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, June 27, 2019.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Ms. Anna Compton
Mr. Buz Johnson
Ms. Katharine Killen – representing Dr. Martha Buchanan
Councilwoman Gwen McKenzie
Ms. Kenya McKenzie
Mr. Orris Nero
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avice Reid – representing Mayor Madeline Rogero
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Dr. Sandra Twardosz
Mr. Patrick Wade – representing Representative Rick Staples
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Commissioner Charles Busler
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Dr. Clifford Davis – representing Superintendent Bob Thomas
Ms. Polly Doka
Ms. Kathy Mays
Judge John Rosson
Mr. Thomas Strickland
Ms. Lula Williams

OBSERVER
Ms. Patricia Galvan-Balzer – Knox County Finance Department
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 April 25, 2019 board meeting. There being none, the minutes were approved as distributed.

2. **RECOGNITION: FIRST BAPTIST CHURCH**

Ms. Anagnost welcomed representatives from First Baptist Church and invited Ms. Susan Long to recognize Ms. Susan Tateum and Ms. Rachel Sharon, for their outstanding service to the Office on Aging Grandparents As Parents program (GAP). The GAP program provides advocacy, monthly support meetings, referrals to community resources, and information for all grandparents or relatives raising minor children without a parent in the home. Ms. Long presented First Baptist Church with a Certificate of Recognition. Ms. Tateum stated, “It is a blessing to have the GAP children interact with our existing programs,” and “We love the grandparents. It’s a privilege to have them at our church on Wednesday evenings.”

3. **ADMINISTRATIVE COMMITTEE REPORTS**

Mr. Buz Johnson presented the Administrative Committee report from Wednesday, May 15, 2019.

The Administrative Committee met on Wednesday, May 15, 2019 and makes the following report.

The committee approved the personnel actions on the attached sheet. The committee received 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 the Head Start and Early Head Start program information and financial reports for the month of April 2019. The committee was advised that Public Entity Partners (PEP) dividends have been received totaling $37,167. PEP provides liability, property and worker compensation insurance for the agency. The committee reviewed an update to the Retirement Plan. The update is necessary in order to correctly align the documents which have been previously approved, specifically that CAC employees are eligible for the plan after one (1) year of service. Full board approval is recommended. The recommendations from the Knoxville-Knox County Council on Aging for the allocation of Older Americans Act Funds were reviewed. Full board approval is recommended. This will be a separate agenda item. The committee was informed of plans to relocate the East Center to 4608 Asheville Highway. Special Projects funds are being requested to ready the space for occupancy and move the center. We plan to relocate the East Center by July 1, 2019. Tentative plans were made to hold the October board meeting in the new East Center location. The committee was advised of the need to reorganize positions at the West and
South Centers in order to align the program more closely with the changing focus of Community Services Block Grant (CSBG). The committee was informed that CAC will be hosting a 2 Gen Convening for community action agencies in East Tennessee on June 6 and 7, 2019. CAC board members are invited to attend either one or both days. The committee was advised that CAC will not be submitting a proposal to continue the contract to provide services in the Northeast Workforce Development Area. The current contract will end on June 30, 2019. The committee reviewed the Grants, Contracts and Applications handout. Full board approval is recommended. This will be a separate agenda item. Plans were made to hold the May board meeting at the O’Connor Senior Center.

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

Dr. Sandra Twardosz moved to update the Retirement Plan to correctly align the documents which have been previously approved; specifically, that CAC employees are eligible for the plan after one (1) year of service. Mr. Derek Tate seconded the motion. The motion was unanimously approved.

Mr. Johnson read the following report. The Administrative Committee met on Wednesday, June 19, 2019 and makes the following report.

The committee approved the personnel actions on the attached sheet. The committee received 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 the Head Start and Early Head Start program information and financial reports for the month of May 2019. The committee recommends that Ms. Kenya McKenzie be invited to join the board as a representative of the Head Start Policy Council. She will be replacing Ms. Tracy Bell. Full board approval is recommended. The committee recommends that a contract be authorized with Pershing Yoakley and Associates (PYA) to conduct the annual audit for the period ending June 30, 2019 at an amount not to exceed $43,350. Full board approval is recommended. The committee recommends that a contract be authorized with HG&A to conduct an annual audit of the retirement plan for the period ending June 30, 2019 at an amount not to exceed $8,250. Full board approval is recommended. The committee was advised that the amounts requested to support a 2.5% employee pay increase have been included in the approved city and county budgets. The committee recommends that the pay scale for regular employees, excluding Head Start, be increased by 2.5% effective July 14, 2019. Regular employees in the lower pay grades will be guaranteed a minimum annual increase of $1,000. In those instances where the 2.5% increase is less than $1,000, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on the full-time rate and will be prorated for employees working less than full-time. Full board approval is recommended. This will be a separate agenda item. The committee was advised that Susan Long will be leaving her position as Director of the CAC Office on Aging in August. Plans for selecting her replacement were discussed. The committee plans a reception to recognize Ms. Long’s outstanding service to be held at 9:15 a.m. on Thursday, July 25, 2019, preceding the board meeting. The committee reviewed plans to amend the CSBG Special Projects budgets to provide the funds needed to
relocate the East Center and upgrade the West Center space at the LT Ross Building. Special Projects funds will also be used to expand the Home Repair program to provide roof repair and HVAC replacements for CSBG eligible households on the home repair waiting list. The committee reviewed plans to align the services of the neighborhood centers with the changing focus of the Community Services Block Grant (CSBG). The committee was advised that the contract to provide services in the Northeast Workforce Development area will be extended to allow sufficient time for transition. CAC will provide services through August 16, 2019. The committee discussed training options being offered by DHS in August. The dates conflict with the board training session to be held on August 14 at Alex Haley Farm. It was decided to proceed with our already-scheduled training retreat. The committee reviewed the Grants, Contracts and Applications handout for June 2019. Full board approval is recommended. This will be a separate agenda item. Plans were made to recognize the contributions of First Baptist Church to the Grandparents as Parents program at the June board meeting.

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


Mr. Tate moved to accept Ms. Kenya McKenzie to the CAC Board. Mr. Wright seconded the motion. The motion was unanimously approved.

Ms. Judy Poulson moved to authorize Pershing Yoakley and Associates (PYA) to conduct the annual audit for the period ending June 30, 2019, at an amount not to exceed $43,350. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to authorize HG&A to conduct an annual audit of the retirement plan for the period ending June 30, 2019, at an amount not to exceed $8,250. Ms. Poulson seconded the motion. The motion was unanimously approved.

4. **ALLOCATION OF OLDER AMERICANS ACT FUNDS**

Ms. Jan Brown, chairperson of the Council on Aging, presented the recommendations for the Allocations of Older Americans Act funds for $246,906 effective July 1, 2019 – June 30, 2020. This is an increase of $24,921 from the 2018 – 2019 allocation.

Ms. Avice Reid moved to accept the recommendations for the Allocations of the Older Americans Act funds. Ms. Martha Olson seconded the motion. The motion was unanimously approved.
5. **STAFF SALARY RECOMMENDATION**

Ms. Barbara Kelly, executive director, reviewed the recommendation to raise the pay scale for employees, excluding Head Start staff, by 2.5% effective July 14, 2019. Regular employees in lower pay grades will be guaranteed a minimum increase of $1,000. In those instances where the 2.5% increase is less than $1,000, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on the full-time rate and will be prorated for employees working less than full-time. Ms. Kelly noted that Head Start employees had received a pay increase effective January 6, 2019, based on the Head Start Cost of Living Adjustment (COLA).

Ms. Poulson moved to approve the pay scale adjustments for staff, excluding Head Start, by 2.5%. Mr. Johnson seconded the motion. The motion was unanimously approved.

6. **SUMMER FOOD SERVICE PROGRAM (SFSP) UPDATE**

Ms. Kelly updated the members about this year’s Summer Food Service program (SFSP). Children who depend on reduced rate or free school lunch programs are often at risk of hunger during the summer months. The CAC Summer Food Service program provides 3,126 meals per day to hungry children and serves 97 summer programs at 86 sites in Knoxville and Knox County. The expansion of sites has, in part, been attributed to our new partnerships. There are six (6) sites with the City of Knoxville Park and Recreation Department, four (4) new sites in area apartment complexes, and, in addition to these ten (10) sites, there are two (2) mobile sites that have been operating for several years. This year VISTA members made flyers describing the food program and the importance of volunteering for the program. They met with each apartment complex to gain support so the program can continue once the VISTA time with the program is over.

Sample menus and a list of current sites were distributed to the board members. The list of sites is available on the CAC website: knoxcac.org.

Dr. Twardosz asked if the food was prepared by the Barbara H. Monty Mobile Meals Community Kitchen. Ms. Kelly explained that the food was prepared by the Knox County Schools. The At Risk Afterschool program is supplied through the Barbara H. Monty Mobile Meals Community Kitchen.

7. **STRATEGIC PLAN REPORT & REVIEW**

Ms. Marianne Cunningham, associate director of the UT College of Social Work Office of Research and Public Service, presented an update of the 2018 – 2022 Strategic Plan. Ms. Cunningham stressed that this is a living document which can change as plans change, roles change, and the needs of the clients change. Some accomplishments noted are:
• Transportation
  o Brochures regarding affordable transportation options have been
distributed to 1,000 community residents.
  o Volunteer Assisted Transportation (VAT) had public service
announcements daily on running billboard on WBIR.
  o Funding will be provided to alleviate transportation barriers for at least ten
(10) clients annually. Data process is under development.

