

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

March 28, 2024

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:40 a.m. on Thursday, March 28, 2024. The meeting was held at the Ross building.

BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost

Ms. Desiree Beasley

Rev. Sam Brown – representing Representative Sam McKenzie

Ms. Anna Compton

Ms. Polly Doka

Mr. Kevin DuBose – representing Mayor Indya Kincannon

Commissioner Kim Frazier

Ms. Dena Mashburn – representing Mr. Kevin Parton

Ms. Victoria Moore

Mr. Buz Johnson

Ms. Ashley Ogle – representing Mr. Ben Bentley

Ms. Martha Olson

Mr. Terrell Patrick

Mr. John Rosson

Dr. Ragan Schriver

Mr. Derek Tate

Dr. Sandra Twardosz

BOARD MEMBERS ABSENT

Dr. Andrew Brown – representing Superintendent Dr. Jon Rysewyk

Mr. Doug Burton – representing Ms. Amy Brooks

Mr. Chris Caldwell – representing Mayor Glenn Jacobs

Ms. Megan Johnson

Councilwoman Gwen McKenzie

Mr. Orris Nero

Ms. Judy Poulson

Ms. Kenyadah Sullivan

Ms. Lula Williams

Mr. Charles Wright

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

1. MOBILE MEALS MARCH FOR MEALS

Mr. Johnson thanked board members and staff who participated in the March for Meals event. Those who participated heard from Ms. Barbara Kelly, City of Knoxville Mayor Kincannon, Knox County Mayor Jacobs, and Congressmen Tim Burchett on the outstanding work and long history of serving Mobile Meals to clients in our community. Ms. Judith Pelot, Nutrition director, stated that during CAC's 60-year celebration of community action, we will mark serving over 10,000,000 meals.

2. MINUTES (MAILED)

Mr. Johnson asked if there were additions or corrections to the minutes of February 29, 2024 board meeting. There being none, the minutes were approved as distributed.

3. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Terrell Patrick presented the Administrative Committee Report from Wednesday, March, 20 2024, and made the following report:

Approved the personnel actions on the attached sheet. The committee reviewed the Report of CDs and Bank Accounts. Staff is authorized to invest up to \$70,000 from the Grant Drawdown Funds to a Mobile Meals certificate of deposit at the best available rate. Full board approval is recommended. The committee received an update on the FY22, FY23, and FY24 Audits. The FY22 is projected to be completed on or before June 30, 2024. Work is being done to prepare for the FY23 audit. It would be desirable to release this report by Sept. 30, 2024 but that timetable has not been finalized. PYA at the time has not agreed to work on the FY24 audit. The Homeless Services report for February was reviewed. The Head Start/Early Head Start financial report and program report for the month of February were reviewed. No action is required. The committee reviewed the Head Start/Early Head Start Self-Assessment Plan. Full board approval is recommended. A Succession Plan and Schedule focusing on Agency Preparedness and Executive Transition was reviewed and discussed. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the Funding Summary for March 2024. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the March 28, 2024 board meeting held at the Ross building. Prior to the meeting, there will be a CAC bus taking staff and board members to the Mobile Meals Kitchen for a 10:00 am presentation for March for Meals. The board meeting will start at 10:30 am at the Ross building.

Mr. Patrick moved to accept the March 20, 2024, Administrative Committee Report. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

Mr. John Rosson moved to authorize staff to invest up to \$70,000 from the Grant Drawdown Funds to a Mobile Meals certificate of deposit at the best possible rate. Dr. Sandy Twardosz seconded the motion. The motion was unanimously approved.

4. HEAD START SELF ASSESSMENT PLAN

Ms. Renee Hauge, Head Start director, spoke about the Head Start/Early Head Start Self-Assessment Plan for 2023 – 2024. Head Start program is responsible, in consultation with and participation of Policy Council and CAC Board, for conducting a comprehensive annual self-assessment of its effectiveness and progress in meeting the program’s long-range goals (five years) and short-term objectives (one year) and implementing and complying with standards outlined in the Head Start Program Performance Standards and the Head Start Act of 2007. The results are used to update priorities and/or initiatives and to make program improvements. Reverend Sam Brown asked if CAC Head Start was seeking national accreditation, which it is not, at this time. Ms. Victoria Moore asked if not getting accreditation would affect CAC funding. Ms. Hauge explained that it would not.

Ms. Moore moved to accept the Head Start Self-Assessment Plan. Mr. Rosson seconded the motion. The motion was unanimously approved.

5. THE BIG PICTURE

Ms. 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 can be 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.

