KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
MARCH 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, March 28, 2019.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
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
Orris Nero
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Ms. Rebecca Parr
Mr. Terrell Patrick
Ms. Avice Reid – representing Mayor Madeline Rogero
Dr. Sandra Twardosz
Mr. Derek Tate
Mr. Patrick Wade – representing Representative Rick Staples
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Ms. Tracy Bell
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Councilwoman Gwen McKenzie
Ms. Judy Poulson
Judge John Rosson
Mr. Thomas Strickland
Mr. Ronald Thompson Sr.
Ms. Virginia Anagnost, board chair, welcomed Mr. Orris Nero who is representing the Head Start Parent Advisory Committee. Ms. Anagnost informed the board that Ms. Tracy Bell will also be serving as representative from the Head Start Advisory Council.

Ms. Anagnost recognized Ms. Rachel Honeycutt and Ms. Rebecca Parr, who are rotating-off the board as representatives of Head Start, for their service.

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

1. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of the February 28, 2019 board meeting. There being none, the minutes were approved as distributed.

2. **ADMINISTRATIVE COMMITTEE REPORT**

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

The committee approved the following items. The committee approved the personnel actions on the attached list. The committee reviewed and approved the report of the Office on Aging invested funds. No action is required at this time. The committee was advised that work is continuing on the annual financial audit and the report will be submitted by the March 31, 2019 deadline. The Charitable Solicitations Registration application also will be submitted. The homeless services financial reports were reviewed. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of February 2019. The committee was advised that a supplemental grant in the amount of $951,207 has been received to fully fund increased hours for Head Start and Early Head Start and the associated start-up costs. Full board approval is recommended. This will be a separate agenda item. The funding summary of grants, contracts and applications was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee recommended that staff be authorized to submit an application to the Tennessee Department of Human Services for the Summer Child Nutrition Program as soon as all information regarding the application is available. Full board approval is recommended. The committee received an update on the CSBG Special Projects and plans to modify the program to include a cooperative agreement with City of Knoxville Parks and Recreation Department to serve more meals to children in their summer program and possible plans to relocate the East Neighborhood Center to more adequate space. Additional information will be provided as available. The committee received information about the ECHO 2019 Fair Housing Conference to be held on April 5, 2019. CAC board members are invited to attend the conference as a training opportunity. Let Cathy Gonzalez know if you are interested in attending. The TACA annual conference will be held in Knoxville from April 29 to May 1, 2019. A one day “workshops only” option is available on April 30, 2019. Board members interested in attending the entire conference or the one day option should contact Cathy Gonzalez. Administrative Committee members completed a disclosure form that is required by the Emergency Solutions Grant (ESG). Forms for board
members will be available at the full board meeting. Full board approval is recommended. This will be a separate agenda item.

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

Dr. Sandra Twardosz moved to submit an application to the Tennessee Department of Human Services for the Summer Child Nutrition Program. Ms. Avice Reid seconded the motion. The motion was unanimously approved.

3. DISCLOSURE FORM

Ms. Barbara Kelly reviewed the Board Member & Corporate Disclosure form. Board members were asked to fill out the form with one of the staff notaries verifying their signature on the form. All board members that were present successfully completed their forms.

4. HEAD START

Ms. Nancy Thomas, Head Start/Early Head Start Director, reported that Head Start received funds to extend hours of duration for up to 45% of its preschool enrollment and received funds to extend hours during the school year for Early Head Start children enrolled in the Locally Designed Option (LDO). The duration funds will be used 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. All children at the Anderson Center will attend 7.25 hours per day for 141 days per school year (1,020 center-based hours).

Ms. Rachel Honeycutt moved to accept the supplemental grant in the amount of $951,207 to fully fund increased hours for Head Start and Early Head Start and the associated start-up costs. Ms. Reid seconded the motion. The motion was unanimously approved.

5. OFFICE ON AGING

Ms. Susan Long, Office on Aging Director, reported that Knoxville Knox County Community Action Committee (CAC) Office on Aging provides outstanding assistance to seniors with passion and love. Ms. Long presented the 2018 Annual Report of the Office on Aging and highlighted the many services provided. She took a moment to introduce and thank all of her managers for a job well done.
Ms. Long highlighted the many services that are performed by the Office on Aging. Examples are as follows:

<table>
<thead>
<tr>
<th>Dentures</th>
<th>Safety &amp; Security</th>
<th>Food Access</th>
<th>Housing</th>
</tr>
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<tbody>
<tr>
<td>Pets and Pet Food</td>
<td>Government benefits</td>
<td>Fresh Produce</td>
<td>Social Activities</td>
</tr>
<tr>
<td>Quality Answers</td>
<td>Companionship</td>
<td>Jobs</td>
<td>Grandparents as</td>
</tr>
<tr>
<td>Technology Classes</td>
<td>Crisis Support</td>
<td>Transportation</td>
<td>Parents Support</td>
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Ms. Long reviewed the pie chart located on the inside cover of the 2018 Office on Aging Annual Report. 44% of the budget is funded through federal funds, 3% are state funded, 12% are funded through the City of Knoxville, 13% through the Knox County and 28% are funded through private sources obtained through grants, donations and fundraisers.

Ms. Long introduced Ms. Judith Pelot, Senior Nutrition Program Manager, who discussed the More Than a Meal grant that Mobile Meals received to record client’s change in condition through a mobile app, available to volunteers. The results of this 7 week test, which tracked 60 seniors (7% of the current Mobile Meal clients), showed that there were 68 changes reported during that time period. Those changes resulted in 37 referrals over the seven week period. Through this mobile app, we are able to monitor and serve our clients needs more effectively.

