

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

July 25, 2024

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday, July 25, 2024. The meeting was held at the Ross Building.

BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost
Ms. Desiree Beasley
Dr. Andrew Brown– representing Superintendent Dr. Jon Rysewyk
Mr. Doug Burton – representing Ms. Amy Brooks
Ms. Anna Compton
Ms. Polly Doka
Mr. Kevin DuBose – representing Mayor Indya Kincannon
Commissioner Kim Frazier
Mr. Buz Johnson
Ms. Dena Mashburn – representing Mr. Kevin Parton
Councilwoman Gwen McKenzie
Representative Sam McKenzie
Ms. Victoria Moore
Ms. Ashley Ogle – representing Mr. Ben Bentley
Ms. Martha Olson
Mr. Terrell Patrick
Ms. Judy Poulson
Mr. John Rosson
Dr. Ragan Schriver
Mr. Derek Tate

BOARD MEMBERS ABSENT

Mr. Chris Caldwell – representing Mayor Glenn Jacobs
Ms. Megan Johnson
Mr. Orris Nero
Ms. Kenyadah Sullivan
Dr. Sandra Twardosz
Ms. Lula Williams
Mr. Charles Wright

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

1. MINUTES (MAILED)

Mr. Johnson asked if there were additions or corrections to the minutes of the May 23, 2024, board meeting. There being none, the minutes were approved as distributed.

2. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Terrell Patrick, Administrative Committee chair, presented the Administrative Committee Reports from Wednesday, June 18, 2024 and July 17, 2024, and made the following report:

June 18, 2024

The committee approved the personnel actions on the attached sheet. The committee had a brief discussion on how to improve retention. The committee reviewed the Report of CDs and Bank Accounts. No action is required. The Homeless Services report for May was reviewed. The Head Start/Early Head Start financial report and program report for the month of May were reviewed. No action is required. The committee received an update on the FY22, FY23, and FY24 Financial Audits. The FY22 has been delayed, it is projected to be completed on or before July 30, 2024. Work is being done to prepare for the FY23 audit. PYA has declined to prepare the FY24 Financial Audit. A bid request will be submitted thru the Knox County Purchasing Department. Having to secure a new audit firm is likely to delay the production of the FY24 Financial Report and Audit. The committee reviewed and approved the Funding Summary for June 2024. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the board and committee meeting plans to include: a) no board meeting in June, b) July will have a regular Administrative and Board meeting as scheduled, c) August will have a regular Administrative meeting and board training/retreat at Alex Haley Farm, d) September will have regular Administrative and Board meetings.

Mr. Patrick moved to accept the June 18, 2024, Administrative Committee Report. Ms. Polly Doka seconded the motion. The motion was unanimously approved.

July 17, 2024

The committee approved the personnel actions on the attached sheet. The committee continued discussion on how to improve retention. The committee reviewed the Report of CDs and Bank Accounts. No action is required. The committee received information that Sue Campbell, Management Services Director, is retiring at the end of September 2024. Interviews are underway for the Chief Financial Officer. Misty Goodwin has accepted the Chief Program Officer beginning August 19, 2024. The Homeless Services report for June was reviewed. The Head Start/Early Head Start financial report and program report for the month of June were reviewed. No action is required. The committee received an update on the FY22, FY23, and FY24 Financial Audits. The FY22 has been delayed; it is projected to be completed during the month of August 2024. Work is being done to prepare for the FY23 audit. A Request for Proposal will be submitted through Knox County Purchasing to select a new auditor for the FY24 Audit once the timetable for the FY23 Audit has been established with PYA. The committee approved the Allocation of Local Funds. Full board approval is recommended. This will be

a separate agenda item. The committee reviewed the community action plan and Community Service Block Grant Budget. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the Funding Summary for July 2024. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the July 25, 2024, board meeting to be held at the Ross building.

Mr. Patrick moved to accept the June 18, 2024, Administrative Committee Report. Mr. Derek Tate seconded the motion. The motion was unanimously approved.

Mr. Johnson presented Ms. Dena Mashburn with flowers thanking her for her years of service on the CAC board. Ms. Mashburn was extraordinarily instrumental in assisting CAC during the Covid 19 pandemic by serving our clients in many ways, especially by providing vaccination to homebound seniors.

3. ALLOCATION OF LOCAL FUNDS

Ms. Barbara Kelly, executive director, reviewed the Allocation of Local Funds sheet found in the board packet. The City of Knoxville will provide \$1,456,240 and Knox County will provide \$2,255,100 to CAC for FY 24/25. This is an increase from last year. She noted that two new categories being supported are Head Start and the Transition. Money from the Barbara H. Monty Funds will be used to supplement the budget for Nutrition Program Support, Aging Services, and Project Live.

