KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
FEBRUARY 27, 2020
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, February 27, 2020.

COMMITTEE MEMBERS PRESENT
Ms. Virginia Anagnost
Ms. Desiree Beasley
Mr. Doug Burton
Commissioner Charles Busler
Ms. Anna Compton
Ms. Polly Doka
Mr. Buz Johnson
Mr. Charles Lomax – representing Mayor Indya Kincannon
Mr. Orris Nero
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Mr. Terrell Patrick
Judge John Rosson
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Ms. Jennifer Valentine – representing Dr. Martha Buchanan
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Ms. Emili Alexander
Mr. Chris Caldwell
Ms. Renee Kelly
Vice Mayor Gwen McKenzie
Ms. Judy Poulson
Mr. Thomas Strickland
Dr. Sandra Twardosz
Mr. Patrick Wade
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 January 23, 2020 board meeting. There being none, the minutes were approved as distributed.

2. **ADMINISTRATIVE COMMITTEE REPORT**

Ms. Polly Doka presented the Administrative Committee report from Wednesday, February 19, 2020.

The Administrative Committee met on Wednesday, February 19, 2020 and makes the following report:

Mr. Tim Royster from HG&A Associates met with the committee to review the Retirement Plan Audit for the years ending June 30, 2019 and 2018. The report and related forms have been submitted to the Internal Revenue Service, as required by law. The committee approved the personnel actions on the attached sheets. The report of the Office on Aging Invested Funds was reviewed. The certificates of deposit that matured on 02/16/20 will be reinvested at the best available rate as previously authorized. No further action is required at this time. The committee reviewed the Homeless Services financial reports. The committee reviewed the Head Start and Early Head Start program information reports for the month of January 2020. A letter from the Knox County Health Department was reviewed. The 100% immunization requirement was met at all Head Start Centers and the program was commended for outstanding record keeping. The committee was informed that Mr. Orris Nero has been reelected by the Head Start Policy Council to represent Head Start on the CAC board. Ms. Desiree Beasley has been elected to replace Ms. Kenya McKenzie. Full board approval is recommended. The Funding Summary of grants, contracts and applications was reviewed and approved. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the local budget requests that have been submitted to the City of Knoxville and Knox County. Full board approval is recommended. This will be a separate agenda item. The committee was introduced to CAC Counts You! This is our Census 2020 initiative to help count persons in the community who are difficult to count. CAC Counts You will focus on communicating that completing the Census at CAC is safe and confidential and helps bring needed resources to the community. Plans were made for the February 2020 board meeting.

Ms. Doka moved to accept the February Administrative Committee report. Mr. Buz Johnson seconded the motion. The motion was unanimously approved.

Mr. Derek Tate moved to approve Mr. Orris Nero’s reelectio by the Head Start Policy Council to represent Head Start on the CAC board. Ms. Desiree Beasley was elected by Head Start Policy Council to replace Ms. Kenya McKenzie as a Head Start representative on the CAC board. Mr. Charles Wright seconded the motion. The motion was unanimously approved.
3. **HEAD START ANNUAL REPORT**

Ms. Suzanne Inman, System Evaluation and Development Program Manager, presented the Knoxville-Knox County Head Start/Early Head Start 2018 – 2019 Annual Report. Children that participate in the Head Start programs receive innumerable benefits. These advantages appear immediately, last a lifetime, and even have an effect on other generations. Ms. Inman highlighted several accomplishments demonstrating that Head Start works:

- Early Head Start children show significantly better social-emotional language and cognitive development. Children who attend Early Head Start and transition to Head Start are more ready for kindergarten than children who do not attend Head Start.
- Obese, overweight, or underweight children who participate in Head Start have a significantly healthier BMI by kindergarten entry.
- When families participate in Head Start children are 93% less likely to end up in foster care, a correlation not found by participating in any other types of early childhood program.
- Head Start graduates report investing more in their own children; their children benefited from more positive parenting practices. Head Start graduates spent more time teaching their own children numbers, letters, colors, and shapes, more time praising their children, showed their children more physical affection, spent more time doing the child’s favorite activities, and reported spanking their children less.

