KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
SEPTEMBER 26, 2019
MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the Kiwanis East II Head Start, 2330 Prosser Road, Knoxville, Tennessee at 10:00 a.m. on Thursday, September 26, 2019.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Ms. Anna Compton
Ms. Polly Doka
Mr. Buz Johnson
Ms. Kenya McKenzie
Mr. Orris Nero
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Judge John Rosson
Representative Rick Staples
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Mr. Patrick Wade
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Ms. Katharine Killen – representing Dr. Martha Buchanan
Ms. Kathy Mays
Councilwoman Gwen McKenzie
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Avice Reid – representing Mayor Madeline Rogero
Mr. Thomas Strickland
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

Ms. Anagnost recognized Representative Rick Staples and thanked him for his service in the Tennessee General Assembly in Nashville.

Ms. Anagnost thanked the staff at Head Start for hosting and providing a delicious breakfast.

1. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of the July 25, 2019 board meeting. There being none, the minutes were approved as distributed.

2. **ADMINISTRATIVE COMMITTEE REPORTS**

Mr. Buz Johnson presented the Administrative Committee reports from Wednesday, August 28, 2019 and Wednesday, September 18, 2019.

The Administrative Committee met on Wednesday, August 28, 2019 and makes the following report. 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 reviewed the Homeless Services financial reports for the month of August 2019. The committee reviewed the Head Start and Early Head Start financial report and the Early Head Start program report for the month of July 2019. The committee was advised that Knox County Schools Superintendent Bob Thomas has recommended Ms. Renee Kelly as his alternate on the CAC board, replacing Dr. Clifford Davis who has retired. Full board approval is recommended. The committee received an update on the CSBG Special Projects and the funding for the regular CSBG program. The current CSBG contract will be amended to provide additional funds in the amount of $341,700. These funds will be used to continue those special projects that were most successful and to implement the 2 Gen/Whole Family Approach. Staff was authorized to submit the Community Action Plan once the program details and budget have been worked out. The detailed plan will be reviewed at the September meeting. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the allocation of local funds. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the Grants, Contracts and Applications handout for August 2019 on the attached sheet. Full board approval is recommended. This will be a separate agenda item. Progress on the relocation of the East Center was reviewed. Plans are being made for the CAC board to meet at the East Center in October and an open house will be held before then.

Mr. Buz Johnson moved to approve the August Administrative Committee report. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Mr. Charles Wright moved to accept Ms. Renee Kelly to serve as an alternate for Knox County Schools Superintendent Bob Thomas to replace Dr. Clifford Davis who has retired. Mr. Orris Nero seconded the motion. The motion was unanimously approved.
The Administrative Committee met on Wednesday, September 18, 2019 and makes the following report. The committee approved the personnel actions on the attached sheets. The committee approved the selection of Ms. Dottie Lyvers as director of the CAC Office on Aging effective October 14, 2019 at an annual salary of $76,874. The committee approved the report of the Office on Aging Invested Funds. No action is required at this time. The committee reviewed the Homeless Services financial reports for the month of September 2019. The committee reviewed the Head Start and Early Head Start financial report and the Early Head Start program report for the month of August 2019. The committee reviewed the refunding package for Head Start and Early Head Start. Full board approval is recommended. This will be a separate agenda item. The committee was advised that the Federal Review of Head Start and Early Head Start will be held during the week of October 14, 2019. Head Start is currently in the second year of a five year cycle and this review will be conducted by uploading documents and by conference calls. Representatives of the Administrative Committee will participate. The Community Services Block Grant (CSBG) budget and program summary was reviewed for the period October 1, 2019 through September 30, 2020. Full board approval is recommended. This will be a separate agenda item. The committee was advised that the LIHEAP contract has been extended from a 12 to a 24 month period. Total contract amount is $7,493,184. Additional program details will be made available as they are received from THDA (Tennessee Housing Development Agency). The committee reviewed the Grants, Contracts and Applications handout for the month of September 2019. Full board approval is recommended. This will be a separate agenda item.

