KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
JULY 25, 2019
MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the Ross Building, 2247 Western Avenue, Knoxville, Tennessee at 10:00 a.m. on Thursday, July 25, 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. Polly Doka
Mr. Buz Johnson
Ms. Kenya McKenzie
Mr. Orris Nero
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Aviece Reid – representing Mayor Madeline Rogero
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Ms. Anna Compton
Ms. Katharine Killen – representing Dr. Martha Buchanan
Ms. Kathy Mays
Councilwoman Gwen McKenzie
Judge John Rosson
Mr. Thomas Strickland
Mr. Ronald Thompson Sr.
Mr. Patrick Wade – representing Representative Rick Staples
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

1. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of the June 27, 2019 board meeting. There being none, the minutes were approved as distributed.

2. **ADMINISTRATIVE COMMITTEE REPORTS**

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, July 17, 2019. The Administrative Committee met on Wednesday, July 17, 2019 and makes the following report.

The committee approved the personnel actions on the attached sheets. The committee reviewed the report of the Office on Aging Invested Funds. Staff is authorized to reinvest the certificates of deposit coming due on August 8, 2019 at the best available rate. Full board approval is recommended. The committee reviewed the Homeless Services financial report for the month of June 2019. The committee reviewed the Head Start and Early Head Start financial report and the Early Head Start program report for the month of June 2019. The committee reviewed the most recent version of the Federal Poverty Guidelines. These income levels are used to determine income eligibility for a number of CAC programs. The committee approved a proposal to submit an application to PEP (Public Entity Partners) for Safety Partner’s matching grant to purchase defibrillators for the Ross Building, East Center, the Barbara H. Monty Mobile Meals Kitchen, and Beardsley Farm. Full board approval is recommended. The committee was advised that our contract to provide services in the Northeast Workforce Development Area has been extended to September 30, 2019. Services to participants will be provided through August 16, 2019. Staff in the area received 30-day layoff notices on July 15th. It is anticipated that many of the staff will be employed by East Tennessee State University who will be providing services in the area going forward. The committee received an update on the CSBG Special Projects and plans to relocate the East Center. Although there have been delays in getting the project started, work must be completed by September 30, and we expect to move the center before this time. The Funding Summary of grants, contracts and applications was reviewed. Full board approval is recommended. This will be a separate agenda item. Plans to acknowledge the service of Susan Long at recognition at the CAC board meeting were reviewed. Plans for board training on Wednesday, August 14, 2019, at Alex Haley Farm were reviewed and approved.

Mr. Buz Johnson moved to approve the July Administrative Committee report. Mr. Charles Wright seconded the motion. The motion was unanimously approved.
Mr. Johnson moved that staff be authorized to reinvest the Lifeline Project and the O’Connor Center certificates of deposit that come due in August at the best available rate. Ms. Avice Reid seconded the motion. The motion was unanimously approved.

Mr. Derek Tate moved to submit an application to PEP (Public Entity Partners) for Safety Partner’s matching grant to purchase defibrillators for the Ross Building, East Center, the Barbara H. Monty Mobile Meals Kitchen, and Beardsley Farm. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

3. UPDATE ON HOMELESSNESS

Ms. Misty Goodwin, director of Homeward Bound, introduced Ms. Lisa Higginbotham, program manager for the HMIS (Homeless Management Information System) Social Work Office of Research & Public Service at the University of Tennessee. Ms. Higginbotham demonstrated their newly developed website, knoxhmis.org.

The Knoxville-Knox County HMIS is a secured data collection system used by social service agencies in Knoxville and Knox County that provide housing and related supportive services. The “Dashboard Report” is an at-a-glance informational resource on the issue of homelessness and the performance of homeless service providers in Knoxville. Data represented on the site are aggregated, de-identified client-level data extrapolated from the Knoxville Homeless Management Information System (KnoxHMIS). Ms. Higginbotham demonstrated helpful tips to assist in navigating the site:

- For more information about specific definitions and terms, as well as report methodology, you can click the “i” symbol.
- Some reports provide the ability to compare multiple programs. Take advantage of this feature using the “i” symbol.
- Many charts include an interactive hover feature, through which you are provided more detailed information. Hover over a data point to see this information.

