clarence Carter, Director of Family Assistance, Health and Human Services, recognized that they had “missed the mark” of not recognizing the great contributions and leadership that Community Action Partnership has provided in alleviating poverty.

Ms. Parr announced that she was coordinating the first Montgomery Village National Night Out celebration on October 2. All members were invited.

Ms. Anagnost highlighted the Free Flu Shot Saturday in Knoxville and Knox County on October 13 and CAC will be providing flu shots at the LT Ross building on Wednesday, October 17. Ms. Anagnost also reminded the board that Greekfest was being celebrated this upcoming weekend.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary