KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
JANUARY 31, 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, January 31, 2019.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Ms. Polly Doka
Mr. Buz Johnson
Ms. Katharine Killen – representing Dr. Martha Buchanan
Ms. Kathy Mays
Councilwoman Gwen McKenzie
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Judge John Rosson
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
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Dr. Clifford Davis – representing Mr. Bob Thomas
Ms. Rachel Honeycutt
Ms. Judy Poulson
Ms. Avice Reid – representing Mayor Madeline Rogero
Mr. Thomas Strickland

OBSERVER
Ms. Patti Galvan-Blazer – Knox County Finance Department
Ms. Jane Jolley – Mayor Jacob’s Office
Ms. Virginia Anagnost, board chair, welcomed Mr. Patrick Wade, who is representing Representative Rick Staples. Ms. Anagnost welcomed Jane Jolley, from Mayor Glenn Jacobs’ office, who was there as an observer and Patti Galvan Blazer representing Chris Caldwell.

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

I. MINUTES (MAILED)

Ms. Anagnost asked if there were additions or corrections to the minutes of the December 6, 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, January 16, 2019.

The committee approved the following items. 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 Homeless Services financial report was reviewed. The committee reviewed the Head Start and Early Head Start program information and financial reports for November and December 2018. Plans for the Head Start/Early Head Start cost of living increase (COLA) were reviewed. Employees will receive a 1.77% pay increase. The increase will be implemented in March 2019 and will be retroactive to January 6, 2019. Employees with an hourly pay rate of $14.17 or less will receive a onetime pay supplement of $350. The full board approval is recommended. This will be a separate agenda item. The committee received copies of a Head Start Governance Screener. This survey will be completed at the February 20, 2019 meeting of the Administrative Committee for submission by March 1, 2019. The committee reviewed a recommendation from the West Resident Advisory Board that Anna Compton be invited to serve on the CAC board in Group 2. Ms. Compton is active in the Cumberland Estates neighborhood group and has served on the Neighborhood Council. Full board approval is recommended. The committee reviewed a Holiday Policy for CAC employees who work at the American Job Centers in Northeast Tennessee. Full board approval is recommended. The funding summary of grants, contracts and applications was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee reviewed changes in the membership sections of the By-Laws. The revisions will be sent to the full board on January 18, 2019 in order to meet the notice requirement for changing the By-Laws. Full board approval is recommended. This will be a separate agenda item. The committee made plans for the CAC board to meet on the fifth Thursday, January 31, 2019.

Mr. Buz Johnson moved to approve the Administrative Committee report. Mr. Derek Tate seconded the motion. The motion was unanimously approved.
Ms. Polly Doka moved to extend an invitation to Ms. Anna Compton from the West Resident Advisory Board to serve on the CAC board in Group 2. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Dr. Sandra Twardosz moved to accept the Holiday Policy for CAC employees who work at the American Job Centers in Northeast Tennessee. Ms. Rebecca Parr seconded the motion. The motion was unanimously approved.

III. EMPTY STOCKING FUND “IN THE NEWS”

Ms. Barbara Kelly, Executive Director, informed the board that the 2018 Empty Stocking Fund was a success. The board saw a clip about Lefty Miller who received a car which was donated to him on Christmas Eve so that he could continue serving Mobile Meals as a volunteer. CAC worked with featured families and $14,393 was generated in direct monetary support and services and goods to improve the lives of low-income families. Ms. Kelly reviewed the two colorful hand-outs that showed all thirteen (13) featured clients. Empty Stocking Fund provided 3,000 food baskets weighing 50lbs. each. 1,419 toys were distributed to children under age 9 in Knox and surrounding counties. More than 200 volunteers from 29 area agencies helped with applications and the delivery of baskets to clients who were homebound.

Ms. Katharine Killen, a member of the Knoxville New Sentinel Charities board, stated that it is a challenging time for the Knoxville News Sentinel. Both the Empty Stocking Fund and the Milk Fund are programs of the Knoxville News Sentinel Charities Board.

IV. HEAD START

Ms. Nancy Thomas, Director of Head Start, informed the board that Head Start is in the first year of a five year grant; therefore, there are a number of “check list” items needed to be met. The Administrative Committee received copies of the Head Start Governance Screener which will be completed at the February 20, 2019 committee meeting. This information will be submitted on March 1, 2019.

Ms. Thomas also spoke about the 2019 Cost of Living Adjustment (COLA) which provides 1.77% increase in the hourly rate of pay for each of the 198 Head Start/Early Head Start positions. Employees with an hourly pay rate of $14.17 or less will receive a onetime pay supplement of $350. The increase will be implemented in March 2019, and will be retroactive to January 6, 2019.