Mr. Johnson moved to approve the September Administrative Committee report. Ms. Kenya McKenzie seconded the motion. The motion was unanimously approved.

3. HEAD START PRESENTATION AND REFUNDING APPLICATION

Ms. Renee Hauge, associate director of Head Start, reviewed Head Start’s school readiness goals, family engagement goals, and long range program goals. These goals are intentionally broad, ambitious and comprehensive. Head Start is in year 2 of the 5 year cycle. The program’s long range goals are as follows:

1. School Readiness
2. Teacher Capacity
3. Parent, Family and Community Engagement
4. Data Driven Culture
5. Safe, Secure and Healthy Head Start Centers

Ms. Hauge presented school readiness data from the 2018-2019 school year and discussed a number of significant outcomes. This past year Head Start (HS) transitioned to a new developmental assessment system – Teaching Strategies GOLD. Although the transition is complete, there is still work to be done in deepening knowledge of this tool. In reviewing child outcome data, Ms. Hauge noted that Early Head Start (EHS) children showed good achievement in their fine motor skills and have shown progress in mathematics and literacy. The EHS program will continue to focus on the areas of mathematics and language. In looking at kindergarten readiness, Ms. Hauge related that preschoolers showed good achievement in expanding the use of expressive vocabulary, flexibility and inventiveness in thinking, taking care of own needs appropriately, following limits and expectations, and managing feelings.
Targets for improvement include connecting numerals with quantities, using classification skills, noticing and discriminating rhyme, applying phonics concepts and knowledge of word structure to decode text, and quantities (math). Dual language learners (DLL) continued to make progress in the acquisition of English language skills. At the beginning of the school year 38% of the DLL children were in the beginning stage of English language development. By the end of the school year, only 12% of those children remained in that stage with the rest advancing to higher levels of English proficiency.

Ms. Hauge gave a brief update on progress made on last year’s objectives and discussed upcoming initiatives for the Head Start program. These initiatives are linked to the long-range goals of the program. This year HS will provide more support to teaching staff in their work with children who use challenging behaviors in the classroom. They will be introducing teaching staff to a variety of strategies to help with this. Those strategies include those associated with the Center for the Social Emotional Foundations for Early Learning (CSEFEL) Pyramid model, Devereux’s FLIP-IT technique, information on Adverse Childhood Experiences (ACES) and Trauma Informed Care and other strategies. Other Head Start initiatives include improving parent engagement and involvement in the Early Head Start program and increasing technology capacity. Ms. Hauge showed the group the new Head Start website which was developed by the Head Start Data Integration Team and encouraged everyone to explore the site located at http://knoxvilleheadstart.org.

Ms. Hauge informed the group that the program has completed installation of upgraded security cameras in all classrooms, outdoor play areas, parking lots, common areas and buses for monitoring and security purposes. Going forward HS will continue development and renovation of playgrounds at several of the centers.

Ms. Nancy Thomas, director of Head Start/Early Head Start, reviewed the refunding proposal for 2020 Fiscal Year, including the goals as reviewed by Ms. Hauge. Ms. Thomas indicated that the budget for $11,040,914 federal share and $2,760,229 in non-federal share included the 1.77% COLA which went into effect in February 2019. Ms. Thomas briefly reviewed the program options, classrooms, number of children, etc. served at each of the six Head Start/Early Head Start centers. Ms. Thomas gave an update regarding the program’s supplemental funds request submitted to the Head Start Regional office. The program is projected to receive an estimated $475,000 from the Supplemental USDA Reimbursement and an estimated $240,000 from the Child Care Reimbursement. Ms. Thomas indicated that HS is interested in expanding to the Northwest area in Knoxville.

Mr. Johnson moved to accept the refunding application for Head Start/Early Head Start. Mr. Nero seconded the motion. The motion was unanimously approved.

