KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
OCTOBER 24, 2019
MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at the CAC East Neighborhood Center, 4610 Asheville Hwy., Knoxville, Tennessee at 10:00 a.m. on Thursday, October 24, 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. Renee Kelly
Mr. Orris Nero
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Ms. Avice Reid – representing Mayor Madeline Rogero
Judge John Rosson
Representative Rick Staples
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Jennifer Valentine – representing Dr. Martha Buchanan
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Councilwoman Gwen McKenzie
Ms. Kenya McKenzie
Ms. Ashley Ogle – representing Mr. Ben Bentley
Mr. Thomas Strickland
Mr. Ronald Thompson Sr.
Mr. Patrick Wade
The meeting was opened with a moment of silence, Ms. Virginia Anagnost, board chair, presiding.

Mr. Albert Nelson, manager of the CAC East Neighborhood Center welcomed everyone to the new center. Mr. Nelson encouraged everyone to enjoy and utilize the East Neighborhood Center.

Ms. Anagnost recognized Dottie Lyvers, director of the Office on Aging, and Ms. Renee Kelly who was recently elected to the board.

1. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of September 26, 2019 board meeting. There being none, the minutes were approved as distributed.

2. **ADMINISTRATIVE COMMITTEE REPORT**

Mr. Buz Johnson presented the Administrative Committee reports from Wednesday, October 16, 2019.

The Administrative Committee met on Wednesday, October 16, 2019 and makes the following report:

The committee approved the personnel actions on the attached sheets. The committee reviewed the Office on Aging Invested Funds. Staff is authorized to reinvest the funds in a certificate of deposit at the best available rate. Full board approval is recommended. The committee had an opportunity to meet with Ms. Dottie Lyvers, the new director of the CAC Office on Aging, and learned more about her background in gerontology and her interest and experience in serving older adults. The committee reviewed the Head Start and Early Head Start program information and financial reports for the month of September 2019. The committee received an update on the Federal Review of Head Start and Early Head Start. Board members Mr. Buz Johnson, Mr. Doug Burton, Mr. Orris Nero, Mr. Chris Caldwell, and Dr. Sandy Twardosz have participated in the review process. A Conflict of Interest Disclosure form will be distributed at the October board meeting for each member to complete. The Holiday Schedule for 2020 was reviewed. Full board approval is recommended. The Board Meeting schedule for 2020 was reviewed. Full board approval is recommended. The committee reviewed the recommendation from Dr. Buchanan that Ms. Jennifer Valentine serve on the CAC board as her representative. Ms. Valentine is the director of Organizational Planning and Development at the Knox County Health Department. Full board approval is recommended. The committee was advised that the Community Action Plan for the period beginning October 1, 2019 has been approved. The documentation in support of the Organizational Standards has been submitted for review by the Tennessee Department of Human Services. The Grants, Contracts and Applications summary for October 2019 was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee conducted a performance evaluation of the Executive Director. The evaluation was based on fifteen (15) key components of the Executive Director’s job description. The director was commended on her overall outstanding performance. Plans were made to hold the October CAC board meeting at the new location of the CAC East Neighborhood Center, 4610 Asheville Hwy.
Mr. Johnson moved to accept the October Administrative Committee report. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Polly Doka moved to authorize staff to reinvest the Office on Aging Invested funds in a certificate of deposit at the best available rate. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to approve the Holiday Schedule for 2020. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

Ms. Avice Reid moved to approve the Board Meeting Schedule for 2020. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

Mr. Wright moved the recommendation of Dr. Buchanan for Ms. Jennifer Valentine to serve on the CAC board as her representative. Mr. Derek Tate seconded the motion. The motion was unanimously approved. Ms. Anagnost welcomed Ms. Valentine as a representative to the board.

3. CONFLICT OF INTEREST FORMS

Ms. Anagnost requested that all members fill out their Conflict of Interest forms and give them to Ms. Cathy Gonzalez at the close of the meeting.