Ms. Long introduced Ms. Sara Mary Wallace, Senior Information & Referral Outreach Coordinator, who presented a PowerPoint on the Savings Check Up program. This program is supported by a grant awarded by the National Council on Aging (NCOA) naming the Office on Aging a Benefits Enrollment Center (BEC). BEC’s use web based-tools and person-centered approaches to help Medicare beneficiaries find and enroll in all benefits programs for which they are eligible. The goal of this grant is to promote lasting transformation in the ways individuals access benefits and ensure future financial security. Core benefits are Low-Income Home Energy Assistance Program (LIHEAP), Supplemental Nutrition Assistance Program (SNAP), Low-Income Subsidy/Extra Help, Medicare Savings Program (MSP), TennCare and other benefits offered at the Office on Aging, Tax Freeze/Tax Relief, Commodities, Veteran Assistance, and Patient Assistance Programs.

Ms. Long introduced Ms. Peggy Ransom, Affordable Medicine Options for Seniors (AMOS) Manager, whose services include; explaining Medicare options, answering questions, assisting with plan comparisons, helping with applications, offering personalized information for East Tennessee seniors and people with disabilities, and providing training for Knox County healthcare and social services professionals.

Ms. Long introduced Ms. Brenda Tate, Senior Employment Services (SES) Program Manager, who presented a PowerPoint on services the OOA/SES has to offer. Seniors, 50 and older, can have their resume and cover letter updated and/or developed; receive assistance with job search, job referrals, online applications, interviewing techniques, basic tablet classes and the clothing closet. SES also sponsors two annual job fairs. Senior Community Service Employment Program (SCSEP) targets older adults seeking employment and training assistance. Funded through the US Department of Labor, this grant is for seniors fifty-five (55) and older who are unemployed and looking to enter the workforce. Their income is below 125% of federal poverty
level, special consideration is given to: those over age 65, disabled, veterans, homeless persons and persons with limited English and literacy skills. SCSEP participants are placed with non-profit organizations and work for 20 hours per week at minimum wage. They are allowed to train in this program for a maximum of 48 months.

Ms. Long concluded with a review of the “yellow book” the Senior Directory. The complete index of the book can be found starting on page 232 and the blue pages of the book can assist anyone in finding help for seniors and their caregivers.

Dr. Twardosz stated that she had a misconception. She thought the Senior Directory was for low-income seniors only, but it’s actually for every senior and their families. Ms. Rachel Honeycutt asked where people should donate gently-used professional clothing for the clothing closet. Ms. Tate informed the board that donations are accepted at the Office on Aging.

6. GRANTS, CONTRACTS AND APPLICATIONS

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

➢ AmeriCorps. **VISTA — Poverty.** Awarded 20 members and 1 VISTA leader for a total of 21 members. These members will improve community resilience through poverty alleviation initiatives including projects addressing food insecurity, employment/job training, and the opioid epidemic. VISTA stipends are paid directly by the Corporation for National and Community Service (CNCS). The program will be administered August 5, 2019 – June 26, 2020.

➢ AmeriCorps. **VISTA.** Awarded $10,000 to offset the administrative costs of operating the VISTA program.

➢ Beardsley Farm. **Siddiqi Charitable Foundation.** Awarded $20,000 from the Siddiqi Charitable Foundation for programming costs for 2019-2020.

➢ Beardsley Farm. **Dalen Products.** Awarded $5,000 from Dalen Products to be used for an event sponsorship for 2019/2020. This will be applied toward Harvest Festival 2019 or Snow Day 2020.

Proposal/Application Summaries

➢ Beardsley Farm. **Transportation needs — truck.** Applied for $18,000 from the Thompson Charitable Foundation to be used to purchase a truck for the farm and community gardens.
➢ Homeward Bound. Knox PAWS. Applied for $10,000 from the Grey Muzzle Organization to be used for costs associated with the care of aging dogs. Examples are: adoption fees, boarding, grooming, medical care and volunteer mileage.

➢ Office on Aging. O’Connor Senior Center. Applied for $30,000 from the Thompson Charitable Foundation to be used to promote health programs.

➢ Office on Aging. Rise Above Crime and Connecting Hearts. Applied for $20,000 to the Mount Rest Fund for services, volunteer assistance and extra food items for local “senior orphans.”

➢ Office on Aging. Grandparents as Parents. Applied for $5,000 from the Knoxville Bar Association to provide legal services for relative caregivers.

➢ Office on Aging. Grandparents as Parents. Applied for $10,000 from the Brookdale Foundation for updating the Grandparent Guidebook and for online books and videos.

➢ Office on Aging. Elder Abuse. Applied for $50,000 from Trinity Foundation for faith-based education on Elder Abuse.

Ms. Parr 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.

8. PROGRAM UPDATES & ANNOUNCEMENTS

Ms. Anagnost highlighted the Upcoming Meetings & Events section of the agenda. She reminded board members to see Ms. Gonzalez if they are interested in attending the 2019 Fair Housing Conference hosted by Equality Coalition for Housing Opportunities (ECHO) on Friday, April 5, 2019 and the Tennessee Association for Community Action (TACA) conference on Monday – Wednesday, April 29 – May 1, 2019.

Ms. Parr announced that Next Step Initiatives will be hosting a collaborative event at the Day Center under the bridge locate at Broadway & Magnolia, on Saturday, May 4, 2019, from 1:00 pm – 5:00 pm.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Polly Doka
Board Secretary