

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

April 28, 2022

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday April 28, 2022. A hybrid meeting was held at the Ross building with some members attending in person and other members using the digital platform.

BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost
Ms. Desiree Beasley
Mr. Sam Brown – representing Representative Sam McKenzie
Mr. Doug Burton – representing Ms. Amy Brooks
Commissioner Charles Busler
Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Ms. Angela Cheek
Ms. Anna Compton
Ms. Ann Jefferson
Mr. Buz Johnson
Ms. Renee Kelly – representing Superintendent Bob Thomas
Mr. Charles Lomax – representing Mayor Indya Kincannon
Mr. Orris Nero
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Judge John Rosson
Mr. Tank Strickland
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

BOARD MEMBERS ABSENT

Ms. Polly Doka
Councilwoman Gwen McKenzie
Ms. Dena Mashburn – representing Mr. Kevin Parton
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Kenyadah Sullivan

1. SENIOR COMPANION SNOWFLAKE BALL RECOGNITION

Ms. Deisha Finley, associate director for Volunteer Management and Special Projects, presented the Senior Companion Advisory board members with certificates and flowers thanking them for their tremendous fundraising effort at this year's event. The 2022 Snowflake Ball raised \$134,844 making it the most successful CAC fundraising event to date. Mr. Calvin Daniels, Senior Companion volunteer, received the 2022 Champion of Seniors award.

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

2. MINUTES (MAILED)

Mr. Strickland asked if there were additions or corrections to the minutes of March 24, 2022, board meeting. There being none, the minutes were approved as distributed.

3. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee Report from Wednesday, April 28, 2022, and made the following report.

Approved the personnel actions on the attached sheet. The committee reviewed the report of the Office on Aging Invested Funds. The committee reviewed the Homeless Services financial report and the reports of various Covid-19 related funds for the month of March 2022. The committee was officially advised that Nancy Thomas, Head Start director, will retire effective June 10, 2022. The committee discussed the Head Start succession plans and steps to fill the Head Start Director position. The committee heard a status report on the completion of the Audit Report for the period ending June 30, 2021. The Charitable Solicitation and Gaming permit has also been extended to June 30, 2022. The committee was informed that CAC is eligible to receive a dividend of \$46,990 from Public Entities Partnership (PEP) which will be used to reduce the cost of next year's renewal premium for Workers Compensation, Liability, and Property insurance. The committee acknowledges with appreciation the commitment to safety on the part of staff at all levels within CAC. The Head Start/Early Head Start financial reports for the month of March were reviewed. No action is required. The Procedures/Criteria for Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) of children in Head Start and Early Head Start were explained and reviewed. Full board approval is recommended. This will be a separate agenda item. The committee approved the Head Start/Early Head Start Self-Assessment Plan for 2021-2022. Full board approval is recommended. This will be a separate agenda item. The committee was advised that Head Start will receive a Cost of Living Increase (COLA) and an allocation of Head Start Quality Improvement funds pending additional information, a plan for these funds will be presented in May. The Covid-19 update report informed the committee that the transmission rate in Knox County remains low. No action is required. The committee reviewed and approved the Funding Summary for April 2022. Full board approval is recommended. This will be a separate agenda item.

Plans were made for the April board meeting which will be a hybrid meeting with some members on-site and others participating remotely.

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

4. HEAD START//EARLY HEAD START

Ms. Nancy Thomas, Head Start/Early Head Start director, presented the Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) procedure for the 2022-23 school year. The program takes applications for currently enrolled children and their families, then reaches out to the community, holds registration days, sends out fliers and post cards, contacts community partners, and holds in-person recruitment activities. Once children and families are recruited for Head Start/Early Head Start program, applications are reviewed for completeness using the Selection Criteria Summary, and are assigned points to establish enrollment priority.

Reviewing the Selection Criteria forms for both Head Start and Early Head Start, Ms. Thomas pointed out some of the need indicators for which points are assigned: number of adults in the home and their employment/training status, serious health problems or disabilities, and special conditions (foster care, homelessness, domestic violence, substance abuse, non-parent caretaker with custody, current military deployment, language barriers, etc.). Using the criteria points to determine the highest priority for enrollment helps ensure that children and families presenting the most need are enrolled.

Ms. Desiree Beasley asked if there were plans for expanding Head Start/Early Head Start. Ms. Thomas explained that the Office of Head Start, with approval from Congress, lets the program know when they can apply for expanded slots. Ms. Thomas updated the board on the Western Heights project, which is proceeding on schedule. The new center will allow the program to have fewer shared classrooms and provides the opportunity to expand Early Head Start services in the future.

Dr. Sandy Twardosz moved to accept the Head Start/Early Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) procedures. Mr. Johnson seconded the motion. The motion was unanimously approved.

