

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

January 26, 2023

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday January 26, 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
Commissioner Kim Frazier
Ms. Dena Mashburn – representing Mr. Kevin Parton
Councilwoman Gwen McKenzie
Mr. Orris Nero
Ms. Ashley Ogle – representing Mr. Ben Bentley
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. Lula Williams

BOARD MEMBERS ABSENT

Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Ms. Angela Cheek
Ms. Ann Jefferson
Mr. Buz Johnson
Ms. Kori Lautner – representing Superintendent Dr. Jon Rysewyk
Ms. Judy Poulson
Mr. Charles Wright

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 December 1, 2022, board meeting. There being none, the minutes were approved as distributed.

2. ADMINISTRATIVE COMMITTEE REPORTS

Ms. Polly Doka presented the Administrative Committee Reports from Wednesday, December 14, 2022 and January 18, 2023, and made the following report:

The Administrative Committee met on Wednesday, December 14, 2022, and makes the following report.

The Head Start/Early Head Start financial report and program report for the month of November 2022 were reviewed. The Non-Federal Share Waiver request was reviewed. As a result of the Covid-19 and the impact on Knoxville and CAC programs, the Head Start/Early Head Start program has requested a waiver of the Non-Federal Share (NFS) in the amount of \$630,000 for FY22. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the proposed Knoxville-Knox County Head Start/Early Head Start Budget Amendment for FY22. Full board approval is recommended. This will be a separate agenda item.

Ms. Doka moved to accept the Administrative Committee Report for December 14, 2022. Mr. Derek Tate seconded the motion. The motion was unanimously approved.

Councilwoman Gwen McKenzie moved to approve the Knoxville-Knox County Head Start/Early Head Start Budget Amendment for FY22. Ms. Kenyadah Sullivan seconded the motion. The motion was unanimously approved.

The Administrative Committee met on Wednesday, January 18, 2023, and makes the following report.

Approved the personnel actions on the attached sheet. The committee authorized PYA Waltman to take the following action with regard to the CAC retirement plan. The Leveraged Company Stock Fund will be removed from the plan. Assets from the Leveraged Company Stock Fund will be mapped to the Fidelity 500 Index Fund. No action is required by the full Board. The committee reviewed the report of the Office on Aging Invested Funds. Staff is authorized to reinvest the two certificates of deposit that come due in February at the best available rate. Full board approval is recommended. The Homeless Services report for December was reviewed. The Head Start/Early Head Start financial report and program report for the month of December 2022 was reviewed. 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 was advised that the Audit Report for the period ending June 30, 2021 will be released on or before January 31, 2023. The agency-wide budget for the period ending June 30, 2023

was received. Full board approval is recommended. This will be a separate agenda item. The Cash Balance and Incoming Revenue report was reviewed and will be presented to the board. The committee received an update on board membership. The committee reviewed and approved the Internal Risk Assessment Report which is conducted every two years in compliance with the Organizational Standards. A summary of the report will be presented to the full board. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the City of Knoxville Capital requests. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the Funding Summary for January 2023. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the January 26, 2023, board meeting held at the Ross building where the board will receive the Office on Aging annual report.

Ms. Doka moved to accept the Administrative Committee Report for January 18, 2023. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

Mr. Strickland appointed Mr. Buz Johnson as chair of the Nominating Committee to work with Dr. Sandra Twardosz, Mr. Terrell Patrick and staff to identify a slate of officers to be presented at the February 2023 board meeting. If board members are interested in serving on this committee, please contact Cathy Gonzalez.

3. OFFICE ON AGING ANNUAL REPORT

Ms. Dottie Lyvers, Office on Aging director, presented slides highlighting the information from the Annual Report July 1, 2021 – June 30, 2022. Copies of the annual report were handed out to the board members. Ms. Lyvers gave a brief history of the Office on Aging and thanked the dedicated staff members. The Office on Aging has more than 20 programs and services available in multiple locations. The annual budget for 2021 – 2022 was \$5,401,054.71.

Ms. Lyvers reported on some of the incredible work that Knoxville-Knox County Office on Aging does within the community, and highlighted various programs:

Information & Assistance/ Benefits & Outreach

- Information and Assistance/Benefits & Outreach connected 4,200 callers with 3,656 contacts.
- East Tennessee 2-1-1 had 12,597 contacts, including 19,905 website visits and 11,610 units of information and referrals.
- Affordable Medicine Options for Seniors (AMOS) provided 1,556 people with information, and assisted a number of people with Medicare enrollment assistance.
- Savings CheckUp assisted 450 individuals with 747 benefit applications.
- Supplemental Nutrition Assistance Program Outreach (SNAP) served 4,500 individuals.
- Gift of Sight, Hearing & Dentures provided 98 people with eyeglasses, 16 people with dentures, and 33 people with hearing aids.

Senior Nutrition Program

- 1,758 individuals were served and 273,277 meals were provided to homebound seniors in Knox County.
- 554 new Mobile Meals volunteers were trained and a strong volunteer base of 2,600 people was retained.