• Housing
  o Staff provided case management services to 2,770 households/3,949
individuals last year to enable them to obtain or maintain affordable
housing.
  o Weatherization/Housing program improved the energy-efficiency/safety
of 415 homes.
  o 12 new property managers were engaged.
  o A Landlord Summit was hosted at LT Ross Building.
  o CAC hosted an Equality Coalition for Housing Opportunities Conference.
  o Staff engaged with residences through South Knoxville Renew Our
Neighborhoods program and held multiple meetings in FY 2019.
  o CAC received $1,000,000 from TVA and $1,000,000 matching funds
from the Round It Up program to improve energy-efficiency.
  o The Weatherization/Housing program staff distributed information to 224
clients.
  o Energy and Community Services staff collaborated with KUB and the
Alliance for Consumer Education to provide additional consumer
education.
  o Energy and Community Services staff distributed information to 6,000
LIHEAP clients.

• Substance Abuse
  o Six staff attended an opioid conference.
  o Office on Aging staff participated with an Opioid Taskforce with
Knoxville Police Department (KPD).
  o Transportation Services conducted an annual staff training on substance
abuse.
  o A representative for the Office on Aging attended a KPD-sponsored
opioid program.
  o Staff participated in the monthly Social Worker on Deck meeting, to
provide information about available resources.
  o Agency staff partnered with other community agencies including
Metropolitan Drug Commission, Positively Living, Next Step Initiative
and KPD.
  o Agency staff referred 224 clients to substance abuse services in FY 2018.
• Seniors’ Needs
  o Staff created an advanced planning tool checklist to integrate into existing CAC and Office on Aging resources and events.
  o 25,000 CAC Senior Service Directories were distributed, and the directory is available online at knoxseniors.org.
  o The Age Page checklist from the National Institute on Aging was distributed to a limited audience. Information was included in the “goody bag” distributed to 400 attendees at the Aging: A Family Affair event.
  o Office on Aging staff met weekly with other community agencies. New agencies or expanded programs include Interfaith Health Clinic’s Truck-to-Table pilot initiative, Habitat for Humanity, expanded programs at Knox County Senior Centers, and Knoxville Area Association of Realtors.
  o Managers attended monthly training and shared information with program staff.
  o All case managers attended Aging: A Family Affair and financial literacy training.
  o Project LIVE staff provided services to 1,687 seniors.
  o Proceeds from the Snowflake Ball increased from $54,000 to $75,000. Funds were used to increase the hours of Senior Companion services.
  o New funding sources include Humana, United Health Care, and VOCA (Rise Above Crime).
  o New community partners include Mac’s Pharmacy, Habitat for Humanity, Interfaith (dental program), Volunteer Ministries (dental program), and University of Tennessee Knoxville Audiology Department.
  o Multiple technology classes were offered at the O’Connor Senior Center, as well as a small, free, digital inclusion class.
  o A comprehensive technology class is offered each year at Aging: A Family Affair.

• Jobs
  o 223 clients obtained high school equivalency or other recognized certificate.
  o Client education is now captured in the CAC data system.
  o A protocol was developed to identify clients who have less than a high school diploma or equivalent.
  o Staff participated in monthly career fairs.
  o Staff hosted an annual career fair for youth.
  o The tutoring program provides career exploration opportunities for both students in the program and their parents.

Ms. Cunningham recommended the following revisions: Due to changes in the workforce delivery strategy in Knox County, the executive staff recommended that the target to facilitate 100 clients to obtain high school equivalency instruction, additional education and/or vocational training yearly, be changed to 75 clients. Plans have changed to reallocate resources to adapt or create an in-house instructor/navigator position. Plans have changed to collaborate with community stakeholders to develop the career exploration curriculum and to identify trainers.
Plans have changed in the implementation of career exploration activities and training. Ms. Kelly also stated the employability strategy for jobs has changed.

Ms. Cunningham asked managers if this was an accurate view of progress on the Strategic Plan. Managers would include: nutrition focus across all programs, At-Risk Youth, loneliness and isolation of seniors, and the impact of volunteers on the organization. There were additional accomplishments which were not addressed in the review of the strategic plan; they include staff commitment, VAT’s 50,000 trip, Head Start, and Volunteer Income Tax Assistance (VITA). Ms. Katharine Killen suggested the addition of improvement in good nutrition and health.

8. **GRANTS, CONTRACTS AND APPLICATIONS**

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

- **Beardsley Farm. The Thompson Charitable Foundation.** $18,000 has been awarded to Beardsley Farm to be used to purchase a used pickup truck.

- **Office on Aging. Daily Living Center.** $1,000 was received from Purple Cities Alliance to enhance existing adult daycare program serving at-risk, frail Knox County residents age 60 and older.