The information is gathered from 20 partner agencies in Knoxville. It covers 60 programs offered in Knoxville and Knox County. Annual reports and biennial studies on homelessness are available. The site is user friendly to those seeking shelter, food, and housing opportunities. The website enables agencies to list properties as they come available for rent. The resource information is maintained by KnoxHMIS and its partner agencies.

Ms. Higginbotham explained, “This is a very difficult population to identify and house. At any given time, there are 800 single individuals looking for housing.” She also answered questions by the board members:

Mr. Doug Burton asked, “Does this include all of Knox County?” Ms. Higginbotham replied, “Yes, it does.”
Ms. Ashley Ogle asked, “Are Veterans statistics and services available?” Ms. Higginbotham said, “There is Veterans information and ways to attain assistance through the website.”

Ms. Kenya McKenzie asked, “Would a homeless person need to be connected through an organization to be part of the report?” My Higginbotham replied, “Yes, people who don’t put their information into the system are not documented.” In the same line of thought, Ms. Polly Doka asked, “How will the homeless population be captured in the census?” Ms. Higginbotham stated that she did not know and that they would like to be part of the discussion. She is confident the Knoxville-Knox County Homeless Coalition will be part of it.

Ms. Goodwin asked Ms. Higginbotham to explain the coordinated entry process. Ms. Higginbotham said there are four (4) classifications of intake: singles, families, veterans, and seniors. Case workers and providers identify the most vulnerable and those with the most urgent needs through a defined process. Case workers and providers meet weekly.

4. **VITA (VOLUNTEER INCOME TAX ASSISTANCE) REPORT**

Ms. Sue Campbell, Management Services Director, informed the board about the Volunteer Income Tax Assistance program (VITA). This is a free and confidential service offered on a first-come, first-serve basis at the Ross building during the regular tax season. This service is open to low-income and moderate-income individuals and families. CAC VITA has expanded to include three (3) satellite locations including the CAC East Center, Cokesbury United Methodist Church, and the Rocky Top Public Library. Two pilot sites were also successful this year: Wallace Memorial Baptist Church and the CAC South Center. Additionally, VITA is growing and expanding its financial literacy component. 1500 booklets called “Debt Getting in Your Way? Get a Handle on It,” were distributed to and discussed with clients. These books include informational tools designed to help clients to get out of, and stay out of, debt. In 2017, CAC processed 2,817 tax returns; in 2018 CAC prepared 3,350 tax returns. In 2018 VITA provided a cumulative Earned Income Credit of $1,602,557.

Ms. Campbell introduced Mr. Terry Reed, VITA site coordinator, who stressed that each one of the tax returns represents an individual or family, from Knoxville, Knox County and some of the surrounding counties. The Ross Building VITA operates year-round, not only processing tax returns but assisting clients with tax issues that are sometimes very difficult to work through. Mr. Reed shared a story demonstrating the impact of VITA assistance on our clients’ lives. He expressed gratitude to the dedicated volunteers who do the tax returns, many who have been with CAC VITA for 10 – 20 years.

5. **GETTING READY FOR THE CENSUS**

Ms. Kimberly Smith, partnership specialist for the United States Census Bureau, spoke on why it is important to participate in the 2020 census. Census data:
• Accurately determines how many representatives each state has in Congress and inform the redrawing of congressional district boundaries
• Is used as the basis for annual distribution to state, counties and communities of more than $675 billion in federal funds which support resources such as schools, hospitals, and fire departments
• Informs business decisions, policy, community initiatives, and consumer advocacy

The U.S. Census Bureau works with a broad spectrum of government and community leaders to form “Complete Count” committees that educate and motivate residents to participate in the 2020 census. Ms. Smith informed the board that they are seeking people to work with the Census Bureau. The hours are flexible and the person would be paid $15.50/hour.

Ms. Smith answered board members questions:

Mr. Wright asked, “How old do you have to be to work with the U.S. Census Bureau?” Ms. Smith explained, “You need to be 18 years old.”

