KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE  
FEBRUARY 28, 2019  
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, February 28, 2019.  

COMMITTEE MEMBERS PRESENT  
Ms. Virginia Anagnost  
Mr. Doug Burton – representing Mr. Gerald Green  
Commissioner Charles Busler  
Mr. Chris Caldwell – representing Mayor Glenn Jacobs  
Ms. Anna Compton  
Dr. Clifford Davis – representing Superintendent Bob Thomas  
Ms. Polly Doka  
Ms. Rachel Honeycutt  
Mr. Buz Johnson  
Ms. Katharine Killen – representing Dr. Martha Buchanan  
Ms. Kathy Mays  
Councilwoman Gwen McKenzie  
Ms. Ashley Ogle – representing Mr. Ben Bentley  
Mr. Terrell Patrick  
Ms. Avice Reid – representing Mayor Madeline Rogero  
Dr. Sandra Twardosz  
Mr. Derek Tate  
Mr. Ronald Thompson Sr.  
Mr. Patrick Wade – representing Representative Rick Staples  
Ms. Lula Williams  
Mr. Charles Wright  

COMMITTEE MEMBERS ABSENT  
Ms. Martha Olson  
Ms. Rebecca Parr  
Ms. Judy Poulson  
Judge John Rosson  
Mr. Thomas Strickland
Ms. Virginia Anagnost, board chair, welcomed Ms. Anna Compton who is representing the West Resident Advisory Board.

The meeting was opened with a moment of silence, Ms. Anagnost presiding.

1. **RECOGNITION OF THE SENIOR COMPANION ADVISORY COUNCIL**

Ms. Deisha Finley, Senior Corps (SC) manager, introduced the Senior Companion Advisory Council members who were instrumental in raising over $73,000 at the annual Snowflake Ball. Ms. Finley presented certificates of appreciation to all the members and a special 2019 Champion for Seniors award to Ms. Gabriel Blake for her outstanding contribution to seniors through the Office on Aging (OOA). The board observed a clip from the Snowflake Ball and a number of photographs from the event.

Ms. Anagnost thanked each member.

Ms. Susan Long, Director of OOA, unveiled the 2019-2021 Senior Service Directory and distributed the first updated directories at the meeting. She thanked her staff for all their hard work in designing, writing and editing the directory.

2. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of the January 31, 2019 board meeting. There was a grammatical error found and corrected on page six.

**Mr. Derek Tate moved to accept the minutes. Ms. Avice Reid seconded the motion. The motion was unanimously approved.**

3. **ADMINISTRATIVE COMMITTEE REPORT**

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, February 20, 2019.

The committee approved the following items. Mr. Tim Royster from HG&A Associates met with the committee to review the Retirement Plan Audit for the years ending June 30, 2018 and 2017. The committee approved the personnel actions on the attached sheets. The committee approved the report of the Office on Aging Invested Funds. No action is required at this time. The committee was advised that the agency financial audit for the period ending June 30, 2018 will be completed and submitted before the March 31, 2019 deadline. The Homeless Services financial reports were reviewed. The committee reviewed the Head Start and Early Head Start financial and program information reports for the month of January 2019. A letter from the Knox County Health Department Immunization Project was reviewed. The 100% immunization requirement was met in all six Head Start Centers and the program was commended for
impeccable record keeping. The committee was reminded of the corrective action plan that was required due to under-enrollment in the 2016-17 school year. The corrective action was successfully implemented and the program was fully enrolled throughout the 2017-18 school year and also fully enrolled for the first six months of the 2018-19 school year. The committee reviewed a letter from the Office of Head Start formally recognizing the satisfactory completion of the corrective action plan. The Procedures/Criteria for Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA) of children in Head Start and Early Head Start were explained and reviewed. Full board approval is recommended. This will be a separate agenda item. The Governance, Leadership, and Oversight Capacity Screener for organizations that operate Head Start/Early Head Start programs was reviewed and approved. Many of the items in the screener are similar to the Organizational Standards that apply to Community Action Agencies. The Funding Summary of grants, contracts and applications was reviewed and approved. Full board approval is recommended. This will be a separate agenda item. 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 made plans to recognize the Senior Companion Advisory Council for their outstanding efforts with regard to the success of the Snowflake Ball. The committee was advised to save the date for the TACA Conference to be held in Knoxville this year from April 29 to May 1, 2019.