Ms. Thomas asked the board to review the Self-Assessment Plan 2021-2022. The Self-Assessment activities and processes are designed to strengthen the Head Start program and the services delivered to children and families. Results of the Annual Self-Assessment are used in conjunction with the program's ongoing monitoring for continuous program improvement.

Commissioner Charles Busler moved to accept the Head Start/Early Head Start Self-Assessment Plan for 2021-2022. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

Ms. Thomas informed the board that the program received notification of the Cost of Living Increase (COLA) at 2.28% for all HS/EHS positions and an allocation of Head Start Quality Improvement funds. A plan for the use and distribution of COLA and QI funds will be presented in May for Board approval.

5. SUMMER CHILD NUTRITION PROGRAM UPDATE

Ms. Judith Pelot, Nutrition Services director, shared information about the 2022 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. Ms. Pelot stated that CAC is expecting a larger number of meal recipients because Knox County Schools Summer Learning Camps will be held throughout the county. Between May 31 and June 28, approximately 8,000 meals will be distributed daily to over 5,000 students at 83 schools and 25 community organizations. Meals will be available to all children ages 18 and younger. The child must be present to receive a meal and must remain at the site until finished. Ms. Beasley asked for details about Summer Child Nutrition Program during July. It will continue to serve students at local community organizations and camps. Due to the termination of the Grab & Go meal pick-up site waiver, CAC is looking for community partners to host mobile dining sites to help fill the gap in meal availability while the schools are closed. Board members were encouraged to seek additional potential partnerships with local organizations and churches, and to contact Ms. Pelot with possible leads.

6. LIHWAP UPDATE

Ms. Cecelia Waters, Energy and Community director, informed the board that staff training began on April 15, 2022, for the Low-Income Household Water Assistance Program (LIHWAP). This program will provide emergency water and wastewater payment to low-income households. The program will be starting soon.

7. COVID-19 UPDATE

Ms. Windie Wilson, Human Resources director, informed the board that Knox County continues to have a low community contact level for Covid-19. The Center for Disease Control (CDC) has updated guidance on mask requirements: Due to federal mandate, wearing masks on transit has been lifted. There are a few programs where masks are required; except for these specifically noted programs, masks are welcomed but no longer required.

Ms. Barbara Kelly stated that the board will need to consider going back to in-person meetings. There is no stipulation for hybrid meetings. The Administrative Committee will discuss this at their May 18, 2022, meeting.

8. GRANTS, CONTRACTS, AND APPLICATIONS

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

Energy and Community

LIHWAP (Low-Income Household Water Assistance Program). Received \$1,601,370 from THDA (Tennessee Housing Development Agency). These funds will be used to assist eligible low-income Knox County households to meet their immediate water and wastewater needs. Priority assistance is based on households with water services that have been shut off, have a shut off notice, or are past due on payments.

Social Services

Elizabeth Homes. Received \$137,283 to renew a rapid re-housing 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. Received \$232,742 to renew a rapid re-housing grant that will assist homeless families with case management, housing search and placement, and financial assistance for deposits, utilities and rental assistance.

REACH (Resources Extended to Assist Chronically Homeless). Received \$104,580 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.

Homeward Bound. Received for \$160,000 from the Emergency Solutions Grant (ESG) to provide direct financial assistance to homeless families and to support the salary of one case manager who will be serving homeless families.

Homeward Bound. Received \$110,813 from the City of Knoxville from ESG Re-Housing Funds. These funds will be used for Re-Housing Direct Assistance Payments.

Proposal/Application Summaries

Nutrition Services

Mobile Meals. Applied for funds from ETHRA to provide home-delivered meals to homebound seniors over 60 as well as group dining.

Office on Aging

Care Provider Academy. Applied for \$25,000 from KUB Cares Grant to launch Care Provider Academy. This program will provide non-medical home care training in community mental health and benefits enrollment workshops for 300 care providers.

Tech Smart Knox Seniors. Applied for \$467,138 from the West End Home Foundation to launch a new digital literacy initiative called Tech Smart Knox Seniors. This program would provide training for 400 individuals age 60+.

Mr. Wright moved to accept the grants, contracts and applications as presented. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

9. PROGRAM UPDATES AND ANNOUNCEMENTS

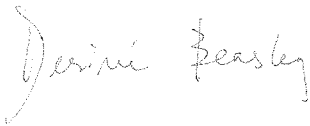
The following announcements were found in the board packet:

20th Annual Duncan Awards. Thursday, May 10, 2022, 4:00 pm to 6:00 pm, at The Pavilion at Hunter Valley Farm.

Senior Job Fair. Wednesday, May 11, 2022, 9:00 am to 11:30 am, at the J. T. O'Connor Senior Center.

Senior Needs Assessment Survey. Thursday, May 12, 2022, 2:30 pm to 4:00 pm, at the J. T. O'Connor Senior Center.

There being no other business, the meeting was adjourned.
Respectfully submitted,



Desiree Beasley, board secretary