The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee Board was held virtually from the Ross building at 10:00 a.m. on Thursday, June 25, 2020 using the digital platform Go to Meeting.

BOARD MEMBERS PRESENT
Ms. Emili Alexander
Ms. Virginia Anagnost
Ms. Desiree Beasley
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Ms. Polly Doka
Mr. Buz Johnson
Ms. Renee Kelly – representing Superintendent Mr. Bob Thomas
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. Thomas Strickland
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Jennifer Valentine – representing Dr. Martha Buchanan
Ms. Lula Williams
Mr. Charles Wright

BOARD MEMBERS ABSENT
Mr. Doug Burton – representing Mr. Gerald Green
Commissioner Charles Busler
Ms. Anna Compton
Mr. Ronald Thompson Sr.
Mr. Patrick Wade – representing Rep. Rick Staples
The meeting was opened with a special moment of silence presented by Ms. Virginia Anagnost, board chair, presiding.

1. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of May 28, 2020, board meeting. There being none, the minutes were approved as distributed.

2. **COVID – 19 RESPONSE REVIEW**

Ms. Barbara Kelly presented the Knoxville-Knox County Community Action Committee COVID – 19 Response from May 1, 2020 – May 31, 2020. During this time, CAC prioritized: 1) seniors, 2) transportation, and 3) feeding children. Highlights are as follows:

**Seniors**
- Mobile Meals Kitchen produced 31,910 meals
- 27,842 Mobile Meals were served

**Transportation**
- 5,175 CAC Transit trips were provided

**Feeding Children**
- 23,948 School Meals were provided in May 2020
- 22 Active Grab & Go sites
- 50 Summer Food program sites
  - 16,254 meals in May with the average of 1,625 students served per day
  - 74,843 meals in June with the average of 3,011 students served per day

**Additional Achievements included (not exhaustive)**
- Operated every day in accordance with the City/County, Health Department, and CDC guidance and provided services safely without interruption
- 520 households received LIHEAP financial assistance, totaling $234,900
- 9 households placed in permanent housing
- 15 homes were repaired and 5 homes weatherized
- Office on Aging were provided daily senior care calls to assess senior needs
- 2,116 commodity packages were distributed
- 208.70 pounds of fresh produce were distributed
- 171 individual garden plots were maintained and 11 plots were visited
- 1,494 information and referral requests were provided resource information
- 957 direct services were provided, including food procurement, housing placement and utility assistance
- 174 unemployed workers received unemployment assistance/counseling
3. **ADMINISTRATIVE COMMITTEE REPORT**

The administrative committee met on June 17, 2020 and makes the following report.

Mr. Matt Neilson from PYA (Pershing Yoakley & Associates) met virtually with the committee to review the audit report for the period ending June 30, 2019. Mr. Neilson went through the major sections of the report. He suggested that members review Management’s Discussion and Analysis on pages 4-9 of the printed report and Significant Accounting Policies – Note 1 on pages 18-24. The auditor’s report expresses an unqualified opinion of the CAC financial statements. CAC was determined to be a low-risk auditee. There were no findings for this year and no prior year findings to resolve. Printed copies of the report will be provided to CAC board members and the report will be posted on the CAC website. Full board approval is recommended. This will be a separate agenda item.

The committee received an update on agency activities related to COVID – 19. This will be a separate agenda item. The committee met and approved the personnel actions on the attached sheet. An amendment to the personnel policies related to the use of extended sick leave was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee received a report of the Office on Aging Invested Funds. No action is required. The Head Start and Early Head Start Program Information reports for March, April, and May were reviewed. Due to the closing of the Head Start Centers related to COVID – 19, enrollment has remained the same. Services were provided remotely for children enrolled at the time of the closures. The financial report for the period January through May, 2020 was reviewed. The fiscal year 2019 budget ended on December 31, 2019 and has been closed. The fiscal year 2020 budget does not yet reflect the COLA, Quality Improvement and COVID – 19 funds pending Notice of Grant Awards. A request for supplemental funding in the amount of $693,100 to replace the flooring throughout Head Start and Early Head Start centers was reviewed. This is considered a health and safety item due to COVID – 19. A waiver of the Non-Federal Share contribution for this one-time funding is also requested. Full board approval is recommended. This will be a separate agenda item. Additional information regarding the partnership between CAC and KCDC to develop a new Head Start Center on KCDC Western Heights property was provided. The new center would provide 6 additional classrooms and space for Early Head Start expansion. A provided drawing mapped the property location. No further action is required at this time. The committee was advised that CAC Knox County Transit has received Knoxville Urbanized funding for the fiscal year 2020 in the amount of $968,785. These funds come through the Transportation Planning Organization (TPO). Transit has also received $3,592,578 from the CARES Act funding received by the City of Knoxville. The committee received information about a reorganization of the Transit Department with several positions modified including a significant upgrade and salary increases for the vehicle operator position. Vehicle Operators with one year or more of service will receive $15.20 per hour. The committee was advised of efforts to receive funding from the East Tennessee Human Resource Agency (ETHRA) to support transit services in the rural portions of Knox County. So far, these efforts have been unsuccessful, but we will continue to seek to bring this matter to a fair and equitable conclusion on behalf of the residents who live in the rural portion of Knox County. The funding summary for the month of May, 2020 was reviewed. Full board approval is recommended. This will be a separate agenda item. The committee discussed plans for the June board meeting which will be held remotely. Plans are being made to conduct a “hybrid” meeting in July with some board members participating on-site and others participating remotely. No action is required. Plans are being made to hold board training at Alex Haley Farm in August. A very large space in the building called The Ark is available which would
accommodate our group and social distancing. A survey will be sent to board members to determine interest and ability to participate.

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

4. PERSONNEL POLICY

Ms. Windie Wilson, human resource director, explained two changes in the employee sick leave policy.

- Employees who utilize accrued sick leave for an extended period of time (greater than twelve (12) weeks) will not accrue additional leave time (either annual or sick leave) while on sick leave beyond the twelve-week period.
- Accrued sick leave utilized for a period of greater than twelve (12) weeks may only be used for personal illness or injury and recovery. Employees using sick leave for periods of time beyond a twelve (12) week period may be asked to submit a physician’s statement regarding ongoing ability to work/need for sick leave on a periodic basis.

Ms. Polly Doka moved to accept the sick leave policy changes. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

5. ANNUAL FINANCIAL REPORT

Ms. Barbara Kelly presented and reviewed the Annual Financial Report for Fiscal Year ending June 30, 2019. Ms. Kelly highlighted several items in the report; she reviewed the Management’s Discussion and Analysis section, which was included in the board packet, and commented on the operating expenses by budget classification, CAC expenditures by activities, and the CAC revenue sources. At 32.2% of the total operating expenses, Head Start is again the largest activity for the fiscal year. Office on Aging is the second largest activity at 14.4%, with Transportation and Barbara H. Monty Mobile Meals Kitchen at 13.2%, and Energy and Community Services fourth at 12.2%. Ms. Kelly called special attention to the “Other Factors” section, noting that the Tennessee Department of Human Services decision to change the Community Services Block Grant (CSBG) year from July/June to October/September created a one-time funding opportunity that will affect the fiscal years ending June 30, 2018, 2019 and 2020. The County Workforce Development Area no longer exists and the Consortium Fund will be closed by June 30, 2020. Finally, subsequent to June 20, 2019, the agency began to be affected by COVID – 19 pandemic. Since March of 2020, there has been substantial volatility in job markets and mandated business and school closures. During this time CAC has continued to provide a range of essential services including nutrition, transportation, and crisis intervention services. CAC continues to monitor this volatility, but the ultimate outcome of the pandemic and the impact on the programs services and funding of CAC is unknown.

Ms. Kelly then highlighted PYA report where they cited that there were no audit adjustments, no audit difficulties or issues, and no schedule of findings or questioned costs. The full report is available in hard copy and on the CAC website.
Mr. Buz Johnson moved to accept the Annual Financial report. Ms. Desiree Beasley seconded the motion. The motion was unanimously approved.

6. **HEAD START**

Ms. Renee Hauge, associate director of Head Start, reviewed the attached Head Start request for one-time funding of $693,100 to off-set the cost of removing the carpeting throughout the Head Start centers, making any necessary repairs to the subflooring, and replacing the flooring with durable, vinyl plank flooring for easy cleaning, sanitation and disinfecting.

Mr. Orris Nero moved to request one-time funding. Mr. Patrick seconded the motion. The motion was unanimously approved.

Ms. Hauge informed the board on the proposed development of a new Head Start/Early Head Start center on the KCDC Western Heights property. Included in the board packet is the exterior rendering of the proposed building. The KCDC Western Heights Head Start center would serve 6 classes of Head Start children, reducing the number of shared classrooms, and providing the opportunity to expand the Early Head Start program by 32 infants and toddlers.

Ms. Beasley moved to accept the proposal of a new Head Start/Early Head Start center on the KCDC Western Heights property. Mr. Nero seconded the motion. The motion was unanimously approved.

7. **TRANSPORTATION**

Ms. Karen Estes, transportation director, announced that Mr. Michael Humphrey has been promoted to assistant transportation director and Ms. Nancy Welch has been promoted to Volunteer Assistant Transportation manager. Ms. Estes and Mr. Humphrey reported on the CAC Knox County Transit program. CAC Transit provides access to community resources and services by providing safe, reasonably comfortable, accessible public transportation for Knoxville-Knox County residents who do not have access to Knoxville Area Transit services. Transportation is provided to employment, dialysis, cancer therapy, and other medical therapy. Services provide in 2018/2019 were:

- 93,116 trips provided to dialysis, medical, places of employment and essential errands
- 25,129 rides by contract with the Senior Nutrition program to transport participant to and from dining sites and to deliver meals to homebound elderly
- 44,005 trips were provided to places of employment, training, and education
- Various social service agencies contracted with CAC Transit to provide 7,071 rides for their participants
- Section 5310 funding made it possible to provide transportation to low income individuals, seniors and the disabled for social and recreational outings
- 6,368 unduplicated individuals were served and 189,509 trips were provided
- 51 vehicles were in service and provided an average 683 trips per day
• Those vehicles traveled a total of 1,682,072 miles, averaging 6,783 miles per day.

Ms. Welch highlighted the following accomplishments for the VAT program:

• 265 unique individuals were served by volunteers.
• 7,078 trips were provided to Knox County residents who required assistance to travel safely and to keep essential medical appointments, purchase groceries, and conduct daily errands.
• 58 different volunteer drivers participated this year.
• Over 7,000 hours of volunteer time were contributed.
• Staff provided transportation counseling to more than 500 callers.
• 2,822 group trips were sponsored for seniors and people with disabilities to attend social and recreational venues.
• There is a current fleet of 20 vehicles.
• Beginning it’s 11th year, VAT has provided a unique transportation option for seniors and people with disabilities with over 57,000 assisted trips.

Ms. Estes reviewed COVID – 19 Safety protocols that CAC Transit has been maintaining since the pandemic started. These protocols include:

• Daily sanitation and cleaning of vehicles.
• Additional staff has been hired to maintain sanitation protocols.
• N-95 masks and face shields have been provided to the drivers.
• Passengers are required to wear masks, and are provided masks if needed.
• The number of passengers is limited to promote social distancing.
• As an extra precaution, drivers are required to use gloves, hand sanitizer, and disinfectant wipes.
• Signage and printed materials have been placed on buses to educate passengers on COVID – 19, the spread of germs, and social distancing.

