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, August 27, 2020 using the digital platform Go to Meeting.

BOARD MEMBERS PARTICIPATING
Ms. Virginia Anagnost
Ms. Desiree Beasley
Mr. Doug Burton – representing Mr. Jeff Welch
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
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
Mr. Terrell Patrick
Ms. Judy Poulson
Judge John Rosson
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Jennifer Valentine – representing Dr. Martha Buchanan
Ms. Lula Williams
Mr. Charles Wright

BOARD MEMBERS ABSENT
Ms. Emili Alexander
Commissioner Charles Busler
Ms. Anna Compton
Ms. Renee Kelly – representing Superintendent Mr. Bob Thomas
Ms. Martha Olson
Mr. Thomas Strickland
Mr. Ronald Thompson Sr.
Mr. Patrick Wade – representing Rep. Rick Staples
The meeting was opened with a 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 July 30, 2020, board meeting. There being none, the minutes were approved as distributed.

2. **ADMINISTRATIVE COMMITTEE REPORT**

Mr. Buz Johnson presented the Administrative Committee report from August 19, 2020 and makes the following report.

The committee approved the personnel actions on the attached sheet. The committee approved the report of the Office on Aging Invested Funds. The Lifeline CD in the amount of $4,393.49 was cashed in and funds deposited with Knox County Finance Department to be used to closeout this portion of the program. No action is required. The committee reviewed the Homeless Services financial reports and various COVID-19 related funds. The Head Start/Early Head Start financial report and the Early Head Start program report for the month of July 2020 was reviewed. Plans for opening Head Start for both in person and virtual learning were reviewed. The committee recommends that a contract to audit the retirement plan be approved with HGA and Associates in an amount not to exceed $8,500. Full board approval is recommended. The committee received an update on the CAC response to the COVID-19 pandemic. No action is required. This information will be provided to the full board as a separate agenda item. The committee received information regarding the Community Action Plan for the period beginning October 1, 2020. Information from the Needs Assessment surveys is needed to complete the process. More detailed information will be provided at the next meeting. The committee reviewed Grants, Contracts, and Applications for August 2020 on the attached sheet. Full board approval is recommended. This will be a separate agenda item. Plans for the August meeting were discussed. Opportunities will be available for small groups of board members to participate on site at the East Center and Ross building. Call in options will be available as well.

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

Mr. Johnson moved to contract with HGA & Associates to audit the retirement plan in the amount not to exceed $8,500. Vice-Mayor Gwen McKenzie seconded the motion. The motion was unanimously approved.
3. **COVID-19 RESPONSE REVIEW**

Ms. Barbara Kelly presented the Knoxville-Knox County Community Action Committee COVID-19 Response for July 1, 2020 – July 31, 2020. Highlights are as follows:

**Housing & Energy**
- 21 homes weatherized and repaired

**Energy & Community**
- 1,699 LIHEAP client phone calls addressed
- 1,047 LIHEAP clients assisted by mail
- $139,775 LIHEAP financial assistance provided
- $2.2 million applied to utility bills of 6,877 households at $325/household

**CAC Transit**
- 7,759 CAC Transit trips provided to 802 riders
- Enhanced sanitation continues as do masks required and provided by CAC

**Mobile Meals Kitchen**
- 43,987 mobile meals prepared in the Mobile Meals Kitchen
- 36,227 mobile meals and congregate meals delivered
- 96,937 meals provided to 2,836 children
- 28,694 wellness checks were made

**Green Thumb & Beardsley Farm**
- 1 nutritional and cooking video lesson produced and presented
- 130 children received Beardsley Boxes at the Grab & Go Meal Sites
- 2,065 pounds of fresh produce distributed
- 103 fresh eggs contributed to community members
- 171 community garden plots maintained

**Office on Aging**
- 5 clients assisted with legal help/Justice Center
- 12 Emergency services
- 7 healthcare/COVID-19 testing sites
- 24 other COVID-19 related calls
- 61 COVID-19 stimulus/CARE Act benefits
- 1,846 City of Knoxville 211 calls
- 222 ChatBot conversations
- 2,951 direct services provided such as case management, senior crisis saturation, elder abuse case management, pet related visits, senior care, Medicare savings applications, SNAP applications, senior day care and telephone assistance.
Social Services
- 1,287 information and referrals
- 18 housing placements
- 6 mortgage assistances
- 58 housing assistances
- 164 utility assistances
- Grocery shopping resources
- Food pantry resources
- 18 summer camp scholarships awarded
- 25 children attended tutoring sessions
- Provided enhanced response services to Health Dept. and to agencies serving the refugee community
  - Sodela
    - Services the Burundi population
    - Hired Swahili speaking case manager
  - Centro Hispano
    - Qualified Spanish speaking case manager to receive referrals
  - Connect & Free Medical Clinic
    - Provide monthly meal, information & referral, and Census material
  - Bridge Refugee
    - Increase fresh produce and gardening assistance

Ms. Windie Wilson, human resource director, reviewed the best practices to keep CAC staff, clients and volunteers safe, as well as discouraging staff use of masks with vents.

Ms. Anagnost complimented the staff on a job well done under extraordinary circumstance.