- 761 wellness alerts were reported from volunteers using the Mobile Meals app, which resulted in 19 emergency calls.

AmeriCorps Seniors

- AmeriCorps Seniors includes the Senior Companion Program, Foster Grandparent Program, and the Retired & Senior Volunteer Program (RSVP).
 - Senior Companions provided 37,128 service hours, engaging 57 volunteers who served 215 individuals.
 - Foster Grandparent Program had 64 volunteers who served 211 children. They provided 50,817 service hours.
 - RSVP engaged 242 volunteers in both Blount and Knox Counties and had 21 Senior Care Calls volunteers who made 1,065 calls to 42 clients.

Recreation

- The John T. O'Connor Senior Center features exercise, health and socialization for seniors. The center developed urban agriculture programs, installed raised garden beds, began What's Cooking at O'Connor class, and began a new class in Emotional Health & Wellbeing. 1,236 individuals participated in classes and/or activities.

Employment and Training

- Senior Community Service Employment Program (SCSEP) assisted 68 participants with a wide range of training opportunities in Knox County. Four (4) participants were placed in unsubsidized jobs. SCSEP co-sponsored two (2) job fairs that served over 270 job seekers and 77 supportive service providers.
- Co-sponsored Digital Inclusion for Seniors classes that served 33 participants.
- Senior Employment Service provided 935 wellness calls; 68 people attended Seniors Seeking Employment workshops; 210 clients received job counseling and referrals; 81 participants completed the Digital Inclusion Training class.

Supportive Services & Case Management

- The Daily Living Center served 18 vulnerable adults.
- Grandparents as Parents Program (GAP) helped 510 families with the unique needs of grandparents and other relative caregivers who are raising children whose parents are unable to care for them.
- Project LIVE (Living Independently through Volunteer Efforts) served 323 vulnerable seniors who needed housing placement assistance and/or to remain living independently in their own homes. 71 seniors were placed into housing.
- Rise Above Crime provided outreach, education, and services surrounding the issue of elder abuse to 126 individuals in Knoxville and Knox County.
- Preventing Abuse, Neglect, and Exploitation (PANE) provided training to 45 staff members at 3 skilled nursing facilities.
- Personal Emergency Response System (PERS) provided 37 high fall-risk seniors with the button monitoring system.

Seniors and Pets

- Placing Animals with Seniors (PAWS) served 65 seniors and their pets.
- Feed-A-Pet served 83 seniors with a total of 152 pets who received 3,800 pounds of food monthly.

The OOA promotes public awareness through the bimonthly Elder News & Views publication, Senior Service Directory, Senior Update in the Knoxville News Sentinel, the OOA website (knoxseniors.org), OOA blog, social media, Community TV's Aging Advantage, and the annual Aging: A Family Affair conference. Copies of Ms. Lyvers presentation and an additional copy of the Office on Aging Annual Report are available. The OOA Annual Report is available at: <https://www.knoxseniors.org/report/>

Commissioner Kim Frazier moved to accept the Office on Aging Annual Report. Judge John Rosson seconded the motion. The motion was unanimously approved.

4. HEAD START

Ms. Kelly presented Head Start information on behalf of Head Start Director Ms. Renee Hauge. Ms. Kelly reviewed the Non-Federal Share (NFS) Waiver Request for Head Start/Early Head Start FY 22, found on the attached sheet. The program is requesting a waiver of Non-Federal Share in the amount of \$630,000. The Head Start/Early Head Start Procedures/criteria for Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) was also reviewed.

Commissioner Frazier asked how many children were on the Head Start waitlist. There are currently over 700 children on the waitlist. Commissioner Frazier asked how many classes are currently closed. There are 13 classrooms closed, or 1/3 of total classes. Mr. Derek Tate asked if the behavior problems observed since the pandemic is the cause of the loss of teachers. Not necessarily, a large issue is the non-competitive salaries at Head Start compared with Knox County Schools. Dr. Sandy Twardoz stated that the Head Start teachers are working with consultants to teach staff how to use Conscious Discipline, a method to teach children how to calm themselves and to problem solve. Due to the board interest, Ms. Kelly offered the board members a volunteer training session with the director of Head Start. Board members were asked to contact Ms. Cathy Gonzalez, executive assistant, to coordinate the best meeting time.

Ms. Dena Mashburn moved to approve the Non-Federal Share Waiver Request in the amount of \$630,000, and the ERSEA procedures/criteria. Councilwoman Gwen McKenzie seconded the motion. The motion was unanimously approved.

5. RISK ASSESSMENT

Ms. Lisa Higginbotham, director of special projects, informed the board that one of the Organizational Standards requires a formal Risk Assessment every two years. In conducting the FY 21-22 assessment, CAC used the format from the CSBG Technical Assistance Guide and modeled the assessment after Marquette University's Internal Risk Assessment. Ms. Higginbotham reviewed the 7 key areas that include: 1) staffing/workforce, 2) training and professional development, 3) policies and procedures,

4) information and technology, 5) environment and safety, 6) fiscal controls, and 7) regulation and compliance. Ms. Higginbotham reported that CAC is considered a low risk entity with regard to the financial and compliance audit. A copy of the PowerPoint presentation is available.

