KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE
JULY 30, 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, June 25, 2020 using the digital platform Go to Meeting.

BOARD MEMBERS PARTICIPATING
Ms. Virginia Anagnost
Ms. Desiree Beasley
Ms. Anna Compton
Ms. Polly Doka
Mr. Buz Johnson
Ms. Renee Kelly – representing Superintendent Mr. Bob Thomas
Mr. Charles Lomax – representing Mayor Indya Kincannon
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
Dr. Sandra Twardosz
Ms. Jennifer Valentine – representing Dr. Martha Buchanan
Ms. Lula Williams
Mr. Charles Wright

BOARD MEMBERS ABSENT
Ms. Emili Alexander
Mr. Doug Burton – representing Mr. Jeff Welch
Commissioner Charles Busler
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Vice Mayor Gwen McKenzie
Mr. Thomas Strickland
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 June 25, 2020, board meeting. There being none, the minutes were approved as distributed.

2. **ADMINISTRATIVE COMMITTEE REPORT**

The administrative committee met on July 22, 2020 and makes the following report.

The committee approved the personnel actions on the attached sheet. The committee received an update on agency activities related to COVID – 19. The committee reviewed the report of the Office on Aging Invested Funds. Staff is authorized to reinvest the certificates of deposit coming due on August 8, 2020 at the best available rate. Full board approval is recommended. The committee reviewed the Homeless Services financial reports for the month of June 2020. The committee recommended board member Charles Lomax to fill vacant position on the Administrative Committee. Full board approval is recommended. The committee reviewed the Head Start and Early Head Start financial report and the Early Head Start program report for the month of June 2020. The committee reviewed the City/County Allocations. Full board approval is recommended. This will be a separate agenda item. The committee recommends that a contract be authorized with Pershing Yoakley and Associates (PYA) to conduct the annual audit for the period ending June 30, 2020 at an amount not to exceed $44,200. Full board approval is recommended. The committee reviewed the CSBG CARES Act funding. Full board approval is recommended. This will be a separate agenda item. The funding summary for the month of July, 2020 was reviewed. Full board approval is recommended. This will be a separate agenda item. 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. The final decision will be subject to the COVID – 19 situation in the days before the meeting. Plans were made for the July board meeting. Some members may be able to attend in person at the Ross Building or East Center.

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

Mr. Buz Johnson moved to authorize the OOA staff to reinvest the certificate of deposit coming due on August 8, 2020. Mr. Wright seconded the motion. The motion was unanimously approved.

Ms. Judy Poulson moved to have Mr. Charles Lomax fill the vacant position on the Administrative Committee. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

Mr. Wright moved to contract with Pershing, Yoakley and Associates be contracted to conduct the annual audit for the period ending June 30, 2020 at an amount not to exceed $44,200. Ms. Ashley Ogle 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 from June 1, 2020 – June 30, 2020. Highlights are as follows:

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

**Energy & Community**
- 403 households received LIHEAP assistance of $218,425

**CAC Transit**
- 6,245 CAC Transit trips provided to 726 riders

**Mobile Meals Kitchen**
- 41,427 mobile meals prepared in the Mobile Meals Kitchen
- 29,826 mobile meals and congregate meals delivered
- 98,235 meals provided to 3,871 children

**Green Thumb & Beardsley Farm**
- 100 children received nutrition lessons at the Wesley House
- 108 children received Beardsley Boxes at the Grab & Go Meal Sites
- 387.86 pounds of fresh produce distributed

Ms. Windie Wilson, human resource director, reviewed the best practices to keep CAC staff, clients and volunteers safe, as well as the protocols in place for hosting outside groups of ten (10) people or less.

4. **NUTRITION PROJECT SUMMER REPORT**

Ms. Judith Pelot, nutrition services director, gave an overview of the CAC Summer Food Program and Grab & Go sites. Ms. Pelot reviewed the services provided this summer which were:

- 22 active Grab & Go sites for families and children. Some of the locations were:
  - Centro Hispano
  - Pond Gap Elementary school
  - Skatetown
  - Transformation Church
  - various Knoxville Park & Recreation sites

- 50 Summer Food Program sites for children. Some of these locations were:
  - Boys & Girls club locations
  - Emerald Youth
  - Wesley House
  - Various local churches
Meals for May – July

<table>
<thead>
<tr>
<th>Month</th>
<th># Meals</th>
<th>Avg. # Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>April</td>
<td>8,808</td>
<td>400</td>
</tr>
<tr>
<td>May</td>
<td>16,254</td>
<td>1,625</td>
</tr>
<tr>
<td>June</td>
<td>98,235</td>
<td>2,500</td>
</tr>
<tr>
<td>July as of 7/24/20</td>
<td>79,156</td>
<td>2,230</td>
</tr>
</tbody>
</table>

Ms. Pelot showed photographs of how students were served individually, safely following the COVID – 19 safety guidelines, and photographs of the outstanding volunteers, partners, and staff who made this successful summer program possible. It was a team effort to help meet nutrition needs in the community. Staff of the City of Knoxville Parks and Recreation Department received special recognition for their essential contribution.