4. STATUS REPORT: HEAD START RE-OPENING

Ms. Nancy Thomas, Head Start director, provided an overview of the plans for the upcoming school year. Due to COVID-19 restrictions the program has reorganized service delivery options to make sure services are provided in a safe manner and in order to continue to provide quality services. Options will include: 1) Center-based services for extended hours for Head Start and Early Head Start at the Anderson, East II, and North Centers. Parents provide transportation for extended day services. 2) Center-based options will attend 2 days per week. 3) Virtual service delivery – many parents do not feel safe sending their children to a center and prefer to receive their services virtually.

Ms. Thomas reviewed Head Start’s health & safety guidelines. Many safety precautions have been put in place, including the requirement for adults to wear masks. Parents will not enter Head Start centers at this time, and will be asked to wear a mask during pick up and drop off procedures. Masks are also mandatory for staff. Mr. Wright asked if the children are required to wear masks. Ms. Thomas responded, “Yes, they are if they are over 2 years old.”

Procedures are reviewed constantly to make sure that current CDC and KCHD recommendations and daycare licensing regulations are being met.
5. **SUMMER TUTORING HIGHLIGHTS**

Ms. Lori Galbraith presented slides highlighting the Summer tutoring program. East Center Tutoring Summer program accomplishments include:

- One-on-one tutoring provided personalized attention for 25 children from 18 households
- 164 hours of in person and virtual instruction in reading, writing, math and social studies
- 4 Knox County teachers and 2 professional, remote tutors prepared creative lessons
- 17 students participated in weekly summer camps in either gymnastics, martial arts, dance, or visual art
- All 25 students received school supplies for their new school year
- CAC provided $2,790 in gas & grocery gift cards to participating families
- CAC has acquired 60 tablets for the Fall tutoring and mentoring program

6. **COMMUNITY ACTION (CSBG) UPDATE**

Ms. Kelly informed the board that the CARES ACT budget had been approved. Ms. Kelly reviewed the planning budget for the regular CSBG funds. She highlighted the expansion of the employment program manager position and the addition of case managers to reach the needs of refugees and the international community. CAC will continue to expand reach into East Knoxville and Mechanicsville. Total funding increase is $56,563.59.

Mr. Wright moved to accept the CSBG update. Mr. Johnson seconded the motion. The motion was unanimously approved.

7. **GRANT, CONTRACTS, AND APPLICATIONS**

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

**Beardsley Farm**  
City Challenge grant through the Knoxville Parks and Recreation department. Received $610 for beautification of public spaces and for sign replacement in Martin Malcolm Park.

Slow Food Tennessee Valley Community Enrichment grant. Received $500 for educational materials.

**Office on Aging**  
Mobile Meals Loves Pets Grant America. Received $5,000 for PAWS to support the ongoing efforts of the Knox PAWS and Feed-a-Pet program, including costs of veterinary care services, pet food (including prescription food), pet grooming services, and pet food storage.

Knox Retired and Senior Volunteer Program (RSVP) grant. Received $56,708 to administer 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 (FG) grant. Received $471,170 to administer 74 Volunteer Service Years (VSY) in Knox County. Volunteers will provide 77,256 hours of service to mentor and tutor children in classrooms and afterschool settings.

Senior Companion (SC) program. Received $346,954 to administer 54 Volunteer Service Years (VSY) in Knox County. Volunteers will provide 56,3769 hours of companionship and in-home support to improve capacity for independent living for older adults.

Blount RSVP grant. Received $82,500 to administer 83 volunteers in Blount County. Volunteers will provide transportation support to improve capacity for independent living for older adults.

Energy & Community Services
Tennessee Housing Development Agency - Low Income Home Energy Assistance Program (LIHEAP). Received amended increase for FY 20 from $3,835,849 to $4,244,475, a total increase of $408,626. Of this amount, $335,074 will be for direct assistance to an approximate, additional, 492 households.

Nutrition Services
Tennessee Department of Agriculture – USDA Commodity Distribution program. Received an amended increase for FY 19-20 from $37,000 to $73,000, an increase of $36,000. This increase will assist ongoing operational expenses.

Proposal/Application Summaries

Nutrition Services


Social Services
Knox County CDBG – CV. Applied for $350,000 to assist renter households who have been impacted by COVID-19. Approximately 116 households will receive financial assistance for rent and/or utilities.

State of TN CARES Act. Applied for $600,000 to assist households who have been impacted by COVID-19 with utility assistance. Approximately 600 households will receive assistance with utilities through these funds.
Ms. Doka moved to approve the grants, proposals, and applications as presented. Mr. Wright seconded the motion. The motion was unanimously approved.

8. **CENSUS UPDATE**

Ms. Susan Long informed the board that 64% of the population of the State of Tennessee has responded to the Census. 70% of Knox County and 62% of City households have responded to the Census. Census will end on September 30, 2020. Ms. Anagnost asked if changes can be made to the census form already filled out. Ms. Long replied, “Yes, you can by calling 844-990-2020.”

Ms. Anagnost encouraged members to attend upcoming events listed in the board packet.

There being no other business, the meeting was adjourned.

Respectfully submitted,

Polly Doka, board secretary