

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

February 23, 2023

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday February 23, 2023. The meeting was held at the Ross building.

BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost
Ms. Desiree Beasley
Rev. Sam Brown – representing Representative Sam McKenzie
Mr. Doug Burton – representing Mr. Jeff Welch
Ms. Anna Compton
Ms. Polly Doka
Ms. Ann Jefferson
Mr. Buz Johnson
Ms. Kori Lautner – representing Superintendent Dr. Jon Rysewyk
Mr. Orris Nero
Mr. Terrell Patrick
Judge John Rosson
Ms. Jennifer Searle – representing Mayor Indya Kincannon
Mr. Tank Strickland
Mr. Derek Tate
Dr. Sandra Twardosz
Ms. Melissa Vanderburg
Ms. Lula Williams
Mr. Charles Wright

BOARD MEMBERS ABSENT

Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Commissioner Kim Frazier
Ms. Dena Mashburn – representing Mr. Kevin Parton
Councilwoman Gwen McKenzie
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Ms. Judy Poulson
Ms. Kenyadah Sullivan

Prior to the board meeting, board members, staff and guests celebrated the fifty years of extraordinary service of Ms. Cecelia Waters, Energy and Community Services director.

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

1. MINUTES (MAILED)

Mr. Strickland asked if there were additions or corrections to the minutes of January 26, 2023, board meeting. There being none, the minutes were approved as distributed.

2. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Buz Johnson presented the Administrative Committee Reports from Wednesday, February 15, 2023, and made the following report:

The committee was advised that the annual audit report for FY 21 has been completed and filed as required. Mr. Matt Neilson and Mr. Tim Partridge of PY&A met with the committee and reviewed the report. PYA will present the findings to the full board at the February board meeting. Full board approval is recommended. This will be a separate agenda item. Approved the personnel actions on the attached sheet. The committee reviewed the report of the Office on Aging Invested Funds. The Homeless Services report for January was reviewed. The Head Start/Early Head Start financial report and program report for the month of January were reviewed. No action is required. The committee was advised that the following Head Start Policy Council members were elected to serve as CAC Board Representatives for current year: Ms. Kenyadah Sullivan and Ms. Melissa Vanderburg. Full board approval is recommended. The nominating committee will present a slate of officers to the full board. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the Funding Summary for February 2023. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the February 23, 2023, board meeting held at the Ross building where Ms. Cecelia Waters will be honored for 50 years of outstanding service. The committee conducted a performance evaluation of the Executive Director. The evaluation was based on fifteen (15) key components of the Executive Director's job description. The director was commended on her overall outstanding performance.

Mr. Johnson moved to accept the Administrative Committee Report for February 15, 2023. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

Ms. Doka moved to accept Head Start Policy Council candidates Ms. Kenyadah Sullivan and Ms. Melissa Vanderburg to serve as CAC Board Representative for the current year. Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

3. TENNESSEE HOUSING DEVELOPMENT AGENCY (THDA)

Ms. Semoine Pearson, Housing Programs Energy manager for THDA, spoke to the board, highlighting two partner programs between CAC and THDA. The Low-Income Home Energy Assistance Program (LIHEAP) is a federal program designed to assist households whose income falls below 150% of the federal poverty guidelines. The funds are awarded to the network of 19 community action agencies that serve all 95 counties in Tennessee. In 2022, THDA provided \$5.8 million dollars for the Knoxville community.

Ms. Pearson introduced Ms. Fredina Martin, Lead Energy coordinator, who discussed the Low-Income Household Water Assistance Program (LIHWAP), which provides funds to assist low-income households with water and wastewater bills. LIHWAP grants are available to States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Territories, and Federally and State recognized Indian Tribes and tribal organizations that received fiscal year 2021 LIHEAP grants. CAC has recently added this program to its available services.

4. NOMINATING COMMITTEE REPORT

Mr. Johnson, Nominating Committee chair, submitted the following recommendations for the election of officers: Mr. Thomas “Tank” Strickland Jr., board chair; Ms. Polly Doka, board vice-chair; Ms. Desiree Beasley, board secretary. The terms are from February 1, 2023 to January 31, 2024. Mr. Strickland asked if there were any additions or discussion; there were none.

Mr. Johnson moved to elect the slate of officers as presented by the Nominating Committee.
Mr. Charles Wright seconded the motion. The motion was unanimously approved.