Head Start/Early Head Start served approximately 34% of eligible preschool children and 4.4% of eligible infants and toddlers in Knox County, for a total of 1037 children.

Head Start provides: 99.8% (1035) of the children received medical exams, 87% (904) of the children received dental exams, all children received nutritional breakfasts, lunches and snacks, 900 children received developmental screenings, 12% of preschool children and 11% of infants and toddlers had an IEP or IFSP and received on-site services, and 1399 families received direct services and referrals to assist with clothing, food, utilities, interpretation services and more.

Head Start parents and family members contributed 5,638 hours in the classrooms, material preparation, training, parent meetings, and on field trips. These 991 volunteer hours help meet the matching match requirements for federal funds and are valued at $108,743.

These accomplishments and so many more were outlined in the report distributed to the board. Copies of the full report are available.

Mr. Orris Nero moved to accept the Head Start 2018 - 2019 Annual Report. Ms. Anna Compton seconded the motion. The motion was unanimously approved.

4. **LOCAL BUDGET REQUESTS**

Ms. Barbara Kelly requested the board review the City and Knox County requests for July 1, 2020 – June 30, 2021 listed on the yellow handout. A 3% salary increase is being requested from both the City and County budgets. Funds from the County are requested to continue a successful model for providing
information and referral and related services to the seniors who attend the Knox County Senior Centers and their staff. Additional Capital funds are being requested from the County for personnel/human resource software, which has become obsolete and needs replacement.

Capital funds requested from the City were reviewed. Monies are being requested for an additional on-site case manager to be located at four (4) KCDC properties. The addition will make it possible to stabilize at-risk circumstances and reduce the potential of eviction.

Mr. Tate moved to approve the City and County Budget Requests. Mr. Ronnie Thompson seconded the motion. The motion was unanimously approved.

5. **CAC COUNTS YOU!**

Ms. Kelly used a PowerPoint presentation to educate the board on the nine (9) questions asked in 2020 Census. Ms. Kelly discussed that most of our federal funding is derived from a formula grant which uses information from the Census. CAC Counts You! will:

- Utilize staff, volunteers, and board members to be trusted ambassadors for the Census;
- Integrate the Census with things we do every day, for example VITA and LIHEAP;
- Celebrate Census Day on April 1, encouraging the community to fill out the Census.

Ms. Kelly informed the board that if the Census is filled out and returned, no one from the Census will come to your door seeking information. Ms. Kelly proceeded to explain:

- The most frequently asked questions by participants;
- Items never asked on the Census;
- The ease of filling out the information;
- The importance of capturing Census data for every person living in the USA.

Each board member was given a copy of a Census form. Ms. Kelly walked the members through each of the nine (9) questions. Discussion ensued for questions #8 & #9:

Ms. Martha Olson asked, “For question #9, what happens if a person identifies as white, but they are also Hispanic?” Ms. Kelly stressed to the board that there are no right or wrong answers and that it is up to the individual to identify their origin and their race.

Mr. Johnson asked, “What would people put if they were multiple races?” Ms. Kelly responded that multiple boxes for question 9 could be checked. Ms. Kelly stressed that your personal answers may be different than for the other persons in your home. Each person is an individual and should be counted as such.

Mr. Thompson announced that they are still looking for Census workers. The monies earned will not be counted against a person’s means-tested benefits.
Mr. Charles Lomax stated that the City of Knoxville is organizing a Census response, which includes radio spots. He states that the City has been working with people in the refugee community and churches to explain the need to participate in the Census.

Ms. Kelly encouraged the board members to be the trusted ambassadors in their communities and workplace. A clip from TV News WBIR featured Ms. Susan Long stating how CAC Counts You! will be assisting anyone who would like assistance in filling out their Census form. Ms. Long stressed that CAC would be working diligently with the senior population, including Mobile Meals participants. Ms. Kelly then showed a clip from the website, My 2020 Census which highlighted the importance of filling out the Census, how to fill out the Census form, and the Census activity timeline.