4. **ALLOCATION OF LOCAL FUNDS**

Ms. Barbara Kelly reviewed the items from the Local Cash FY 2019/2020 report located in the board packet. The City of Knoxville contributed $968,640 and Knox County contributed $1,742,919. The increase of $61,500 was due to the 2.5% increase for staff salaries.

Mr. Wright moved to accept the Local Cash Allocation for FY 2019/2020. Ms. Lula Williams seconded the motion. The motion was unanimously approved.
5. **ACENCY-WIDE BUDGET SUMMARY**

Ms. Kelly reviewed the Proposed FY 2020 Agency Budget for the period from July 1, 2019 through June 30, 2020 located in the board packet. This will be a quarterly report that will be used as a snapshot showing how the programs funds are used. The agency-wide budget will be used to adjust to the requirement to adhere to operational standards. Not reflected on this report is an additional $7,000,000 increase to LIHEAP.

Dr. Sandra Twardosz motioned to adopt the Proposed FY 2020 Agency Budget. Mr. Wright seconded the motion. The motion was unanimously approved.

6. **CUSTOMER SATISFACTION SURVEY RESULTS**

Ms. Maryanne Cunningham, University of Tennessee College of Social Work Office of Research and Public Service, provided board members with a copy and review of the client surveys. Ms. Cunningham discussed some participant highlights of the 2019 Customer Satisfaction Survey. Some participant highlights were discussed:

- 100% of the participants said they felt that they were treated with respect
- 99% were helped in a timely manner
- 98% would recommend CAC
- 98% felt welcomed upon entering the building
- 97% received needed information and/or services
- 97% were informed about other Knox CAC/Community Services
- 96% thought the building was clean

Ms. Cunningham said that most of the respondents applied for assistance with housing, utilities, or to be connected with community resources.

Ms. Doka moved to accept the 2019 Customer Satisfaction Survey report. Mr. Johnson seconded the motion. The motion was unanimously approved.

7. **COMMUNITY SERVICE BLOCK GRANT (CSBG) PLAN**

Ms. Kelly gave an update on the CSBG Special Projects and the funding for the regular CSBG programs. The current CSBG contract will be amended to provide additional funds in the amount of $341,700. These funds will be used to continue those special projects that were most successful and to implement the 2 Gen/Whole Family Approach. Ms. Kelly reviewed the CSBG Program Budget included in the board packet. Ms. Kelly cited the success of the East Tutoring Program and now that program is being duplicated at the South Center. A South Center parent said, “It means so much to have the tutoring program because I can’t help my children with their homework.”

Ms. Williams moved to approve the CSBG program budgets. Mr. Wright seconded the motion. The motion was unanimously approved.
8. GRANTS, CONTRACTS AND APPLICATIONS

Ms. Kelly reviewed the Summary of Grants, Proposals, and Applications that was included in the board packet.

Funding Summary for August 2019

- **Aging: A Family Affair Conference** received $1,500 from the East Tennessee Foundation - Pat Summitt Foundation Fund to sponsor Aging A family Affair Conference on November 7, 2019.

- **O’Connor Senior Center – Daily Living Center** received $87,275 from the Social Services Block Grant (SSBG) funds from the Tennessee Department of Human Services to operate the Daily Living Center for FY 2020. The Center is licensed to provide daily Adult Day Care for 16 at-risk senior adults who are Knox County residents.

Proposal/Application Summaries for August 2019

Homeward Bound

- **Elizabeth’s Home Rapid Re-Housing** applied for $124,359 to be used to cover one (1) case manager and to provide case management and rental assistance for up to two years for 10 – 20 families. Housing and Urban Development (HUD). September 1, 2020 – August 31, 2020.

- **Families’ Rapid Re-Housing** applied for $231,582 to provide four (4) case managers and part of one (1) admin staff to work with clients needing rental assistance. The grant will serve a minimum of 200 households with case management and permanent housing. Housing and Urban Development (HUD). March 1, 2020 – February 28, 2021.

