KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
JANUARY 23, 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, January 23, 2020.

COMMITTEE MEMBERS PRESENT
Ms. Emili Alexander
Ms. Virginia Anagnost
Commissioner Charles Busler
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Ms. Anna Compton
Ms. Polly Doka
Mr. Buz Johnson
Mr. Charles Lomax – representing Mayor Indya Kincannon
Vice Mayor Gwen McKenzie
Mr. Orris Nero
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Judge John Rosson
Mr. Derek Tate
Mr. Ronald Thompson Sr.
Dr. Sandra Twardosz
Ms. Jennifer Valentine – representing Dr. Martha Buchanan
Ms. Lula Williams
Mr. Charles Wright

COMMITTEE MEMBERS ABSENT
Mr. Doug Burton
Ms. Renee Kelly
Ms. Kenya McKenzie
Mr. Thomas Strickland
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 December 5, 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, January 15, 2020. The Administrative Committee met on Wednesday, January 15, 2020 and makes the following report:

The committee approved the personnel actions on the attached sheets. The committee received a report of the Office on Aging Invested Funds. Staff is authorized to reinvest the two (2) certificates of deposit that come due on February 9, 2020 at the best available rate. Full board approval is recommended. The committee reviewed the Homeless Services financial report. The committee was advised that the annual financial audit is underway and the report will be submitted before the March 31, 2020 deadline. The committee received the Head Start and Early Head Start Program Information Reports for September through December 2019. The committee was advised that the report of the Federal Review of Head Start and Early Head Start that was held in October 2019 has been received and there were no observations or findings reported. This is an excellent outcome and congratulations were expressed to the Head Start and Early Head Start staff at all levels. The Head Start grant has been continued for the period through December 31, 2023. Federal funds in the amount of $16,984,372 have been awarded for the one year budget period ending December 31, 2020. This was approved when the grant was submitted and no further action is required at this time. The committee reviewed the request for capital funds that has been submitted to the City of Knoxville. Full board approval is recommended. This will be a separate agenda item. A summary of CSBG Special Projects in the amount of $698,972 that has been submitted to the Tennessee Department of Human Services was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee was advised of a breakfast meeting for contractors that will be held on January 28, 2020. The goal of the meeting is to inform small businesses and minority, female and/or veteran owned businesses of the opportunity and the process to become a provider of services to CAC. The meeting will be facilitated by representatives of the Knox County Purchasing Department. The summary of grants, contracts, and applications was reviewed. Full board approval is recommended. This will be a separate agenda item. Plans for the January 2020 meeting were reviewed.

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

Ms. Polly Doka moved to approve that staff be authorized to reinvest the two (2) certificates of deposit that come due February 9, 2020. Ms. Lula Williams seconded the motion. The motion was unanimously approved.
5. **ORGANIZATIONAL STANDARDS**

Ms. Kelly used a PowerPoint presentation to remind the board of the organizational standards calendar and how the standards are connected to the ROMA cycle. The CAC mission statement is a guiding principle for the governing board. Today we will be reviewing the CAC mission statement which needs to be reviewed at least every five (5) years. Ms. Kelly explained that the mission statement must address poverty and that the programs and services provided by CAC should align with the mission. The CAC mission is as follows:

CAC: Helping people help themselves by promoting self sufficiency and independent living for low-income and other vulnerable people through the caring and efficient delivery of needed services and the development of effective partnerships at all levels.

We summarize the mission with the motto CAC: Helping People. Changing Lives.

Vice Mayor Gwen McKenzie moved to adopt the current mission statement. Judge John Rosson seconded the motion. The motion was unanimously approved.

6. **CSBG SPECIAL PROJECTS**

Ms. Kelly directed the board to the CSBG Special Funding requests. CAC submitted eighteen (18) special programs that align with state initiatives and capacity building. Funding for these programs is pending decision from the Tennessee Department of Human Services and no action is requested at this time.

7. **CITY CAPITAL REQUESTS**

Mr. Jason Estes, Housing and Energy director presented the five (5) Capital Projects requested of the City of Knoxville. The five projects are:

1. Paint the entire interior space of the Ross Building, replace floor covering with a hard surface. $150,000
2. Repair or upgrade lighting on interior and exterior of the building, perform plumbing repairs, and update the water fountains. $35,000
3. Replace 2 rooftop HVAC units on top of the Ross building. $25,000
4. Repair and stabilize back ramp and walk ways around the building. $35,000
5. Build an addition on the Mobile Meals kitchen for additional dry storage, packaging, and for meal distribution. $350,000

Items 1-4 are requested for the next fiscal budget year in the amount of $245,000. The addition to the Mobile Meals Kitchen is a long-term goal.

Mr. Johnson moved to submit the capital improvements to the City of Knoxville. Ms. Doka 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, and Saturdays
(February only): 9 am - 2 pm.

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.

Snowflake Ball
Ms. Deisha Finley, Senior Corps manager, announced that the 2020 Snowflake Ball will be held on
Saturday, February 8, 2020 at Rothschilds Conference Center. Tickets are still available.

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

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

There being no other business, the meeting was adjourned.

Respectfully submitted,

Polly Doka, board secretary