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 February 2020**

**AmeriCorps**

**VISTA Grant.** Received $146,000 for 25 full-time VISTA members which includes 1 VISTA leader, 4 cost-share, administrative support, and 20 standard VISTA members.

**National Civilian Community Corps (NCCC).** AmeriCorps has received $3,000 from Ijams to host the NCCC team between February 25th and May 1st, 2020 in support of Ijams Nature Center Subaru Preserve project. The single team of NCCC members will focus on a 13.6-acre piece of property performing activities such as the removal of plants, cutting trails, planting native plants and related tasks.

**Homeward Bound**

**Elizabeth’s Home Rapid Re-Housing.** Received $125,043 to serve twenty-four (24) families/households per year with housing subsidies and case management. This grant is through Housing and Urban Development (HUD) from September 1, 2020 – August 31, 2021.

**Homeward Bound Families’ Rapid Re-Housing.** Received $231,750 to serve two hundred (200) households per year with case management, housing, employment, education and will assist families with rent. This grant is through Housing and Urban Development (HUD) from March 1, 2020 – February 28, 2021.

**REACH.** Received $104,580 to provide street outreach to connect the homeless population to housing, mainstream resources, and employment. This grant is through Housing and Urban Development (HUD) from February 1, 2020 – January 31, 2021.
Proposal/Application Summaries

AmeriCorps
State/National Environmental program. Applied for funds to support 50 full-time AmeriCorps members. This is the second-year request under a 3-year grant cycle which includes $599,750 from Volunteer Tennessee and a partner match of $525,000.

Beardsley Farm
Regal Foundation. Applied for $10,000 to supply general funding for farm maintenance, education and programming.

Dalen Garden Products. Applied for $5,000 to be an event sponsor.

Central Office
Knox CAC Counts You! Applied for $7,200 to provide census assistance to all CAC clients. This is funded through the State of Tennessee “Tennessee Complete Count Grant Program.”

Homeward Bound
Youth WINS. Applied for $250,000 to support one Youth WINS case manager salary, an additional CAC Case Management Project case manager salary, and direct financial assistance for Re-Housing and Homeless Prevention activities. This grant is through the City of Knoxville Emergency Solutions Grant (ESG) from July 1, 2020 – June 30, 2021.

Housing and Energy
Emergency Home Repairs Program. Applied for $650,000 to provide health and safety repairs for approximately 150 eligible homes. This grant is through the City of Knoxville Community Development Block Grant (CDBG) from July 1, 2020 – June 30, 2021.

Building Our Youth Pilot Program. Applied for $20,000 – $25,000 to support training for approximately 5 eligible young adults to become weatherization workers. This grant is through the City of Knoxville Community Development Block Grant (CDBG) from July 1, 2020 – June 30, 2021.

Knox County CAC Transit
Office on Aging
Grandparents as Parents (GAP). Applied for $5,000 from the Knoxville Bar Foundation to develop an online, legal resource library to continue support for Legal Talks and to host a Saturday Legal Clinic.

Mr. Wright moved to approve the grants, contracts and applications as presented. Mr. Orris Nero seconded the motion. The motion was unanimously approved.
7. PROGRAM UPDATES AND ANNOUNCEMENTS

Volunteer Income Tax Assistance (VITA)
Free tax preparation has begun at the Ross building. Community members can have their taxes prepared Mondays & Wednesdays: 3 pm – 7 pm; Tuesdays & Thursdays: 10 am – 3 pm; Saturdays: 9 am - 2 pm (February only).

Pancake Fest
Pancake Fest will be at the J.T. O’Connor Senior Center on Friday, March 6, 2020. Cost is $5.00.

TACA 2020 Annual Training Conference
April 27-29, 2020, at Music Road Resort Hotel and Convention Center in Pigeon Forge. Please contact Cathy Gonzalez before March 2, 2020, if you plan to attend.

Neighborhood Conference at the Knoxville Convention on Saturday, March 28, 2020, 8:00 am to 2:00 pm.

There being no other business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Polly Doka, board secretary