

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

April 27, 2023

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday April 27, 2023. The meeting was held at the Ross building.

BOARD MEMBERS PARTICIPATING

Ms. Desiree Beasley

Mr. Doug Burton – representing Mr. Jeff Welch

Ms. Anna Compton

Ms. Polly Doka

Commissioner Kim Frazier

Ms. Ann Jefferson

Mr. Buz Johnson

Ms. Kori Lautner – representing Superintendent Dr. Jon Rysewyk

Mr. Orris Nero

Ms. Martha Olson

Mr. Terrell Patrick

Judge John Rosson

Ms. Jennifer Searle – representing Mayor Indya Kincannon

Mr. Tank Strickland

Ms. Kenyadah Sullivan

Mr. Derek Tate

Dr. Sandra Twardosz

Ms. Melissa Vanderburg

Ms. Lula Williams

Mr. Charles Wright

BOARD MEMBERS ABSENT

Ms. Virginia Anagnost

Rev. Sam Brown – representing Representative Sam McKenzie

Mr. Chris Caldwell – representing Mayor Glenn Jacobs

Ms. Dena Mashburn – representing Mr. Kevin Parton

Councilwoman Gwen McKenzie

Ms. Ashley Ogle – representing Mr. Ben Bentley

Ms. Judy Poulson

The meeting opened with a moment of silence presented by Mr. Tank Strickland, board chair, presiding.

1. MINUTES (MAILED)

Mr. Strickland asked if there were additions or corrections to the minutes of March 23, 2023, board meeting. There being none, the minutes were approved as distributed.

2. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Buz Johnson presented the Administrative Committee Report from Wednesday, April 19, 2023, and made the following report:

The committee approved the personnel actions on the attached sheet. The committee reviewed the Report of Investments formally known as the report of the Office on Aging Invested Funds. The committee recommends that staff be authorized to invest Mobile Meals funds in the amount of \$250,000 to a certificate of deposit at the Enrichment Federal Credit Union for 18 months, at an annual rate of 4.75%. Full board approval is recommended. The Homeless Services report for March was reviewed. No action is required. The Head Start/Early Head Start financial report and program report for the month of March were reviewed. No action is required. The committee reviewed the application for the Head Start Cost of Living Increase (COLA) and the application for Head Start Quality Improvement funds. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the Head Start Carryover Request. Full board approval is recommended. This will be a separate agenda item. Committee recommends that a joint proposal to assist with lease payments at the North Ridge and Western Heights Head Start Centers be submitted to the City of Knoxville and Knox County. Committee was advised that the FY 2022 audit is scheduled to be completed by 9/30/23. The FY 2023 audit is scheduled to be completed by 3/31/24. This will reestablish the pre-Covid schedule. The Administrative Committee recommends approval of a contract with PYA to conduct the FY 2022 audit at a cost of \$65,000. Full board approval is recommended. The committee received an update on the local budget requests that have been submitted to the City of Knoxville and Knox County. The city budget will be released on April 26, 2023, and the county budget will be released on May 8, 2023. The committee reviewed and approved the Funding Summary for April 2023. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the April 27, 2023, board meeting held at the Ross building and for the May 25, 2023, board meeting held at the J. T. O'Connor Center.

Mr. Johnson moved to accept the Administrative Committee Report for April 19, 2023. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to accept the staff be authorized to invest Mobile Meals funds in the amount of \$250,000 to a certificate of deposit at Enrichment Federal Credit Union for 18 months at an annual rate of 4.75%. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Wright moved to accept a contract with PYA to conduct the FY 2022 audit at a cost of \$65,000. Mr. Derek Tate seconded the motion. The motion was unanimously approved.

3. HEAD START/EARLY HEAD START

Ms. Renee Hauge, Head Start/Early Head Start director, reviewed the PowerPoint presentation given to the Knox County Commission on April 17, 2023. The presentation highlighted the services that Head Start/Early Head Start provides and also informed Commissioners of Head Start's ongoing staffing crisis.