- **CAC AmeriCorps. The Corporation for National and Community Service (CNCS).** $599,750 was awarded to administer fifty (50) CAC AmeriCorps members for the 2019-2020 service year. The program will maintain its primary focus on the environment, with a renewed focus on environmental education, as well as a secondary focus on community resilience through disaster preparedness and response in partnership with the American Red Cross. This program will be administered August 5, 2019 – June 26, 2020.

- **Knox County CAC Transit. Federal Transit Authority (FTA) Section 5307 – Knoxville Urban Area Funding.** $942,545 was received from the City of Knoxville, working with the Knoxville Regional Transportation Planning Organization (TPO). This is for FY 2019.

- **Office on Aging. Mount Rest Foundation.** $19,000 was received from the East Tennessee Foundation to be used for senior services.

- **Office on Aging. Grey Muzzle Foundation.** $7,500 was awarded to be used to cover costs associated with senior dogs that are served by the programs.
Proposal/Application Summaries

Office on Aging

➢ **Senior Corps Program – Senior Companion.** Applied for $323,222 to administer 64 volunteer station years (VSYs) for fiscal year 2019-2020.

➢ **Foster Grandparent Program.** Applied for $440,171 to administer 73 Volunteer Service Year’s (VSY) for fiscal year 2019-2020.

➢ **Retired and Senior Volunteer Program (Knox County).** Applied for $49,208 for administration of 100 volunteers in aging in place and capacity building initiatives for local non-profit partners.

➢ **Retired and Senior Volunteer Program (Blount County).** Applied for $75,000 for administration of 75 volunteers in aging in place initiatives to provide assisted transportation support to frail and isolated seniors. It was noted that Ms. Deisha Finley, Senior Corps manager, was able to increase the request.

➢ **AARP Social Connectedness Grant.** Applied for $250,000 from the American Association of Retired Persons (AARP) foundation to expand the Senior Companion program.

➢ **Daily Living Center.** Requested to apply to the Monday Trustees Foundation for a grant, administered by the United Way of Greater Knoxville, for $15,000 for general operating expenses.

➢ **Project LIVE.** Applied for $5,000 from Home Depot for home repair projects and safety equipment for seniors.

➢ **Project LIVE.** Applied for $5,000 from the Weiss Foundation for home repairs for low-income seniors.

➢ **Knox PAWS/Feed A Pet.** Applied for $2,500 from the Meals on Wheels Loves Pets grant program. This grant will be used to cover vet services, grooming, boarding, and adoption fees for Knox PAWS and Feed A Pet participants.

➢ **Project LIVE’s Pillow Project.** Applied to participate in the Three River Market’s Nourishing Change program. Funds will be used to purchase mattresses, box springs, and bedding for recently housed seniors served by Project LIVE.

➢ **Mobile Meals.** Applied for $13,260 from the Monday Trustees Foundation for a grant to provide meals for 15 home-bound seniors in Knox County for a year. This funding will help to continue to provide service to the home-bound seniors in our community with no waiting list.
Knox County CAC Transit

Knoxville Regional Transportation Planning Organization (TPO) Transportation Improvement Plan. Applied for the following from TPO:

- $172,500 Federal dollars for vehicle purchases in 2020
- $336,000 Federal dollars for vehicle purchases in 2021
- $336,000 Federal dollars for vehicle purchases in 2022
- $336,000 Federal dollars for vehicle purchases in 2023

Volunteer Assisted Transportation (VAT). Applied for $372,000 ($93,000 per year for a 4-year period) from the Transportation Planning Organization for Mobility Management.

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

9. PROGRAM UPDATES & ANNOUNCEMENTS

Ms. Cecelia Waters, director of Energy and Community Services, announced that LIHEAP funds are still available and anyone who has not received assistance in Knoxville-Knox County since January 2019 may call and apply for services. LIHEAP will continue to take applications through September 2019 for eligible applicants.

Ms. Kelly announced that board member Mr. Thomas “Tank” Strickland was featured in an article at KnoxTNToday.com. She mentioned that although he has not been able to attend board meetings recently, due to scheduled medical appointments, Mr. Strickland remains an active member serving as chairman of the CAC Administrative committee.

Ms. Angela Grant, Aging Services manager, highlighted two Office on Aging fundraisers. One of the fundraisers is for Mobile Meals at Freddy’s, located at 7614 Chapman Highway. They will donate 15% to Mobile Meals on purchases made Thursday, July 11, 2019, 4:00 pm – 8:00 pm. The second fundraiser is for Knox PAWS – Placing Animals with Seniors at Blaze Pizza, 113 N. Peters Road, who will donate 20% of proceeds from your meal on July 18, 2019, from 4:00 pm – 8:30 pm.

There being no other business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Buz Johnson, substitute board secretary