5. AUDIT REPORT

Mr. Matt Neilson and Mr. Tim Partridge from PYA (Pershing Yoakley & Associates) presented and reviewed the Annual Financial Report for fiscal year ending June 30, 2021. Mr. Neilson highlighted several items in the report: he reviewed the Management’s Discussion and Analysis section, which was included in the board packet, and commented on the balance sheet and the Statement of Activity. Mr. Neilson commented that the audit is in accordance with auditing standards generally accepted in the USA and standards applicable to financial audits contained in the Government Auditing Standards.

Mr. Partridge reviewed the Schedule of Findings and Questioned Costs; there were three findings for this year and one prior finding from the June 30, 2020 audit, which has been resolved. The three findings were (1) late filing, (2) bank reconciliations, and (3) preparation of the Schedule of Expenditures of Federal Awards. Mr. Partridge highlighted the corrective action that has been taken, which is described in the Management’s Corrective Action Plan on pages 131-132.

The full report is available in hard copy and on the CAC website.

Mr. Derek Tate moved to accept the Annual Financial Report. 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:

Beardsley Farm

Snow Day Fundraiser. Received \$26,681 from ticket and merchandise sales, donations, and silent auction.

CAC Transit

Cyber Security System. Received \$2,000 from Public Entity Partners to pay a portion of the cost associated with the monthly monitoring and cyber security services for the servers and computers throughout the agency.

Improved Act Funds from TDOT. Received \$100,000 from the Tennessee Department of Transportation (TDOT) to purchase and install wheelchair lift barriers on entire fleet of vehicles to prevent wheelchair accidents.

Nutrition Services

Mobile Meals. Received \$10,000 from the Knoxville Fire Fighters Association for home delivered meals.

Office on Aging

Senior SNAP/Savings Check-Up. Received \$2,500 from the National Council on Aging to support Boost Your Budget outreach campaign in April 2023.

Grandparents as Parents (GAP). Received \$5,000 from The Compass Group to provide advocacy and support to grandparents who are raising minor children in the home.

Social Services

Homeward Bound. Received \$260,000 from the City of Knoxville to continue hotel support for 44 households who remain to be housed. These funds are available until March 31, 2023.

Case Management Project. Received \$156,250 from the City of Knoxville to be combined with an additional \$31,250 from Knoxville Community Development Corporation (KCDC) to support salaries of four case managers at Northgate Terrace, Love Towers, Cagle Terrace, and Isabella Towers.

Proposal/Application Summaries

Housing & Energy

Emergency Home Repair. Applied for \$1,000,000 from the City of Knoxville Community Block Development Grant (CDBG) to provide health and safety repairs to approximately 160 eligible households.

Office on Aging

Office on Aging. Applied for \$150,000 from the National Council on Aging to provide influenza and Covid-19 vaccine uptake efforts.

Nutrition

Mobile Meals. Applied for \$5,760 from the First Horizon Foundation to supply mobile meals for seniors.

Mobile Meals. Applied for \$5,000 from the Rotary Club International for home delivered meals for seniors.

Emergency Food & Shelter Program. Applied for \$72,000 from United Way to support emergency food distribution, Mobile Meals, and meal supplements.

Social Services

Homeward Bound. Applied for \$160,000 from Emergency Shelter Grant (ESG)/Homeless Assistance Funds from the City of Knoxville to support the salary of one case manager who serves homeless families.

Homeward Bound. Applied for \$120,000 from Community Development Block Grant (CDBG) from the City of Knoxville to support the salaries of two case managers who will serve homeless seniors and unaccompanied youth ages 18-24.

Neighborhood Centers. Applied for \$500,000 in Phase 2 ERA Treasury Funds from Tennessee Housing Development Agency (THDA) to provide direct rental and utility assistance to low-income households.

Project LIVE. Applied for \$600 from the Akima Club to purchase ceramic heaters and fans for low-income seniors.

Ms. Lula Williams moved to accept the grants, contracts, and applications as presented. Mr. Johnson 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. Deisha Finley, Volunteer Management and Special Projects assistant director, announced that the Senior Companion Advisory board generated \$142,000 at the Snowflake Ball fundraiser. Additional information will be presented at the March board meeting.

Mr. Strickland invited board members to attend the March for Mobile Meals & Kitchen Makeover which will take place on March 13, 2023, at 10:00 am, at the Mobile Meals Kitchen.

Other announcements included: 1) Volunteer Income Tax Assistance (VITA), which is free tax preparation for low-to-moderate income households and individuals. It is by appointment only. Call 865-244-3086 to make an appointment. 2) Pancake Fest which will take place on Friday, March 31, 2023, 7:00 am to 12:00 pm, at the J.T. O'Connor Center. Cost is \$5.

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

A handwritten signature in cursive script that reads "Desiree Beasley".

Desiree Beasley, board secretary