KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
DECEMBER 5, 2019
MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the Ross building at 10:00 a.m. on Thursday, December 5, 2019.

COMMITTEE MEMBERS PRESENT
Ms. Emili Alexander
Ms. Virginia Anagnost
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Ms. Anna Compton
Ms. Polly Doka
Mr. Buz Johnson
Ms. Renee Kelly
Ms. Kenya McKenzie
Mr. Orris Nero
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avise Reid – representing Mayor Madeline Rogero
Judge John Rosson
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Councilwoman Gwen McKenzie
Mr. Thomas Strickland
Mr. Ronald Thompson Sr.
Ms. Jennifer Valentine – representing Dr. Martha Buchanan
Mr. Patrick Wade
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

Mr. Jason Estes, Housing and Energy director shared that the newly renovated multipurpose room improvements, as well as additional improvements throughout the building, were provided by funding from the City of Knoxville.

1. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of October 24, 2019 board meeting. There being none, the minutes were approved as distributed.

2. **AMERICORPS PRESENTATION**

Mr. Jason Scott, AmeriCorps Program director, introduced the AmeriCorps and VISTA team members for 2019-2020 service term. The program has been in operation since 1994. Mr. Scott highlighted several achievements for the 2018-2019 service year. Currently, there are 50 AmeriCorps members and 18 VISTA members.

Since the CAC AmeriCorps program began, over 1 million hours of AmeriCorps participation has been provided. There has been a 70% growth in the program, with the VISTA members focus placed on food insecurity, the opioid epidemic, schools and the environment. The AmeriCorps members participate in a broad range of services including environmental and nutrition education, public lands management, and capacity building. Members introduced themselves, telling where they were from and the service they were performing through AmeriCorps. Ms. Anagnost thanked them for their service on behalf of CAC and the entire community.

3. **ADMINISTRATIVE COMMITTEE REPORT**

Mr. Buz Johnson presented the Administrative Committee reports from Wednesday, November 20, 2019.

The Administrative Committee met on Wednesday, November 20, 2019 and makes the following report:

The committee approved the personnel actions on the attached sheets. The committee was advised that Ms. Kathy Sergeant has announced her retirement from her position as Human Resources director in mid December. As part of the reorganization of the senior management staff, Ms. Windie Wilson who formerly directed Workforce Connections, will assume the human resources position. They will work together in the coming weeks to insure a smooth transition. The committee reviewed the Office on Aging Invested Funds. No action is required at this time. The Homeless Services financial reports were reviewed. The annual financial audit is underway and an extension of the due date to March 31, 2020 has been requested. A request to extend the due date for the Charitable Solicitations registration will also be requested and is expected to be approved. The Head Start and Early Head Start program information and financial reports for the month of October will be presented in January along with the
reports for November and December. The committee was advised that 69 Head Start staff are eligible to participate in Child Care Wages$ Tennessee, which provides education based salary supplements to low paid teachers and child care educators working with children ages birth to five years old. The committee recommends that this program be fully endorsed and that the participation of eligible staff be supported and facilitated. Full board approval is recommended. The committee reviewed the Title VI (Equal Opportunity) Plan for CAC Knox County Transit. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the recommendation that Ms. Emili Alexander represent the Area Central Labor Council on the CAC board, replacing Ms. Kathy Mays. Ms. Alexander is the Associate of Resource Development at the United Way of Greater Knoxville. Full board approval is recommended. The summary of grants, contracts, and applications was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee recommends that the resolutions required to change a signatory on the various CAC Office on Aging accounts at Home Federal Bank be approved and that the Board Secretary (Ms. Polly Doka) be authorized to sign the necessary paperwork. Ms. Dottie Lyvers, CAC Office on Aging director, will be added to the accounts in place of Ms. Susan Long. The other signatories are Barbara Kelly and Sue Campbell. Full board approval is recommended. The committee was advised that Winter Wonderland will be held on Thursday, December 5th from 5:30 pm to 7:00 pm at Hardy Park and Tabernacle Baptist Church. Plans were made for the December board meeting.

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

Mr. Orris Nero moved to approve the Child Care Wages$ Tennessee for full endorsement and that participation of eligible staff be supported and facilitated. Judge John Rosson seconded the motion. The motion was unanimously approved.

Mr. Wright moved to approve the recommendation for Ms. Emili Alexander to serve on the CAC board as the Area Central Labor Council representative replacing Ms. Kathy Mays. Mr. Johnson seconded the motion. The motion was unanimously approved. Ms. Anagnost welcomed Ms. Alexander as a representative to the board.