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

4. **HEAD START**

Ms. Nancy Thomas, Director of Head Start/Early Head Start, presented the Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) procedure for the 2019-20 school year. The program takes applications for currently enrolled children and families then reaches out to the community, holds registration days, sends out fliers and post cards, and makes contact with community partners, etc. Once children and families are recruited for the Head Start/Early Head Start program, applications are reviewed for completeness, and using the Selection Criteria Summary, are assigned points to establish priority for enrollment.

Reviewing the Selection Criteria forms for both Head Start and Early Head Start, Ms. Thomas pointed out some of the need indicators for which points are assigned: number of adults in the home and their employment/training status, serious health problems or disabilities, and special conditions (foster care, homelessness, domestic violence, substance abuse, non-parent caretaker with custody, current military deployment, language barriers, etc.). Using the criteria points to determine the highest priority for enrollment helps assure that the neediest children and families are enrolled.

Ms. Thomas reviewed the under-enrollment corrective action. In June of 2017, Head Start was notified that a corrective action plan was required due to under-enrollment during the 2016-17 school year. There were no concerns related to Early Head Start enrollment for the same time period.
The corrective action plan was implemented during the 2017-18 school year and included: extended hours for 260 preschoolers with duration grant funding, reduction in preschool slots with part-day classes held at 17 slots to allow for enrollment of an increased number of three-year-olds, and additional staff working to recruit during summer months. Results were successful and there have been no further incidents of under-enrollment. The program was fully enrolled throughout the 2017-18 school year. The program has been fully enrolled for the first six months of the 2018-19 school year.

Ms. Thomas introduced Ms. Suzanne Inman, System Evaluation and Development Program Manager, who presented the Knoxville-Knox County Head Start/Early Head Start 2017-18 Annual Report. Head Start was designed to help break the cycle of poverty, providing preschool children of low-income families with a comprehensive program to meet their emotional, social, health, nutritional and psychological needs. Since 1965, Head Start has served over 30 million children. In the 2017-18 school year, our local Head Start program served approximately 33% of eligible preschool children and 4% of eligible infants and toddlers in Knox County for a total of 1,023 children. Head Start serves the whole family—providing health, nutrition, education, transportation and social services. Ms. Inman briefly reviewed parent, family, and community engagement. School readiness for Head Start and Early Head Start was highlighted. The Dual Language Learners (DLLs) program helps children to learn the English language, while encouraging parents to maintain the home language, which lays the foundation for a successful start as children transition to public school. DLLs made excellent progress in developing their English language skills. At the beginning of the school year, 45% of the DLL Children were in the beginning stages of English language acquisition. By the end of the school year, that number was reduced to only 8% remaining in that stage. Ms. Inman noted the annual budget and expenditures in the Annual Report.

Mr. Wright moved to accept the Head Start/Early Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) procedures, including Selection Criteria for Head Start and Early Head Start. Mr. Johnson seconded. The motion was unanimously approved.

5. **HOUSING AND ENERGY SERVICES**

Mr. Jason Estes, Director of Housing and Energy Services, explained that Housing and Energy is the sub-recipient of the City of Knoxville’s Lead-Based Hazard Reduction program. Housing and Energy is receiving $2,265,000 to provide lead-based paint risk assessments and remediation to approximately 160 eligible homes. This is provided by the U.S. Department of Housing and Urban Development (HUD). The program will be administered from March 31, 2019 to September 30, 2022. He explained that the cost per home was directly related to the technical and other requirements that must be met when working with lead-based paint issues.

Mr. Estes showed a video and discussed the effects and concerns of lead-based paint. Most children with lead poisoning show no symptoms or signs that may be mistaken for the flu or other illnesses. Even a low level of lead in a child’s body may harm the nervous system, including the brain, and interfere with growth. It can also make learning difficult. High lead
levels in the blood can cause coma, convulsions or even death. Lead poisoning occurs when lead is swallowed or inhaled and can occur through foods, dust, paint, water, and soil.