Ms. Hauge advised the Board that the Office of Head Start has authorized a 5.6% Cost of Living Increase (COLA) which the program proposes to apply to the pay scale for all Head Start/Early Head Start positions. To address the issue of teacher retention and recruitment, the program proposes to use available Quality Improvement (QI) funds to enhance the pay of Head Start and Early Head Start Teachers who hold BS degrees in Early Childhood Education (ECE). When combined with the COLA funds, this would result in a 17.5% wage increase for qualified teachers. As an additional retention strategy, the program also proposes to provide an additional 2.1% increase to the remaining Head Start and Early Head Start Teachers and Home Visitors, which when combined with the COLA would result in a 7.7% wage increase. The increase will be implemented in June 2023 for all active Teachers and Home Visitors (as of June 2, 2023) retroactive to January 1, 2023, the beginning of the grant period. The balance of Quality Improvement funds would be used in the Other category to support teaching staff in dealing effectively with children's challenging behaviors.

Ms. Kenyadah Sullivan moved to accept the Head Start Cost of Living Increase (COLA) and the application for Head Start Quality Improvement funds. Commissioner Kim Frazier seconded the motion. The motion was unanimously approved.

Ms. Sullivan moved to transfer the balance of the QI funds to be used in the Other category to support teaching staff in dealing effectively with children's challenging behaviors. Commissioner Frazier seconded the motion. The motion was unanimously approved.

Ms. Hauge explained that there were unexpended funds at the end of the FY 2022 fiscal year due to staff vacancies. The program is proposing to make application for carryover funds in the FY 2022 program year be used to provide a specific plan for salary adjustments as well as employee retention bonuses. A specific plan for the utilization of these funds will be presented to the Administration Committee after approval to use carryover funds is received.

Mr. Derek Tate moved to use carryover funds for FY 2022 to provide salary adjustments as well as employee retention bonuses. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

4. BIG PICTURE

Ms. Barbara Kelly narrated the PowerPoint presentation of The Big Picture. The Family National Performance Indicators (FNPI) are organized to report on some of the outcomes and positive changes achieved by CAC clients. FNPI categories are Employment, Education & Cognitive Development, Income, Infrastructure and Asset Building, Housing, Health and Social/Behavioral Development, Civic Engagement and Community Involvement, and Multi-Domains. The services CAC staff provide contribute to and result in the outcomes achieved.

A copy of the report will be appended to the file copy of the minutes and has been electronically sent to the board members. It will be available online. A printed copy of the report is available to anyone who would like a copy.

Dr. Twardosz moved to accept The Big Picture report. Mr. Johnson seconded the motion. The motion was unanimously approved.

5. SUMMER CHILD NUTRITION PROGRAM UPDATE

Mr. Adam Caraco, Food Distribution Operations manager, shared information about the 2023 Summer Child Nutrition Program, including the Summer Food Program Site List. As in the past, CAC will be responsible for all meal deliveries and Knox County Schools will continue to prepare the meals each day. Mr. Caraco stated that CAC is expecting a larger number of meals recipients because Knox County Schools Summer Learning Camps will be held throughout the county. Between May 31 and July 28, approximately 5,000 meals will be distributed daily to over 2,000 children at 58 schools (17 contract sites), and 53 community organizations. Meals will be available to all children ages 2 to 18. The child must be present to receive a meal and must remain at the site until finished. Board members were encouraged to seek additional potential partnerships with local organizations and churches, and to contact Mr. Caraco with possible sites.

Ms. Sullivan moved to accept the update of the Summer Child Nutrition program. Mr. Wright seconded the motion. The motion was unanimously approved.

6. GRANTS, CONTRACTS, AND APPLICATIONS

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

Nutrition Services

Mobile Meals. Received \$5,000 from Sequoyah Hills Presbyterian Church to provide meals to homebound seniors.

Office on Aging

Senior Companion Program. Receive \$5,500 from Blount Memorial Hospital to support the volunteers who help senior adult, homebound clients.

Grandparents as Parents (GAP) Program. Received \$1,000 from the Knoxville Bar Foundation to support grandparents or relatives raising minor children.

Office on Aging. Received \$15,000 from United Healthcare to support the work of the Office on Aging.