Ms. Doka asked, “Can workers work from home?” Ms. Smith stated, “Yes, they can and they will be paid for their mileage and for training.” Ms. Doka asked, “What if a person has mobility problems?” It was explained that person would have an office position.

Ms. Anagnost asked, “Are they hiring now?” Ms. Smith stated, “Yes, they have been recruiting staff since October 2018. The largest demographic for workers is the senior community.”

Ms. Smith said there are both flyers online and an online application for those interested in working for the U.S. Census Bureau. Ms. Goodwin asked, “Are you available to speak with my case managers?” Ms. Smith said, “Yes” and handed out a brochure and business card to the board members.

6. GRANTS, CONTRACTS AND APPLICATIONS

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

➢ CAC Neighborhood Centers. Emergency Food and Shelter Program (EFSP). Received $87,980 from the Knox County Emergency Food and Shelter Board to be distributed in the following ways: $27,980 to provide for food pantries we work with and $60,000 for rent/mortgage assistance operating at the Neighborhood Centers. These are FEMA funds distributed through United Way. This program will be administered October 1, 2018 – March 31, 2020.

➢ Office on Aging. Music & Memory™ program for adult daycare and homebound clients. Received $30,000 from the East Tennesse Foundation - Pat Summitt Foundation Fund. The Music & Memory program will be used by the Daily Living Center and Senior Companion program to stimulate cognitive recognition for clients with dementia. This program will be administered July 15, 2019 – July 14, 2020.
Proposal/Application Summaries

➢ Knox County CAC Transit. **The Public Entity Partners Safety Partner’s Grant Program.** Applied for $3,000 to be used to purchase five (5) defibrillator kits (AED’s) to be installed at five locations, including upstairs at the Ross building, downstairs at the Ross building, East Neighborhood Center, Beardsley Farm, and the Barbara II. Monty Mobile Meals Kitchen.

➢ Housing and Energy Services. **Affordable Housing Repair Program.** Applied for $150,000 to the East Tennessee Foundation through the Affordable Housing Trust funds. Under this proposal CAC Housing & Energy services will perform health and safety repairs, weatherization measures, or lead based paint remediation to approximately 35 eligible homes.

➢ Office on Aging. **O’Connor Senior Center-Daily Living Center.** Applied for $83,815 of Social Services Block Grant funds (SSBG) from the TN Department of Human Services to operate the Daily Living Center for FY20. The Center is licensed to provide daily Adult Day Care for 16 at risk senior adults who are Knox County residents.

➢ Neighborhood Centers. **Two-Generation Approach (2 Gen).** Applied to the Tennessee Department of Human Services (THDA) through its Temporary Assistance for Needy Families Program (TANF) to provide a whole-family centered program to help low income families achieve economic security through education, improved health & well-being and increase social capital. The number to be served and funding level will be determined.

Ms. Doka moved to approve the grants, proposals, and applications as presented. Ms. McKenzie seconded the motion. The motion was unanimously approved. Mr. Johnson recused himself from the vote involving the East Tennessee Foundation.

7. PROGRAM UPDATES

Ms. Anagnost highlighted the handout about the Free Legal Advice Clinic on Saturday, September 7, 2019, 9:00 am to 12:00 pm at the Ross building.

Ms. Susan Long highlighted the 2019 Power of the Purse flyer. Power of the Purse is a fundraiser for CAC Mobile Meals. It will take place on Thursday, September 19, 2019, 4:45 pm at Rothchild Conference Center, 8807 Kingston Pike. Ticket cost: $40 individual; $300 table of 8. For more information call 524-2786 or Knoxseniors.org. The Office on Aging is seeking donations of purses and jewelry. There are several drop-off locations.

8. PLANS FOR BOARD TRAINING
Ms. Kelly reminded board members of Board Training to be held on Wednesday, August 14, 2019, Alex Haley Farm. A van will leave the Ross building at 9:00 am and return at 3:00 pm. The training is being held in lieu of the August board meeting. Call Cathy Gonzalez at 546-3500 or email cathy.gonzalez@knoxcac.org to RSVP.

There being no other business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Polly Doka, board secretary