About half of homes built before 1978 have lead-based paint. Lead-based paint may be found on any surface in the home – inside or outside. The United States Environmental Protection Agency (EPA) requirements for renovation contractors, which include certification and training requirements, are extensive. There are pre-renovation education requirements for contractors, property managers and others who perform renovations. Renovators must also use work-area containment to prevent dust and debris from leaving the work area. To determine if a job involves lead-based paint, contractors need to test for it. This can be achieved by using an X-Ray Fluorescence Analyzer (XRF), which measures the amount of lead in the paint, or testing by a Certified Renovator. A Certified Renovator can, at the request of the owner, use EPA-recognized test kits or collect paint chips for laboratory analysis.

Mr. Patrick Terrell asked if the Lead Testing Kits sold at big box stores are accurate. Mr. Estes said yes, but he was unsure of the level that store-bought kits could test.

When removing lead-based paint from inside the home, visible and clearly-defined signage should be posted. All objects should be removed from the work area, ventilation ducts should be taped down, and windows and doors should be closed. Doors must be securely covered in plastic sheeting. For outside jobs, the ground should be covered with plastic sheeting, all doors and windows within 20 feet of the renovation area should be closed, and work should be avoided in high winds. Renovation workers should protect themselves by wearing disposable protective clothing, including disposable shoe covers and a painter’s hat to protect from dust and debris. Respiratory protection should be worn. There should be no smoking, drinking, or eating in the work area. Workers should wash their hands and faces each time they stop working.

The scraping, drilling, cutting and opening of walls, creates dust. This dust must be kept to a minimum as well, and using the right tools can help. The work area should be left clean at the end of each day and must be cleaned thoroughly at the end of the job. Waste removal is important as well. Before removing waste from the work area for storage or disposal, it must be contained in order to prevent releases of dust and debris. Once the work is completed, the area must be tested to ensure all the lead-based paint has been removed.

Because the EPA considers most residential renovation and remodeling as “routine residential maintenance,” most waste generated during these activities is classified as solid, non-hazardous waste, and should be taken to a licensed, solid-waste landfill. This is not the case for work done in commercial, public or other non-residential, child-occupied facilities, where waste may be considered hazardous, and requires special disposal methods.

Other programs being offered by Housing and Energy Services are:

- Affordable Housing Program (AHP) $500,000 has been awarded to Knoxville Home Uplift Program to repair 100 households which are at or below 50% of the
current HUD income levels. At least 85 households served must have an elderly or disabled member.

➢ Working with Knoxville Utilities Board (KUB) with funds provided by the Round It Up program. KUB started Round It Up (RIU) in 2015. Since then, KUB customers have donated over $2.3 million by voluntarily rounding their bill up to the next dollar. 100% of those funds are used to help improve the energy efficiency of homes for low-income homeowners and renters.

➢ 2018 Weatherization Assistance Program (WAP) grant to provide weatherization assistance to 56 households.

Mr. Estes then asked if anyone had any questions. Due to the most recent rain event, Ms. Lula Williams asked if there is flooding in your basement, what should a homeowner do? Mr. Chris Caldwell responded to Ms. Williams’ question by encouraging homeowners with damage to contact Knoxville’s 311 Office which is collecting flooding data. Members were encouraged to either call 311 or 215-4311 or email them the rain damage information at the City of Knoxville website: knoxvillemtn.gov and then clicking on the 311 icon.

6. LOCAL BUDGET REQUESTS

Ms. Barbara Kelly requested the board review the City and Knox County Budget requests for July 1, 2019 – June 30, 2020 located on the yellow handout. A 2 1/2 % salary increase is being requested from both the City and County budgets. Funds from the County are requested to continue a successful model for providing information and referral and related services to the seniors who attend the Knox County Senior Centers and their staff. Ms. Susan Long, Director of the Office on Aging, commented that this is an excellent service that is provided to seniors. Funds from the County are requested to reinstate the computer replacement funding which was eliminated in FY 18-19. Additional Capital funds are being requested from the County, for mandatory and necessary safety and security issues for child restraint seats and for repairs at Anderson Head Start. Funds are being requested for a Housing Navigator from the City to work with housing providers and landlords to increase the number of affordable units available to case managers and clients.

Capital funds requested from the City were reviewed. After more than 15 years of operation, the Barbara H. Monty Community Kitchen is lacking adequate dry storage space. For this, $327,750 is being requested to add 1,850 sq. feet to the existing facility. This would involve building a new community room on the current patio and converting the existing community room to provide additional dry storage. Funding in the amount of $25,000 also is being requested to install an updated sound system in the multipurpose room at the L.T. Ross building.