4. EAST NEIGHBORHOOD CENTER UPDATE

Mr. Nelson thanked the number of people involved in obtaining, renovating, and moving into the new location. He reported that they are seeing a number of partnerships developing in the community. They are developing a good partnership with the library, enhancing existing partnerships with the Lions Club, Chilhowee Neighborhood Association, and the Burlington Homeowners Association. Mr. Nelson introduced the Assistant Manager, Jarrett Bush, who introduced other staff members: Receptionist/Program Assistant Sharnita Freeman, Case Manager Karen Whitaker, Senior Aid Shermaine Whitehead, and Steps to Success Case Manager Gary Miller.

5. BEARDSLEY FARM PRESENTATION

Ms. Khan Chov, director of Urban Agriculture, presented the FY update of the Urban Agriculture and Beardsley Community Farm. The Community Garden program encourages individuals and families to garden together in public housing developments and in other locations. The Community Garden program provides gardening assistance and nutrition education. Achievements this year include:

- 28 community gardens were started and managed at public housing developments
- There were 135 new or returning gardeners
- Green Thumb program distributed 10,192 seed packets and 11,760 vegetable plants to 1,363 Knox County residents
Another program, Emergency Food Helpers, assists in providing fresh nutritional food. CAC maintains information on hunger and poverty in the community and coordinates with other programs and agencies to make more and better quality food available at lower prices to low-income families. This FY, the Emergency Food Helpers program has:

- Partnered with 24 food pantries
- Distributed 46,656 meals, which is equivalent to 30,000 pounds of food

Ms. Chov stated that the Beardsley Community Farm achieved such great results because of their many volunteers. They count:

- 998 unduplicated volunteers
- 1,688 total volunteers
- 3,906 total volunteer hours

Beardsley Community Farm also offered a number of educational opportunities in partnership with area businesses, local schools, community centers, the Community Law office, U.T. Extension’s Eat Well program, Just Lead, and the Wesley House. They offer classes discussing plant cycles, pollinators, weather, and soil chemistry, rainwater barrels, worm bins, and gardening.

6. **ORGANIZATIONAL STANDARDS REVIEW**

Ms. Barbara Kelly, executive director, presented a PowerPoint presentation to review the Organizational Standards and how they work together to create an effective and healthy organization. CSBG requires community action agencies to adhere to the Organizational Standards. These standards incorporate federal laws and regulations, as well as good management practices. The Organizational Standards require scheduled updating. There are six categories:

1. Maintain
2. As needed/more frequently than annual
3. Annually
4. Every 2 years
5. Every 3 years
6. Every 5 years

The standards fall into three thematic groups: (1) maximum feasible participation, (2) operation and accountability, and (3) vision and direction. These three groups are further broken down into nine categories. Maintaining these standards is the best way to ensure a quality organization and retain the common values of the 1,000 community action agencies nation wide.
7. **HOUSING & ENERGY SERVICES: LEAD ABATEMENT PROGRAM**

Mr. Jason Estes, director of Housing and Energy Services, explained that Housing and Energy is the sub-recipient of the City of Knoxville's Lead-Based Hazard Reduction program. Housing and Energy is receiving $2,265,000 to provide lead-based paint risk assessments and remediation to approximately 160 eligible homes. This is provided by the U.S. Department of Housing and Urban Development (HUD). The program will be administered from March 31, 2019 to September 30, 2022. He explained that the cost per home was directly related to the technical and other requirements that must be met when working with lead-based paint issues.

About half of homes built before 1978 are estimated to have lead-based paint. Lead-based paint may be found on any surface in the home — inside or outside. The United States Environmental Protection Agency (EPA) requirements for renovation contractors, which include certification and training requirements, are extensive. There are pre-renovation education requirements for contractors, property managers and others who perform renovations. Renovators must also use work-area containment to prevent dust and debris from leaving the work area. To determine if a job involves lead-based paint, contractors need to test for it. This can be achieved by using an X-Ray Fluorescence Analyzer (XRF), which measures the amount of lead in the paint, or testing by a Certified Renovator. A Certified Renovator can, at the request of the owner, use EPA-recognized test kits or collect paint chips for laboratory analysis.