Ms. Gwen McKenzie moved to accept the COLA adjustment. Mr. Charles Wright seconded the motion. The motion was unanimously approved.
V. BY-LAWS AMENDMENTS

Ms. Kelly highlighted the following changes to the CAC By-Laws:

➢ Changing the membership to 27 members

➢ Meet the requirement of 1/3 public officials, at least 1/3 neighborhood representatives, and the balance representing a wide variety of community groups.

Ms. Martha Olson highlighted a correction on page 3, first paragraph describing Group 3 to read, “The members of Group 3...” instead of “The nine (9) member of Group 3...”

Mr. Johnson moved to accept the revised By-Laws with the correction. Judge John Rosson seconded the motion. The motion was unanimously approved.

VI. ORGANIZATIONAL STANDARD REVIEW

Ms. Kelly presented a PowerPoint that explained the structure of the Organizational Standards. There are three (3) Thematic Groups: 1- Maximum Feasibility Participation, 2- Operation and Accountability, and 3- Vision and Direction. Under these three thematic groups there are nine (9) categories as follows:

<table>
<thead>
<tr>
<th>Maximum Feasibility Participation</th>
<th>Vision and Direction</th>
<th>Operations and Accountability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer Input and Involvement</td>
<td>Organizational Leadership</td>
<td>Human Resource Management</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>Board Governance</td>
<td>Financial Operations &amp; Oversight</td>
</tr>
<tr>
<td>Community Assessment</td>
<td>Strategic Planning</td>
<td>Data &amp; Analysis</td>
</tr>
</tbody>
</table>

Each of these categories has standards to be met. In total there are fifty (50) standards. Ms. Kelly used category 5, Board Governance, to highlight how CAC meets these standards. The bylaws document that the board structure complies with the CSBG Act and set out the selection process to insure that Group 2 members represent the communities and populations served by CAC. This meets standards 5.1 and 5.2. The minutes will document that board members have received governing documents (by-laws) within last 2 years, that the board meets in accordance with frequency and quorum requirements, and that the board receives programmatic reports at all regular meetings. This meets standards 5.5, 5.6, and 5.9. The Board Orientation Notebook documents that there is a process to provide structured orientation for new board members. The notebooks will be kept up to date and reviewed one on one with new members going forward. This complies with standard 5.7. Organizational standard 5.9 requires that board members receive training every 2 years. We have several training opportunities every year including the
annual board training retreat in August. The training agenda and packets and sign in sheets document compliance with this standard.

After the presentation, Ms. Kelly asked members to open their Board Member Orientation Notebooks which included:

- CAC History, Then & Now
- Member Information
- By-Laws and Organizational Chart
- Service Directory
- The Big Picture, 2016-2017
- Strategic Plan
- Community Action Agencies National Needs Information

In reviewing the history section, Ms. Kelly pointed out Knox County Judge C. Howard Bozeman had become intrigued with the possibilities the new strategy of the Economic Opportunity Act (EOA) of 1964. Judge Bozeman secured an agreement of then Mayor John Duncan that the City would be part of the new undertaking. Of critical importance was the decision that this new venture would be led by local government and that the finances would be managed through Knox County. When the EOA was signed, our community was ready to implement the initiatives including a summer tutoring program at Knoxville College, Neighborhood Youth Corps, Upward Bound, Head Start, and Legal Services. Both the City and County, in separate legislation sessions, jointly created the Community Action Committee as the local entity to carry out the purposes of the Economic Opportunity Act. By January 1965, the City and County had decided to share the cost of the new venture and each appropriated the sum of $2,500 to defray expenses. Planning and development work began immediately. Applications were submitted, reviewed and approved. The first planning grant was for $40,071. The rest is history.

Ms. Anagnost commended Executive Assistant, Cathy Gonzalez on the thoroughness and clarity of the Board Member Orientation Notebook.

VII. GRANTS, CONTRACTS AND APPLICATIONS

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

- Beardsley Farm. Solstice Supper. $5,000 for a title sponsorship for Solstice Supper 2019 from the Y-12 Federal Credit Union.

- Energy & Community. Project Help. $175,000 to provide emergency heating-assistance (electricity, natural gas, propane, heating oil, wood, or coal) to people who need temporary help with their heating bills. The program is administered from January 1, 2019 to December 31, 2019 by Knoxville Utility Board (KUB) in conjunction with CAC through community-wide volunteer donations to Project Help.

- Housing & Energy. 2018 Weatherization Assistance Program grant (WAP).
$401, 793.03 Amendment No. 1 to the working agreement WAP 18-08 will provide weatherization assistance to 56 households provided by Tennessee Housing Development Agency (THDA). The program will be administered from July 1, 2018 to June 30, 2019.

- Housing & Energy. **Lead-Based Paint Hazard Reduction Program.** $2,265,000 as a sub recipient of the City of Knoxville’s Lead-Based Paint Hazard Reduction program. We will 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.

- Housing & Energy. **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. This is provided with the Federal Home Loan Bank (FHLB) Cincinnati. The program is administered from February 1, 2019 to January 31, 2022.

- Office on Aging. **Elder Abuse Grant.** $289,251 has been awarded as an extension to the Elder Abuse Community Outreach program provided by the City of Knoxville. The program is administered from September 30, 2018 to September 30, 2019.

- Workforce Connections. **WIOA Title 1 Career Service Provider Contract Amendment No. 1.** $700,000 amended increase to fund direct participant services for training, support services, and other employability services for individuals in the eight-county Northeast Tennessee workforce area. This brings the total contract amount to $1,498,098. This is provided by Alliance for Business and Training a local nonprofit agency. The program is administered from September 17, 2018 to June 30, 2019.

- AmeriCorps. **VISTA Poverty.** Requesting authorization for 22 members service year (MSY) to improve community resilience through poverty alleviation initiatives including projects addressing food insecurity, employment/job training, and the opioid epidemic. The VISTA stipends are paid directly from the Corporation for National and Community Service (CNCS). If accepted, the program will be administered from August 5, 2019 to June 26, 2020.

- Beardsley Farm. **Beardsley Farm Cookbook.** Applied for $4,000 of funding from Y-12 Federal Credit Union.
Volunteer Assisted Transportation (VAT). FTA Section 5310 Enhanced Mobility for Seniors & Individuals with Disabilities. Requesting funds to continue providing assisted transportation to seniors and people with disabilities who have barriers to independent travel. FY 18 and FY 19 funds estimated to be available at competitive bids are: Capital Projects & Vehicles = $650,000 and Operating Projects=$400,000. The grant application is under development and will be submitted by January 25, 2019 to the Knoxville Regional Transportation Planning Organization.

Ms. Martha Olson asked why the Lead-Based Paint Reduction program served so few houses. It seemed excessively expensive at $14,000 a home. Ms. Parr said that she knows from personal experience that the process of removing lead paint is very extensive and difficult. Ms. Kelly said that Mr. Jason Estes, Director of Housing & Energy, would be available next month to answer that question. Ms. Kelly asked if that item should be carried over to next month. Ms. Olson said that was not necessary.

Ms. Kathy Mays moved to approve the proposals and applications as presented. Ms. McKenzie seconded. The motion was unanimously approved.

After the board packet was sent, additional funding from Public Entity Partners arrived for the board’s review.

Housing & Energy. Property Conservation Matching Grant Program. $2,500 to upgrade the existing closed circuit television (CCTV) system at the Ross building and the Mobile Meals Kitchen has been approved by the Public Entity Partners, formally The Pool.

Mr. Johnson moved to approve the proposal for the Property Conservation Matching Grant program. Ms. Parr seconded. The motion was unanimously approved.

VIII. SHUTDOWN UPDATE

The shutdown is over. No new news to report.

IX. PROGRAM UPDATES & ANNOUNCEMENTS

Ms. Susan Long, Director of the Office on Aging, 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.

The Snowflake Ball is this Saturday, February 2, 2019 at Kerbel Temple. The event is a fundraiser for Senior Companions program. The event is sold out, but Ms. Long stated that if any board members wanted to attend she would see if there were any cancelations.
Ms. Long stated that the extension of the Elder Abuse grant is good for the community. We have three (3) full-time case workers dedicated to serving this program. Ms. Long asked the members to call CAC if you learn of any situations that should be followed up. Training for communities is also available. Mr. Johnson asked what amount of lead time is necessary to get training for a neighborhood group. Ms. Long indicated that not much time was needed, a month or less.

Ms. Anagnost referred members to the bottom of the agenda reminding them that donations are being accepted at local Food City stores for Project Help.

Ms. Sue Campbell, Management Services Director, reminded members of the VITA service. Tax services are available at the Ross Building and additionally on the weekends in February from 9:00 am to 2:00 pm.

Ms. Parr stated that her organization, Next Step Initiative, was growing because of the demand with the opioid epidemic. She is hoping to obtain VISTA workers for her organization.

There being no other business, the meeting was adjourned.

Polly Doka
Board Secretary