Ms. Avice Reid moved to approve the City and County Budget Request as well as the City of Knoxville Capital Request. Ms. Lula Williams seconded the motion. The motion was unanimously approved.
7. GRANTS, CONTRACTS AND APPLICATIONS

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

➢ Homeward Bound. $200,000 to provide re-housing services with two (2) case managers to work with homeless seniors and homeless youth. $100,000 to be used for direct financial assistance to aid families and individuals with move-in costs. The program is administered with HUD funds from Tennessee Housing Development Agency (THDA) by the City of Knoxville. The program will be administered July 1, 2019 – June 30, 2020.

➢ Homeward Bound. Elizabeth’s Home. $124,359, with a cash match in the amount of $31,090 to provide maintenance and rental of office space, utilities and services required for administration of the program. This grant will serve twenty-four (24) families/households per year with housing subsidies and case management. This will be administered with Housing and Urban Development (HUD) funds. The program will be administered September 1, 2019 – August 31, 2020.

➢ Homeward Bound. Homeward Bound Families’ Rapid Rehousing grant. $231,582, with a cash match in the amount of $57,896 to provide maintenance and rental of office space, utilities, and services required for administration of the program. $5,000 of the cash match will be used to assist ten (10) clients with rental deposits, first month’s rent and utility deposits. This grant will serve two hundred (200) households per year with case management, housing, employment, education and will assist families with rent. This will be administered with Housing and Urban Development (HUD) funds. The program will be administered March 1, 2019 – February 28, 2020.

➢ Homeward Bound. REACH. $104,580, with a cash match in the amount of $26,145 to provide maintenance and rental of office space, utilities and services required for administration of the program. This is a Housing and Urban Development (HUD) Continuum of Care grant. This grant will provide street outreach connecting homeless individuals and families to housing, mainstream resources and employment. The program is being administered beginning February 1, 2019 – January 31, 2020.

➢ Homeward Bound. Resilient Families. $180,000 ($60,000 for each of three years) to be used for one (1) case manager, and the cost for the Getting Ahead class. This grant will provide services for 120 families to become financially stable in maintaining housing and to increase incomes. The program will be administered April 1, 2019 – March 31, 2022.

➢ Housing and Energy. Emergency Home Repairs. Requesting $550,000 to provide home repairs for eighty (80) income eligible households in Knox County. Request made through the Knox County Community Development Block Grant (CDBG). If received, the program would be administered July 1, 2019 – May 31, 2020.
➢ Office on Aging. Gift of Sight, Hearing and Dentures (GOSH-D). Requesting $25,000 to provide sixty (60) pairs of dentures for clients on the waitlist. Request made through Dental Trade Alliance Foundation.

➢ Volunteer Assisted Transportation. Federal Transit Administration Section 5310 Grant Funding for Operations/Mobility Management. Requesting $445,180 to provide funds to continue Volunteer Assisted Transportation to clients. Request made through Federal Transit Administration (FTA).

➢ Knox County CAC Transit. Federal Transit Administration Section 5310 Grant Funding. Requesting $190,554 to provide four (4) Capital Vehicles. Request made through Federal Transit Administration (FTA).

➢ Knox County CAC Transit. Requesting $16,429 to provide transportation for seniors. Request made through Council on Aging.

➢ Homeward Bound. Requesting $5,000 to assist clients with transportation who are working with benefits specialists, case managers and legal professionals. Request made through Knoxville Bar Association.

Councilwomen Gwen McKenzie moved to approve the proposals and applications as presented. Mr. Derek Tate seconded. The motion was unanimously approved. Mr. Doug Burton recused himself from the vote.

8. PROGRAM UPDATES & ANNOUNCEMENTS

Ms. Long announced that she was selling Pancake Fest tickets for the March 1, 2019 fundraiser at the J.T. O'Connor Center. The event will take place between 7:00 am – 1:00 pm for “all you can eat” pancakes. The cost is $5.00.

Mr. Tate announced that the 2019 Clean Up of 5 Points will be April 13, 2019 from 9:00 am to Noon. The group will meet at Eternal Life Harvest Church at 9:00 am.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary