KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
MAY 28, 2020
MINUTES

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, May 28, 2020 using the digital platform Go to Meeting.

BOARD MEMBERS PRESENT
Ms. Virginia Anagnost
Ms. Desiree Beasley
Mr. Doug Burton – representing Mr. Gerald Green
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
Mr. Terrell Patrick
Judge John Rosson
Mr. Thomas Strickland
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Lula Williams

BOARD MEMBERS ABSENT
Ms. Emili Alexander
Mr. Chris Caldwell
Ms. Renee Kelly
Vice Mayor Gwen McKenzie
Ms. Martha Olson
Ms. Judy Poulson
Mr. Ronald Thompson Sr.
Ms. Jennifer Valentine – representing Dr. Martha Buchanan
Mr. Patrick Wade
Mr. Charles Wright
The meeting was opened with a special moment of silence presented by Ms. Virginia Anagnost, board chair, who was presiding.

1. **MINUTES (MAILED)**

Ms. Anagnost asked if there were additions or corrections to the minutes of February 27, 2020 board meeting. There being none, the minutes were approved as distributed.

2. **COVID – 19 RESPONSE REVIEW**

Ms. Barbara Kelly narrated the PowerPoint presentation of Knoxville-Knox County Community Action Committee COVID – 19 Response from March 15, 2020 thru April 30, 2020. During this time, CAC prioritized: 1) seniors, 2) transportation, and 3) feeding kids. A copy of the presentation is available. Highlights are as follows:

**Seniors**
- Mobile Meals Kitchen produced and distributed 84,894 meals
- 29,061 Mobile Meals were delivered

**Transportation**
- CAC Transit kept vehicles on the road everyday
- 7,970 trips were provided thru April 30
  - Transport assisted dialysis patients and essential personnel

**Feeding Kids**
- 15,694 Grab & Go Meals provided at the CAC supplemental sites

**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
- 2,115 households received LIHEAP financial assistance, totaling $898,600
- 20 households were placed in permanent housing
- 7 homes repaired and 9 homes weatherized
- Office on Aging provided daily senior care calls to assess senior needs
- 2,018 commodity packages were distributed
- 10,420 seedlings and 210 seed sets were provided to community gardeners
- 171 individual garden plots were established
- 1,553 information and referral requests were provided resource information
- 4,338 direct services provided including food procurement, housing placement and utility assistance
- 285 unemployed workers received unemployment assistance/counseling
- 1,500 packets were developed for distribution to clients under VITA tax prep process
Ms. Windie Wilson, director of personnel, narrated the PowerPoint presentation Human Resource Activities Policies and Procedures Deployed During COVID – 19 Pandemic. A copy of the presentation is available. Highlights are as follows:

- CAC Leave Policy for Safer at Home Order addresses scheduling of staff during the pandemic, how leave can be used to cover reduced hours, and creates sick leave loan option.
- CAC Leave Policy update to extend time frame of leave policy to correspond with safer at home extension and provides clarification on sick leave loans.
- CAC Leave Policies and Families First Coronavirus Response Act clarifies availability of federally mandated emergency paid sick leave and emergency family and medical leave (EFMLA). It outlines the process for use of: emergency paid sick leave and emergency family and medical leave, provides a sick leave checklist, and EFMLA request form for use by staff.
- CAC Requirement and Recommendations Regarding the Use of Masks and Face Coverings provides CDC background information, requires use of masks in designated programs, and strongly encourages use of masks or face coverings in all face-to-face interactions.
- CAC Work from Home Policy and Procedures During COVID – 19 pandemic addresses need for work from home arrangements, provides guidance for work hours, establishes work from home agreements, and provides general home office safety guidelines.
- CAC Special Pay Differential for Designated Essential Services establishes extra pay for a specified time period for staff who are a) delivering services in front-line capacity and in close contact with clients and b) required to provide increased volume of output in tight time frames and close working conditions.

3. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee reports from April 3, April 22, and May 20, 2020 and made the following combined report.

At each meeting the administrative committee received a status report on the agency response to the COVID – 19 pandemic. The committee appreciated the outstanding effort made to provide essential services while keeping staff, clients, and volunteers safe.

The committee reviewed the personnel actions on the attached sheets. The committee reviewed the Office on Aging Invested Funds reports. The most recent report is attached. No action is required at this time. The committee reviewed the Homeless Services financial reports. The most recent report through April 30, 2020 is attached. No action is required at this time. At the April 3 meeting, the committee reviewed and updated the procedure for covering an emergency or unplanned short-term absence of the Executive Director. No action is required. The committee reviewed ten (10) temporary personnel policies related to the COVID pandemic. Full board approval is recommended. This will be a separate agenda item. At the May 20 meeting, the committee was advised that the Audit Report has been completed and submitted as required. The auditor will review the report with the administrative committee in June. There were no questioned costs and no findings. Additional information will be provided in June. No action is required at this time. Head Start and Early Head Start Program Information Report for February 2020 was reviewed. Head Start classes did not open after the Spring break. A report of the alternate activities conducted will be provided separately. At the April 22
meeting, the Head Start Procedures for Eligibility, Recruitment, Selection, Enrollment and Attendance were reviewed and approved. Full board approval is recommended. At the April 22 meeting, staff was authorized to submit the application for the Head Start Cost of Living Increase (COLA) and the application for Head Start Quality Improvement funds by May 15, 2020. Full board approval is recommended. This will be a separate agenda item. At the April 22 meeting, the committee was advised that Head Start would be receiving COVID – 19 Summer Program funding and COVID – 19 Quality Improvement funds. No funding levels were available. Staff was authorized to proceed pending funding level information. Full board approval is recommended. This will be a separate agenda item. At the May 20 meeting, the funding levels and plans for the COVID – 19 Summer and COVID – 19 Quality Improvement programs were reviewed and approved. Full board approval is recommended. This will be a separate agenda item. At the April 3 meeting, the Transit Safety Plan was considered. Full board approval is recommended. At the May 20 meeting, minor amendments to CAC Transit Drug and Alcohol Policy and the Transit Personnel Policies were reviewed. Full board approval is recommended. The committee reviewed the recommendation from the Council on Aging for the Allocation for Older American Act Funds. Full board approval is recommended. The will be a separate agenda item. At each meeting the committee reviewed the monthly funding summaries. Full board approval is recommended. This will be a separate agenda item.

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

Mr. Orris Nero moved to accept the Head Start Procedures for Eligibility, Recruitment, Selection, Enrollment and Attendance. Mr. Terrell Patrick seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to modify the Transit Safety Plan to identify personnel by job title, not personal names. Mr. Nero seconded the motion. The motion was unanimously approved.

Mr. Patrick moved to accept the CAC Transit Drug and Alcohol Policy and the Transit Personnel Policies that were reviewed. Ms. Doka seconded the motion. The motion was unanimously approved.

4. TEMPORARY COVID PERSONNEL POLICIES.

In addition to her presentation, Ms. Wilson reviewed staffing changes due to the Safer at Home order. CAC has twenty-eight (28) people on furlough or laid-off.

Mr. Johnson moved to accept all temporary COVID policies included in Ms. Wilson’s PowerPoint presentation. Judge John Rosson seconded the motion. The motion was unanimously approved.
5. **ALLOCATION OF OLDER AMERICAN ACT FUNDS**

Ms. Kelly requested the board review the Recommendations for Allocations of Older Americans Act Funds for July 1, 2020 – June 30, 2021. One noted change is that Catholic Charities/Samaritan Place will have a separate contract with the Knoxville-Knox County Office on Aging outside of the Older Americans Act funding. Information was included in the board packet.

Ms. Doka moved to accept the recommendations for allocations of the Older Americans Act funds. Mr. Patrick seconded the motion. The motion was unanimously approved.

6. **HEAD START**

Ms. Nancy Thomas, director of Head Start/Early Head Start, gave an overview of activities at Head Start/Early Head Start during the COVID pandemic. Ms. Thomas stated that most staff have been working remotely, with some on a staggered schedule to reduce the number of people in any location. 887 students and their families have been assisted during March – May.

- Ms. Thomas said a 2% increase will be applied to the pay scale for all Head Start/Early Head Start positions, currently 206 staff. The Cost of Living Allocation (COLA) provides a one-time supplement of $500 to each of the 81 active employees with an hourly pay rate of $14.45 or less. The balance of the funds will be used for increased costs related to technology accessibility for staff and parents.

Mr. Nero moved to accept the COLA plan. Ms. Anna Compton seconded the motion. The motion was unanimously approved.

- Quality Improvement (QI) funds were received and will be added to the program’s base funding. QI funds will be used to support the program’s response to trauma informed care. In addition, funds will be designated for maintenance and repair of facilities. Funds have been designated for the development of a new facility in partnership with KCDC, which would reduce the need for shared classrooms, and would increase capacity for social distancing as needed.

Mr. Johnson moved to accept the quality improvement funds. Judge Rosson seconded the motion. The motion was unanimously approved.

- The COVID Summer program for Kindergarten-bound children is planned for July to provide personnel and related costs, supplies and maintenance and repair to facilitate a safe, sanitary environment. It will be supported by digital technology in the event a child cannot attend. Onsite attendance is limited due COVID limitations. The program is reaching out to families to determine interest and willingness to participate.

Mr. Nero moved to accept the plan for COVID Summer funds. Ms. Doka seconded the motion. The motion was unanimously approved.
COVID Quality Improvement (QI) funds have been provided to help programs offset additional costs related to COVID. These funds are being adjusted and will include any funds available for the summer program.

Ms. Desiree Beasley moved to accept the plan for COVID Quality Improvement funds. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

7. FUNDING SUMMARY FOR MARCH, APRIL, MAY

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

Funding Summary for March - April 2020

Office on Aging
Daily Living Center. Received $1,500 from The Fraternal Order of Eagles to purchase recliners for the participants to be used during the required daily rest periods.

United Way Worldwide 211 COVID – 19 Community Relief Fund. Received $35,000 to assist East TN 2-1-1 with expanded capability given the increase in calls related to COVID – 19.

First Horizon Foundation. Received $10,000 to be used by Mobile Meals to cover the cost of increased meals due to COVID – 19.

Housing and Energy
Knoxville Utility Board (KUB). Received $500,000 to assist low-income customers by replacing existing inefficient higher-flow toilets with low-flow toilets in their homes. This will be in effect from July 1, 2020 – June 30, 2021.

Social Services
Elizabeth’s Home Rapid Re-Housing. Received $125,043 from Housing and Urban Development (HUD) to be used to cover one (1) case manager and to provide case management and rental assistance for up to two years for 10 – 20 families. This will be in effect from September 1, 2020 – August 31, 2021.

Rapid Re-Housing. Received $231,750 from Housing and Urban Development (HUD) to provide four (4) case managers and one (1) part-time admin staff to work with clients needing housing assistance. The grant will serve a minimum of 200 households with case management and permanent housing. This will be in effect from March 1, 2020 – February 28, 2021.

Resources Extended to Assist the Chronically Homeless (REACH). Received $104,580 from Housing and Urban Development (HUD) to provide two (2) case managers for street outreach to 200+ clients and
to connect them with housing, employment, and other resources. This will be in effect from February 1, 2020 – January 31, 2021.

**Social Services/Mobile Meals Programs.** Received $9,000 from the United Way COVID – 19 Emergency Response fund to be used as follows:

- **Mobile Meals.** Received $5,000 to support additional meals being served through the Mobile Meals program as a result of COVID – 19.
- **Social Services/Neighborhood Centers.** Received $4,000 to provide direct financial assistance towards rent for families and individuals who have been laid off and/or unemployed as a result of COVID – 19.

**City of Knoxville.** Received $100,000 to provide rental assistance to families with children under 18 who have lost their employment or income due to COVID – 19 and individuals/couples who have been diagnosed and/or quarantined with COVID – 19 and unable to work. Documentation is required.

**Funding Summary for May 2020**

**CAC AmeriCorps**
*Volunteer Tennessee.* Received $599,750 for CAC AmeriCorps for the 2020-2021 service year.

**Central Office**
*The Public Entity Partners Safety Partner’s Grant Program.* Received $3,000 used to purchase five (5) defibrillator kits (AED’s) that have been installed at five locations, including upstairs at the Ross building, downstairs at the Ross building, East Neighborhood Center, Beardsley Farm, and the Barbara H. Monty Mobile Meals Kitchen.

**Nutrition Services**
*Trinity Foundation.* Received $15,000 for Mobile Meals to assist with COVID – 19 relief.

**Social Services**
*City of Knoxville.* $263,867 CDBG-CV Funds to assist renter households/families with children under 18 years and/or seniors (60+ years) who have been impacted by COVID – 19. 200 households will receive housing financial assistance for rent and/or utilities.

*City of Knoxville.* $278,893 ESG-CV Funds to assist renter households/families with children under 18 years and/or seniors (60+ years) who have been impacted by COVID – 19. 170 households will receive housing financial assistance for rent and/or utilities.

**United Way.** Received $15,000 Phase 3 Funds on May 4th, 2020 and must be spent by August 4th, 2020.
- $5,000 to Mobile Meals
- $5,000 for rental assistance
- $5,000 for utility assistance

**TVA.** Received $20,000 to be used for utility assistance.
Proposals and Applications for March – April 2020

**Office on Aging**
Grandparents as Parents (GAP). Building Resilient Grandfamilies Project. Applied for $75,000 to provide training programs for grandfamilies by using the Strong Brains curriculum and help families identify a community of social support.

Rise Above Crime. State of Tennessee Department of Health Civil Monetary Penalty Reinvestment Program. Applied for $287,396 for 36-months to implement Preventing Abuse, Neglect and Exploitation program. This program will improve the overall star rating of nursing facilities through implementation of enhancements in quality measures and improvement to health inspections for 14 nursing homes in Knox County. This program will provide case management to individuals who have been victimized or are at risk for elder abuse. Case managers will assist with safe discharge plans and follow up services.

Knox PAWS. Grey Muzzle. Applied for $10,000 to provide veterinary care. This will be in effect from July 1, 2020 – June 30, 2021.

Daily Living Center. Purple Cities Alliance of Knoxville. Applied for $1,000 to purchase new equipment focusing on cognitive and movement therapy that will assist seniors in the use of fine and gross motor skills.


**Social Services**
State of Tennessee Department of Human Services (DHS). Applied for a 4-year grant totaling $532,000 to support families being served through 2-Gen Programs, to be used as follows:
- $108,000 per year to provide rental assistance to 60 families per year: $108,000 x 4 = $432,000.
- $25,000 per year to provide financial assistance for childcare, certification fees, and work/school supplies: $25,000 x 4 = $100,000.

Emergency Solutions Grant (ESG). Applied for $250,000 from the City of Knoxville. July 1, 2020 – June 30, 2021. Funds will be used for the following:
- $100,000 to provide direct financial re-housing assistance (i.e., deposits, arrearages, rental assistance) to 150 households.
- $50,000 to support one Youth WINS advisor salary to assist 25 unaccompanied homeless youth to obtain stable housing.
- $50,000 to provide direct financial prevention assistance (i.e., deposits, arrearages, rental assistance) to help 75 households maintain their housing.
- $50,000 to support one additional case manager salary who will assist elderly, disabled and/or formerly homeless at-risk residents who live in KCDC housing at Isabella Towers, Love Towers and/or Cagle Terrace.
Proposals and Applications for May 2020

**Nutrition Services**
*Siddiqi Charitable Foundation.* Requested $10,000 for Mobile Meal expenses during COVID – 19.

*Siddiqi Charitable Foundation.* Requested $16,000 to provide 4-6 months of nutritional supplements for clients.

**Beardsley Farm**
*Appalachian Community Fund (ACF).* Requested $3,000 for farm operations and supplies.

*Siddiqi Charitable Foundation.* Requested $40,000 for education coordinator staff, materials for home education, and the general operations cost of running the program.

**Senior Corps**
*Knox RSVP Grant.* Requested $56,708 to direct 107 volunteers in Knox County. Volunteers will participate in various service activities to improve social support for older adults and assist local non-profits with capacity building.

*Foster Grandparent Program Grant.* Requested $471,170 to direct 74 Volunteer Service Years (VSY) in Knox and Blount County. Volunteers will provide 77,256 hours of service to mentor and tutor children in classrooms and afterschool settings.

*Senior Companion Program Grant.* Requested $346,954 to direct 54 Volunteer Service Years (VSY) in Knox County. Volunteers will provide 56,376 hours of companion and in-home support to improve capacity for independent living for older adults.

*Blount RSVP Grant.* Requested $82,500 to direct 83 volunteers in Blount County. Volunteers will provide transportation support to improve capacity for independent living for older adults.

**Social Services**
*2020 Emergency Food & Shelter Program Funding Application - Phase CARES.* Requested $115,000 for emergency food, rent, utilities and Mobile Meals.

*2020 Emergency Food & Shelter Program Funding Application – Phase 37.* Requested $90,000 for emergency food, rent, and utilities.

*Siddiqi Charitable Foundation.* Requested $25,000 to serve 16-17 households with rental assistance and 24 households with utility assistance. Start date/end date of grant, if received, would be July 1, 2020-June 30, 2020.
7. PROGRAM UPDATES AND ANNOUNCEMENTS

**Summer Child Nutrition Program** began on Wednesday, May 27. Grab and Go Meals will be available in addition to the regular program. A flyer listing the locations was included in your packet.

**Volunteer Income Tax Assistance (VITA).** Free tax preparation for low-to-moderate income households and individuals is offered only at the CAC Ross Building until July 15, 2020. Volunteers are preparing taxes for individuals who schedule an appointment for packet tax pick up. Call 546-3500.

There being no other business, the meeting was adjourned.

Respectfully submitted,


Polly Doka, board secretary