Ms. Doka motioned to accept the Internal Risk Assessment report. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

6. FINANCE UPDATE

Mr. David Mincey, Financial Service manager/internal auditor, presented the financial update. The agency-wide budget for FY 23 is \$48,974,093. Mr. Mincey pointed out the significant increase in funding since the pandemic: CAC's 2019 budget was approximately \$32,000,000. Mr. Mincey also reviewed the Cash Balance handout located in the board packet.

Dr. Twardosz moved to accept the financial update. Ms. Sullivan seconded the motion. The motion was unanimously approved.

7. CITY OF KNOXVILLE CAPITAL REQUESTS

Ms. Kelly presented four (4) Capital requests to the City of Knoxville. The four projects are:

1. Replace 62 water source heat pump HVACs in the Ross building, at a cost of \$800,000.
2. Replace existing 65,715 square foot EPDM roof system at the Ross building, at a cost of \$400,000.
3. Replace 12,000 square feet of tile flooring on the main level of the Ross building, at a cost of \$500,000.
4. Add ten (10) parking spaces at the CAC Mobile Meals Kitchen for employee parking, at a cost of \$75,000.

Ms. Doka moved to submit the capital improvements requests to the City of Knoxville. Ms. Sullivan seconded the motion. The motion was unanimously approved.

8. GRANTS, CONTRACTS, AND APPLICATIONS

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

Housing & Energy

Affordable Housing. Received \$72,500 from the East Tennessee Foundation Affordable Housing Trust Fund (AHTF) to support housing repairs in the City of Knoxville for low-income elderly, disabled, and at-risk homeowners and rental tenants.

Office on Aging

Senior SNAP Enrollment Initiative Program. Received \$25,000 from the National Council on Aging to assist older adults aged 60 and over with the application process to receive SNAP benefits.

Senior Nutrition

Mobile Meals. Received \$30,000 from the Wallace and Mary Casnelli Foundation for Mobile Meals.

Social Services

Resilient Families/2 Gen Program. Received \$763,828 from the Temporary Assistance to Needy Families (TANF) Community Grant. This grant will provide case management and services to 120 families. This grant is from January 1, 2023 – December 31, 2024.

East Center Utilities Assistance Program. Received \$2,500 from Knoxville Interdenominational Christian Ministerial Alliance to provide utility assistance to residents in East Knoxville.

Youth WINS. Received \$5,155.82 from Three Rivers Round It Up Program. Funds will be used to help support the costs associated with the Youth Action Board (YAB) meetings, such as attendance incentives and meals.

Youth WINS. Received \$1,000 from The Elf Project in December 2022 to purchase Christmas gifts and supplies for Youth WINS participants.

Proposal/Application Summaries

Beardsley Farm

Perishable Program. Applied for \$20,000 from Y-12 Gives Foundation. These funds will be used to purchase fresh food from local farms, produce procured from Second Harvest, and produce from Beardsley Farm to feed 167 refugees and migrant individuals experiencing food insecurity.

CAC Transit

Cyber Security System. Applied for \$1,500 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.

Senior Nutrition

Mobile Meals. Applied for Share the Love Grant from Meals on Wheels America and Subaru. The amount will be based on the State of Tennessee cost share and the funds used for meals.

Social Services

Homeward Bound. Applied for \$260,000 from the City of Knoxville for continued hotel support for 44 households who remain in the hotels. This will provide shelter until March 31,2023. These funds will give CAC needed additional time to place households in permanent housing.

Youth WINS. Applied for \$5,000 from United Way to support attendance incentives and meals for the Youth Action Board (YAB) bimonthly meetings.

Youth WINS. Applied for \$5,000 from the City of Knoxville Youth Empowerment Grant to support the needs of Youth WINS and Youth Action Board (YAB) such as supplies, incentives, and meals.

Dr. Twardoz moved to accept the grants, contracts, and applications as presented. Ms. Sullivan seconded the motion. The motion was unanimously approved.

9. PROGRAM UPDATES AND ANNOUNCEMENTS

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

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

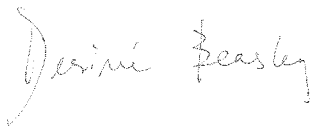
Snow Day 2023 Fundraiser. Saturday, February 4, 2023, 4:00 pm to 8:00 pm, at the Hi-Wire Brewing. Live music, local soup-off, and silent auction. Cost is \$25, if you preorder or \$30 at the door.

Snowflake Ball. Saturday, February 18, 2023, 6:00 pm to 9:30 pm, at Rothchild’s Catering. Cost is \$75.

Pancake Fest. 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,



Desiree Beasley, board secretary