Mr. Derek Tate moved to accept The Big Picture report. Ms. Dena Mashburn seconded the motion. The motion was unanimously approved.

6. SUCCESSION PLAN

Ms. Kelly reviewed the CAC Succession Plan and Timetable, which is two pronged: 1) Organizational Preparedness and 2) Executive Transition. The succession plan involves reviewing and adjusting current staffing to ensure that CAC is well-positioned for an Executive Transition as well as long-term success for the organization. This will involve adding three positions to the Executive Team: a Chief Program Officer, a Chief Financial Officer, and a Development Director. CAC anticipates these additions positions to be filled around July 1, 2024.

Plans are to announce the CAC CEO position in January 2025 and begin a search at that point. Information will be shared widely with non-profits and government-based organizations as well as with Community Action Agencies across the state and region. Search and selection processes will occur during January and February, with selection announced in March 2025. Anticipated start date for the new CEO: April 1, 2025 – June 30, 2025. Reverend Brown stated that this is a wonderful and positive plan that exhibits great leadership.

Mr. Tate moved to accept the Succession and Timetable Plan. Commissioner Kim Frazier seconded the motion. The motion was unanimously approved.

7. 60th ANNIVERSARY CELEBRATION

Ms. Susan Long handed out fund-raising packets to the board members. Ms. Long requested that if any of the board members or people they come in contact with would like to donate to the 60th Anniversary fund, that would be great. Ms. Polly Doka suggested that a fund-raising committee be formed to coordinate with Ms. Long's fund-raising efforts.

CAC is planning to write a book highlighting CAC's 60 years of excellence and service to Knoxville with author Jack Neely and his associate Paul James. In addition to this book, a party in October and additional events are being planned. If you have any questions, please contact Susan Long at susan.long@knoxcac.org.

8. GRANTS, CONTRACTS, AND APPLICATIONS

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

Housing & Energy

Round It Up Home Weatherization Program. Received approximately \$53,000/month from KUB to weatherize four (4) units, which may include home repair, with an average per unit cap of \$15,000. The funding provided by KUB in any month, shall be limited by, and shall not exceed, the amount of contributions received by KUB in the previous months through its Round-It-Up Program.

Office on Aging

Retired and Senior Volunteer Program (RSVP). Received \$160,000 from AmeriCorps Seniors to mobilize 398 volunteers to build capacity for local non-profits.

Proposal/Application Summaries

Social Services

Homeward Bound. Applied for \$130,000 from the City of Knoxville Community Development Block Grant (CDBG) funds to support two case managers salaries. One case manager will work with youth ages 18-24 and another case manager with seniors over 60 who are homeless or at-risk of becoming homeless.

Homeward Bound. Applied for \$220,000 from the City of Knoxville CDBG funds to support the salaries of two street outreach workers, one homeless service coordinator and one part-time case manager who will work directly with the Knox County Jail Work-Release Inmates to find housing and employment.

Homeward Bound. Applied for \$125,000 from Knox County/THDA (Tennessee Housing Development Agency) ESG (Emergency Solutions Grant) funds to provide direct assistance for deposits, application fees, and rental assistance for homeless households.

Nutrition Services

Mobile Meals. Applied for \$4,680 from the Akima Club to provide meals for clients.

Mobile Meals. Applied for \$5,000 from Sequoyah Hills Presbyterian Church to provide meals for clients.

Office on Aging

Senior Companion Program. Applied for a continuation grant for \$357,932 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 \$485,288 from AmeriCorps Seniors to provide 56,376 hours of service to monitor and tutor at-risk children.

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

9. **PROGRAM UPDATES AND ANNOUNCEMENTS**

The following announcements were found in the board packet and highlighted:

Volunteer Income Tax Assistance (VITA). Free tax preparation for low-to-moderate income households and individuals. BY APPOINTMENT ONLY call 865-244-3086.

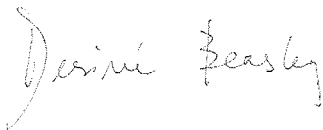
Beardsley Plant Sale Farm. Join us Saturday, April 20, at Crafty Bastard Brewery, from 1pm to 5pm.

Duncan Award for Senior Advocacy. Join us Tuesday, May 7, at Hunter Valley Farm, at 4:00pm. All board members are welcome.

Please remember to bring your old eyeglasses to donate to the Knoxville Lions Club. Place them in the box at the security desk as you enter the Ross building.

There being no other business, the meeting was adjourned.

Respectfully submitted,



Desiree Beasley, board secretary