Mr. Derek Tate moved to add Ms. Dottie Lyvers as a signatory on various CAC Office on Aging accounts at Home Federal Bank replacing Ms. Susan Long and Ms. Polly Doka, CAC board secretary, be authorized to sign the necessary paper work. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

4. REVIEW CIVIL RIGHTS ACT OF 1964 & TITLE VI PLAN

Ms. Barbara Kelly showed a You Tube video, https://youtu.be/6x0_l_vkJzc, which set the context for the Civil Rights Act of 1964 and the various Titles associated with the Act. The Title VI (Equal Opportunity) is part of the Civil Rights Act of 1964 that ensures “no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied benefits, or be subject to discrimination under any program or activity receiving federal financial assistance.” CAC
Transit, as well as all departments of CAC, strives to ensure that funds, projects, and services are provided in an equitable way.

Dr. Sandra Twardosz moved that the CAC board approve the Title VI (Equal Opportunity) plan for CAC Knox County Transit. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

5. **THE BIG PICTURE**

Ms. Kelly narrated the PowerPoint presentation of The Big Picture. The National Performance Indicators (NPI) are organized to report on the outcomes and changes achieved by CAC clients. NPI categories are: Employment, Education & Cognitive Development, Income, Infrastructure and Asset Building, Housing, Health and Social/Behavioral Development, Civic Engagements and Community Involvement. The services provided contribute to and result in the outcomes achieved. A copy of the report will be appended to the file copy of the minutes. It will be available online. A printed copy of the report is available to anyone who would like a copy.

6. **GRANTS, CONTRACTS AND APPLICATIONS**

Ms. Kelly reviewed the Summary of Grants, Contracts and Applications that was included in the board packet as follows:

**Funding Summary for November and December**

**Office on Aging**

- The Office on Aging received $5,700 (from 3 funds) from the East Tennessee Foundation in support of Mobile Meals.

- The Office on Aging received $13,260 from East Tennessee Foundation WALMAC fund to provide meals for 15 home-bound seniors in Knox County for a year.

Knox County CAC Transit applied to the Public Entity Partners 2019-2020 James L. Richardson Drivers Safety Grant program for $6,000 to purchase vehicle operator safety jackets, motor vehicle reports, online passenger safety and security training, CPR/first aid training materials, criminal background checks, wheelchairs for vehicles, and other driver training materials.

Ms. Kenya McKenzie moved to approve the grants, contracts and applications as presented. Judge Rosson seconded the motion. The motion was unanimously approved. Mr. Johnson recused himself from the vote.
7. PROGRAM UPDATES AND ANNOUNCEMENTS

a. Empty Stocking fund

Ms. Kelly reported that Empty Stocking fund was well on its way, but participation has been slow so far this year. There will be 2,500 baskets distributed at the Jacobs Building on Saturday, December 21, 2019.

b. Volunteer Income Tax Assistance (VITA)

Mr. Terry Reed, VITA manager, reported that VITA is gearing up for another great year. In 2019 VITA processed 3,350 tax returns which helped clients receive $4,209,147 in refunds and $1,602,557 in Earned Income Tax credits. VITA continues to expand: In addition to regular sites, there will be pilots at the South Neighborhood Center and at Wallace Memorial Baptist Church. In partnership with Knox Center for the Deaf and Knoxville’s International network, VITA will continue to offer services to the deaf community and the international community. Additionally, VITA offers services to both City of Knoxville and CAC employees. Financial education is provided to clients through “Your Money Your Goals.”

c. Winter Wonderland

Mr. Derek Tate invited board members to Winter Wonderland, a community event, this evening, December 5, 2019, in East Knoxville. This even starts at 5:30 pm at Hardy Park on Martin Luther King Jr. Boulevard. There will be holiday lights, treats, a tree decorating contest, and caroling. This is a free family friendly event.

d. Snow Day

Ms. Anagnost invited the board members to participate in Snow Day fundraiser for Beardsley Farm on Friday, January 24, 2020, at the Mill and Mine.

e. Snowflake Ball

Ms. Deisha Finley, Senior Corps manager, announced that the 2020 Snowflake Ball will take place on Saturday, February 8, 2020 at Rothchilds Conference Center. Board members were encouraged to purchase their tickets early.

f. Other

Ms. Dottie Lyvers, Office on Aging director, highlighted a new Grandparent as Parents podcast called, Roots and Wings. Mobile Meals Holiday Cards are on sale today. Pack of ten cards for $10. Please see Ms. Rachel Kraft after the meeting.
Ms. Misty Goodwin informed the board that the Families Together Academy (FTA) will have the following classes offered at the Ross building: Housing Search 101, Basic Personal Safety, Budget Strong 2020 and Maintaining Successful Housing. Members were encouraged to spread the word regarding these free classes.

Ms. Anagnost thanked all the board members for their service and wished everyone a happy holiday season.

There being no other business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Polly Doka, board secretary