8. GRANT, CONTRACTS, AND APPLICATIONS

Ms. Kelly reviewed the summary of grants, contracts and applications that was included in the board packet as follows:

Beardslev Farm
Slow Food Tennessee Valley. Received $500 for education materials.

CAC Transit
Section 5307 Knoxville Area Urbanized Funding for fiscal year 2020. Received $968,785 to provide general public transportation in the Knoxville Urbanized Area outside the KAT Service Area.
Coronavirus Aid, Relief, and Economic Security (CARES) Act. Received $3,592,578 to provide for the operating expenses, personal protective equipment (PPE), increased vehicle sanitation, and lost contract revenue as a result of COVID – 19.
CAC Housing & Energy
Housing and Urban Development (HUD). Received $650,000 for the Emergency and Minor Home Repair Program. The contract period is July 1, 2020 – June 30, 2021.

Central Office
The Assurance Center. Received $57,181 in Emergency Relief dividend.

Nutrition Services
Meals on Wheels America. Received $50,000 for Mobile Meals.

Subaru Share the Love. Received $3,547.46 for Mobile Meals.

United Way of Greater Knoxville. Received $154,500 for Mobile Meals. The contract period is July 1, 2020 – June 30, 2021.


Office on Aging
AKIMA Club. Received the following:
- Daily Living Center received $500 for care of participants’ nails for fiscal year 2021.
- Project LIVE received $600 for fans and heaters for clients for fiscal year 2021.
- Mobile Meals received $4,420 for home delivered meals for fiscal year 2021.

Social Services:
Emergency Food and Shelter Program Phase 37: Received $71,935 to be used for emergency food assistance, rent/mortgage and utilities. The contract period is January 1, 2020-May 31, 2021. Assistance to be provided as follows:
- $25,000 for emergency food assistance
- $16,935 for rent, mortgage assistance
- $30,000 for utility assistance

Emergency Food and Shelter Program Phase CARES: Received $137,586 to be used for the Mobile Meals and Nutritional Supplement programs, rent/mortgage, and utility assistance. The contract period is January 27, 2020-May 31, 2021. Assistance to be provide as follows:
- $69,521 for Mobile Meals and Nutritional Supplement Programs
- $38,065 for rent, mortgage assistance
- $30,000 for utility assistance

United Way of Greater Knoxville. Received $55,000 for the Youth WINS program to assist unaccompanied youth experiencing homelessness by offering intensive case management and linkage to community resources. This contract period is July 1, 2020 – June 30, 2021.

United Way of Greater Knoxville. Received $50,000 for CAC Resilient Families to serve families with children who are in financial crisis and homeless, or at imminent risk of becoming so. The contract is in period is July 1, 2020 – June 30, 2021.
Proposal/Application Summaries

Nutrition Services
East Tennessee Foundation. Requested $25,000 for Mobile Meals.

Office on Aging
Meals on Wheels America. Requested $5,000 for the care and feeding of pets belonging to Knox County seniors.

United Way Worldwide National COVID – 19 Community Response and Relief Fund. Requested monies between $10,000 and $50,000. The funds will be used to assist East TN 2-1-1 with operational costs, as the call volume has increased due to COVID – 19.

Social Services
Robert Lee Weiss Foundation. Requested $5,000 to assist with home repairs for homebound seniors through the Project LIVE Program.

United Way Phase 4 Funds. Requested an additional $30,000 from the Phase 4 COVID – 19 Response Fund.
- $15,000 requested to support additional recipients of Mobile Meals
- $15,000 requested for rent and utility assistance

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

9. PLANS FOR JULY & AUGUST

Ms. Kelly informed the board that a survey will be taken to see if the members would like a “hybrid” meeting in July and to see if members are interested in going to The Ark, at Alex Haley Farm, for board training in August.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Polly Doka, board secretary