Homeowners and rental property owners within the Knoxville City limits also may qualify for grants to fund improvements such as new windows, new doors, fresh paint, aluminum trim and vinyl siding. The program requirements include:

- Homes must be within the City of Knoxville
- Homes or rental units be built prior to 1978
- The household income must be at or below 80% area median income
- If it is an owner occupied home
  - There must be a child under the age of 6 residing in the unit, or visiting “a significant amount of time”
  - Or it must be occupied by a pregnant woman
- If it is a rental unit or home
  - You do not need a child to qualify
  - Vacant units may also qualify
- Mobile homes are not eligible for this program

Mr. Tate asked, "If you do not live in a flood zone, do you need flood insurance?" Mr. Estes replied, "No, the environmental impact study takes many things into consideration, and flood insurance would not be required to qualify." Mr. Wright asked, "Are there any costs associated with the study?" Mr. Estes replied, that tenants pay nothing and that landlords may have a small cost, up to $500." Dr. Sandra Twardosz asked, "What about public buildings, for example school and hospitals, are they tested for lead?" Mr. Estes replied that CAC Housing and Energy does not remediate public buildings, but they can do public housing. Ms. Renee Kelly indicated that Knox County schools have their own lead assessment for school building.
Mr. Estes handed out two pieces of literature: (1) Knoxville Lead-Safe & Healthy Homes brochure and (2) What to Expect from a Lead Inspection. Mr. Estes asked members to promote the program and to call the CAC Housing and Energy if they are interested in the program.

8. **GRANTS, CONTRACTS AND APPLICATIONS**

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

**Funding Summary for October 2019**

- The Neighborhood Centers’ Two-Generation Approach (2 Gen) program received $300,000 from the Tennessee Department of Human Services through its Temporary Assistance for Needy Families Program (TANF) for a 3 year project. This will provide a whole-family centered program to help low income families achieve economic security through education, improved health & well-being, and increase social capital. This will support one case manager/coordinator position.

- Beardsley Farm received $1,500 from Discovery Network for materials to repair raised beds at the farm as well as the purchase of power tools, lumber, hand tools, wheelbarrows and cinderblocks.

  Beardsley Farm was selected by the City of Knoxville Fleet Services to receive $5,000 from PERC (Propane Education and Research Council). Fleet Services was awarded the funds for outstanding leadership and education.

- Commodities received $37,000 of supplemental funding for The Emergency Food Assistance Program (TEFAP). This is grant funded by the Tennessee Department of Agriculture.

Mr. Orris Nero moved to approve the grants as presented. Mr. Johnson seconded the motion. The motion was unanimously approved.

9. **ANNOUNCEMENTS**

Ms. Kelly announced that Ms. Chov has accepted a career opportunity at the University of Tennessee and will be leaving CAC in mid November. We wish her the best on this new endeavor.

Ms. Kelly reminded the board that, as part of their board training, they were invited to register for the Aging: a Family Affair event on Thursday, November 7, 2019, at Rothchild Conference Center, held from 8:30 am to 3:45 pm. Mayor Glenn Jacobs will welcome the group as the keynote speaker and there will be a diverse variety of speakers as well as 80 educational exhibits. Please contact Ms. Gonzalez to register.

Mobile Meals Holiday Cards were available for sale in the lobby. Each pack of 10 card cost $10.
Ms. Judith Pelot, manager of Senior Nutrition program, announced that the Power of the Purse sale raised $63,000 and thanked everyone for their participation.

Ms. Misty Goodwin, senior manager of Homeward Bound, announced that classes are being offered through the Families Together Academy (FTA). These classes will be held at the Ross building and are free. Register by calling Susan Bradford at 865-524-2786. Upcoming classes are:

➢ Building Skills for Healthy Family Communication will be held on October 24, 2019 from 6:00 pm to 8:00 pm or October 29, 2019 from 10:00 am to noon.
➢ Surviving and Thriving this Holiday Season will be held on November 19, 2019 from 6:00 pm to 7:30 pm.

Mr. Derek Tate invited everyone to a Pancake Breakfast to raise funds for Aces Motorcycle Group. The fundraiser will be at Applebee’s Restaurant, on Merchant Drive, on Saturday October 26, 2019 from 8:00 am till noon.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Polly Doka, board secretary