5. CITY/COUNTY ALLOCATIONS

Ms. Barbara Kelly reviewed the items from the Local Cash FY 2020/2021 report, included in the board packet. The City of Knoxville allocated $968,640 and Knox County allocated $1,700,000, which was a slight decrease. The two major changes are seen in allocations for CAC Transit, which decreased $200,000 because of the COVID – 19 funding received last month, and Workforce Connections, with a decrease of $30,000 due to restructuring of this program. Changes in the allocation were due to a change in the system for charging space costs, COVID – 19 funding, and the restructuring of the workforce program.

Dr. Sandy Twardosz moved to accept the City/County allocations. Mr. Johnson seconded the motion. The motion was unanimously approved.

6. CSBG CARES ACT

Ms. Kelly presented slides highlighting the use of the CSBG CARES Act funds, which have been allocated based on a State formula. The spending period for this money is August 5, 2020 – September 30, 2022. These are one-time funds used primarily for non-recurring expenses. Allocation breakdown is approximately 30% ($361,000) for direct services and approximately 70% ($831,561) for one-time, non-recurring cost to build agency-wide capacity through a major technology upgrade. Total funding is $1,192,561.98. Ms. Kelly presented a road map of how the technology funds would be used to adapt and upgrade CAC’s Information Technology (IT) to meet the needs of the agency, clients, and staff. CAC has been working with legacy technology, scattered technological applications, and using a fragmented approach to IT. When the COVID – 19 pandemic started, we learned that work slowed down due to our current IT system. Although we did our best, CAC realized the need to pursue methods to improve our current technology. Dr. Twardosz stated, “It sounds fantastic.”

Ms. Doka moved to accept the CSBG CARES Acts funds. Ms. Martha Olson 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 as follows:

**Central Office**
The Assurance Center Public Entity Partners (PEP). Received $57,181 Emergency Relief dividend.

**Housing & Energy**
Housing and Urban Development (HUD) Morristown CDBG Emergency Home Repair grant. Received $100,000 to provide health and safety repairs to approximately 13 eligible homes in Morristown, Tennessee. This service will be provided at no cost to the homeowner. An eligible household is owner-occupied with household income adhering to the current HUD guidelines. The home must be located within the Morristown city limits.

HUD City of Morristown’s HOME program. Received $500,000 to rehabilitate 10-15 eligible homes in Morristown, Tennessee. These services will be provided by forgivable grants with a five-year compliance period. An eligible household is owner-occupied with household income meeting the current HUD guidelines. The home must be single-family and located within the Morristown city limits.

**Office on Aging**
Centers for Medicare & Medicaid Services (CMS) Preventing Abuse, Neglect and Exploitation (PANE) program. Received $284,396 for a 3-year period to address the 1,900 residents living in the 14 nursing facilities in Knox County that have the lowest CMS Star Ratings and will aim to improve the overall Star Rating by enhancing quality measures and improving future health inspections.

East Tennessee Foundation. Received $10,000 from the Neighbor to Neighbor Disaster Relief Fund. The funds are awarded to support the Mobile Meals program.

Knoxville Bar Association. Received $1,000 to support the Grandparents as Parents (GAP) program. These funds will continue the “Legal Talks” educational series.

Three Rivers Market Nourishing Change program. Anticipated receipt of $6,000 - $7,000 for the December change program, to support the Daily Living Center.

**Proposal/Application Summaries**

**Beardsley Farm**
USDA Federal Grant for Urban Agriculture: Beyond Beardsley: Extending the Role of Knoxville’s Oldest Non-Profit Farm into the Food Insecure Neighborhoods Nearby. Requested $214,723 to extend Beardsley’s community gardens, garden/nutrition programming, and fresh food distribution into the two nearby Maynard and Beaumont schools. September 2020 – September 2023.

City Challenge grant through the Knoxville Parks & Recreation department. Requested $1,220 for beautification of public spaces and for sign replacement in Martin Malcolm Park.
CAC Transit
Safety Partner’s grant. Requested $3,000 to purchase the TAPTCO (Transit and Paratransit Company) updated Transit 2020 Operator Development Course, which has 33 video programs and complies with FTA requirements to cover training of federal regulations, safety, and defensive driving.

Housing & Energy
East Tennessee Foundation – Affordable Housing Repair program. Requested $150,000 to perform health and safety repairs, weatherization measures, or lead-based paint remediation to approximately 30 eligible homes.

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

8. PLANS FOR BOARD TRAINING

Ms. Kelly informed the board that due to the increase in COVID – 19 cases, the August 19, 2020 board training will be canceled. The Administrative committee will meet on August 19, 2020, and the full Board will meet on August 27, 2020.

Ms. Anagnost asked if there were any further announcements.

Ms. Susan Long stated that local response to Census 2020 is currently lower than the national average. CAC will continue to encourage clients to participate in the census at a number of scheduled events. Mr. Derek Tate asked if Census 2020 was still hiring workers and Ms. Long replied that workers were still being hired and trained.

There being no other business, the meeting was adjourned.

Respectfully submitted,

[Signature]

Polly Doka, board secretary