- **Resources Extended to Assist the Chronically Homeless (REACH)** applied for $104,580 to provide two (2) case managers to provide street outreach to 200+ households and to connect them with housing, employment, and other resources. Housing and Urban Development (HUD). February 1, 2019 – January 31, 2021.

- **Helping Elderly At-Risk To Obtain Housing (HEART)** applied for $67,936 to provide one (1) case manager and to provide rental assistance. The grant will serve up to 80 vulnerable seniors 60 years old and older who are homeless. Housing and Urban Development (HUD).

Office on Aging

- **Project LIVE (Living Independently through Volunteer Efforts)** applied for $3,000 to purchase home repair and safety equipment for low income seniors. Home Depot grant.
Funding summary for September 2019

❖ The Brookdale Foundation. Grandparents as Parents (GAP) program was awarded $15,000 ($10,000 in the current year and $5,000 next year) to expand GAP services and programming to reach more grandparents. July 1, 2019 – June 30, 2021.

❖ East Tennessee Foundation provided $1,000 from Packard Fund in support of Mobile Meals.

❖ The Public Entity Partners Safety Partner’s Grant Program awarded $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 H. Monty Mobile Meals Kitchen.

❖ Department of Human Services (DHS) Two-Generation (2 Gen) awarded an amount to be determined, originally requested $455,082, to further develop the Families Together Academy, including expanding the tutoring programs and adding employability elements to the work CAC is doing with families. This funding will be for a two (2) year period to support a Families Together Academy coordinator/ supervisor, a case manager, and an employability navigator. Funding provides for workshops and classes as well as client services and staffing.

Proposal/Application Summaries for September 2019

❖ The Office on Aging, through United Way of Knoxville, applied for $164,500 to provide 175 clients mobile meals for 1 year. $10,000 of the grant will be used to supply nutritional supplements for Mobile Meals clients.

❖ Homeward Bound, through United Way of Knoxville, applied for $60,000 to be used for one (1) case manager to help 40 – 50 families gain financial stability, housing, improved income and materials for the Getting Ahead class.

Mr. Derek Tate moved to approve the grants, proposals, and applications as presented. Mr. Wright seconded the motion. The motion was unanimously approved. Mr. Johnson recused himself from the vote.

9. ANNOUNCEMENTS

Ms. Angela Grant, manager of Aging Services, informed the board that the Friends and Family Purse Sale will take place Friday, September 27, 2019, at the Ross Building from 10:00 am to 2:00 pm. This is Mobile Meals fundraiser. The Senior Job Fair will be held Wednesday, October 9, 2019, at the Ross Building from 9:00 am to 11:30 am. Flu Shots will be available during the Senior Job Fair. Bring insurance card for billing. Medicare Open Enrollment runs from October 15, 2019 through December 7, 2019. Please contact Ms. Peggy Ransom, 865-524-2786, in the OOA for further information. Aging: A Family Affair will be Thursday, November 7, 2019, at Rothschild Conference Center from 8:00 am to 3:45 pm. Through October 25, the cost for the day is $25. After this date the cost will be $30. You may register online at knoxseniors.org.
Ms. Cecelia Waters, director of Energy and Community Services, informed the board that beginning October 1, 2019 Energy and Community Services will be taking LIHEAP applications.

Mr. Jason Estes, director of Housing and Energy, informed the board that they are seeking enrollment candidates for the Lead Program. This program assists in lead removal from homes built before 1978. Homeowners, landlords and renter must meet program requirements. Please call Housing and Energy Services at 865-244-3080 to make an appointment.

Ms. Anagnost reminded the board that Beardsley Farm Harvest Festival 2019 will be on Sunday, October 27, 2019, 1:00 pm to 5:00 pm. It will be celebration of the fall harvest and is a free, family friendly community event. Ms. Anagnost also reminded the board that Greek Fest was being celebrated this upcoming weekend.

There being no other business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Polly Doka, board secretary