Social Services

Neighborhood Centers. Received \$908,091 from Phase 2 Emergency Rental Assistance (ERA) Treasury Funds from Tennessee Housing Development Agency (THDA) to provide rental and utility assistance to low-income households effective June 1, 2023 to May 31, 2024.

Homeward Bound.

- Received \$105,608 from Emergency Solutions Grant (ESG)/Homeless Assistance Funds from the City of Knoxville to provide short-term rental assistance, deposits, and application fee payments for families and individuals who are homeless. These funds will assist these families and individuals to secure permanent housing.
- Received \$60,000 from Community Development Block Grant (CDBG) from the City of Knoxville to provide the salary for one case manager to serve homeless seniors.

Elizabeth Homes. Received \$137,283 from U. S. Housing & Urban Development (HUD) to renew a rapid rehousing grant that will assist homeless families with case management, housing search and placement, and financial assistance for deposits, utilities, and rental assistance.

Families in Need (FIN). Received \$233,742 from HUD to renew a rapid rehousing grant that will assist homeless families with case management housing search and placement, and financial assistance for deposits, utilities, and rental assistance.

Resources Extended to Assist Chronically Homeless (REACH). Received \$104,580 from HUD to renew a supportive services/outreach grant that will assist homeless individuals with case management, housing search and placement, and financial assistance for deposits, utilities, and rental assistance.

Proposal/Application Summaries

Nutrition

Mobile Meals Kitchen. Applied for \$15,700 from American Association of Retired Persons (AARP) to furnish the new Mobile Meals Kitchen Community Room.

Office on Aging

Senior Companion Program. Applied for a renewal grant for \$355,432 from AmeriCorps Seniors to provide 41,760 hours of service to support independent living for older adults.

Foster Grandparents Program. Applied for a continuation grant for \$471,170 from AmeriCorps Seniors to provide 56,376 hours of service to mentor and tutor at-risk children.

Retired and Senior Volunteer Program (RSVP). Applied for a continuation grant for \$177,500 from AmeriCorps Seniors to mobilize 398 volunteers to build capacity for local nonprofits.

Office on Aging. Applied for \$15,000 from the Trinity Health Foundation to establish a telehealth station and expand telehealth digital literacy training at the O'Connor Center.

Placing Animals with Seniors (PAWS). Applied for \$10,000 from the Grey Muzzle Foundation for PAWS veterinary support.

Placing Animals with Seniors (PAWS). Applied for \$15,000 from the Meals on Wheels America's Pet Program for PAWS veterinary support.

Ms. Doka moved to accept the grants, contracts, and applications as presented. Ms. Desiree Beasley seconded the motion. The motion was unanimously approved.

7. PROGRAM UPDATES AND ANNOUNCEMENTS

The following announcements were found in the board packet or highlighted at the meeting:

Ms. Dottie Lyvers, Office on Aging director, gave each board member the updated 2023 Senior Directory. Additional directories are available, please contact the Office on Aging.

Mayor Jacobs County Budget Address. Monday, May 8, 2023. The address will be at the City/County building starting at 11:00 am. If you would like to attend, please contact Val Blakely at 865-546-3500. A bus will leave the Ross Building at 10:15 am.

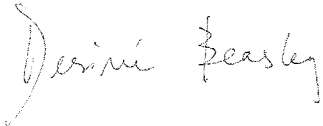
John J. Duncan, Sr., Senior Advocacy Award Reception. Tuesday, May 9, 2023, from 4:00 pm to 6:00 pm, at the Pavilion at Hunter Valley Farm.

Senior Job Fair. Please note a correction to the date. The Senior Job Fair will be held **Wednesday, May 10, 2023**, at the J.T. O'Connor Center from 9:00 am to 11:00 am.

East Knoxville Community Clean-Up. Saturday, May 20, 2023, 9:00 am to Noon. Group will meet at Eternal Life Harvest Center. For additional information please call the East Neighborhood Center 865-546-5125.

There being no other business, the meeting was adjourned.

Respectfully submitted,



Desiree Beasley, board secretary