Ms. Kelly announced that Sue Campbell, management services director, has announced her retirement and Misty Goodwin has accepted the position of chief program officer.

Councilwoman Gwen McKenzie moved to accept the Allocation of Local Funds. Dr. Ragan Schriver seconded the motion. The motion was unanimously approved.

4. COMMUNITY ACTION PLAN AND COMMUNITY SERVICES BLOCK

Ms. Amie Whitworth, Community Services senior manager, reviewed the budget found in the board packet for FY 24/25 which is \$776,083.25. This is a decrease from last year. Ms. Whitworth explained that CSBG funding is based on the percentage of statewide poverty. Knox County accounts for 5.7% of the statewide poverty rate.

Mr. John Rosson moved to accept the Community Action Plan and Community Service Block budget. Representative Sam McKenzie seconded the motion. The motion was unanimously approved.

5. HOUSING & ENERGY REPORT

Mr. Jeffrey Vincent, Housing & Energy director, presented slides highlighting key programs, community impact, and challenges faced.

For FY23/24 the CAC Housing & Energy department served:

- 200 households/320 individuals with repairs and maintenance of existing housing
- \$2,569,781.65 funds were allocated throughout the community

- \$372/year average savings for Weatherization clients
- 1,187 kWh/year average saving on client’s energy consumption
- Decreased medical costs due to upgrading heat and air units
- Introduced new tools and methods promoting technology and industrial innovation
- Preserved affordable housing through maintenance and repairs

Some challenges faced:

- Non-congruent program requirements – each program has strict policies and procedures related to eligibility, allowable construction measures, and procurement. In some cases, these limit the ability to combine programs into one job
- Ever-increasing construction material costs
- Aging housing stock means increased need for repairs
- Funding short falls
- Need outpacing services

Item on the horizon for Housing & Energy

- Environmental Protection Agency (EPA) solar for all programs
- Department of Energy (DOE) sustainable energy resources for consumers program
- Ross building rooftop solar

Commissioner Kim Frazier asked where the services were provided. Although most are provided in the City of Knoxville, there is a large amount of work being done in Knox County.

Mr. Tate moved to receive the Housing & Energy report. Ms. Anna Compton seconded the motion. The motion was unanimously approved.

6. STRATEGIC PLAN UPDATE

Ms. Lisa Higginbotham, Special Projects director, presented slides highlighting progress made on the CAC Strategic Plan 2023-2026 which was divided into three objectives: 1) Client Success, 2) Community Engagement, and 3) Organizational Excellence. Here are some highlights.

Advance Client Success

CAC provided social and economic opportunities for individuals and families to increase their success and independence. Each department’s report period was given and Board members were directed to the CAC website for reports to be found on each department’s program page and on the “About Us” page under “Impact.”

Community Engagement

CAC coordinated partnerships to create change, amplify CAC’s impact, address the unique needs of our community’s most vulnerable citizens and build systems that work for everyone. CAC has made great strides in re-establishing standardized meeting structure and processes and recruited participants and future leaders to attend the Resident Advisory Boards. CAC has pursued new strategic partnerships to identify unmet community needs. CAC is progressing in the development of a Strategic Partnership Plan to identify and increase linkages to stakeholders such as local government, community leaders and emerging initiatives. CAC has also increased community awareness by creating a marketing roadmap.

Organizational Excellence

Pursuing organizational excellence was achieved by strengthening our effectiveness, operations, and outreach. CAC has advanced the overall use of technology, clarifying standardized policies and procedures to ensure routine implementation, strengthen staff support among human resources, fiscal and managed services, to streamline effort to increase access to personnel and programmatic information. CAC continued to improve the coordination of referrals among departments, improve databases, diversify employee recruitment and retention strategies, create an employee engagement roadmap, establish a professional development capacity and foster sustainable leadership throughout the organization.

Mr. Johnson commented that when the Strategic Plan was developed it was meant to be a working document and as reported it is being well utilized by the agency. The Strategic Plan can be found on the CAC website at knoxcac.org.

Commissioner Frazier moved to receive the Strategic Plan Update. Ms. Virginia Anagnost seconded the motion. The motion was unanimously approved.

7. 60TH ANNIVERSARY UPDATE

Ms. Cathy Gonzalez informed the members that the 60th Anniversary team has almost met the goal of \$60,000 to be used to produce a book on the History of the Community Action Committee, written with author Mr. Jack Neely, and coordinate and produce a number of celebrations and trainings throughout 2024/2025. Please note, a 60th Anniversary Celebration will be held Thursday, November 7, 2024, at the Ross Building, from 4:00 pm to 7:00 pm. All members are encouraged to participate in the festivities.

8. GRANTS, CONTRACTS, AND APPLICATIONS

Ms. Kelly reviewed the summary of grants, contracts, and applications for June 2024 and July 2024, included in the board packet:

June 2024

Nutrition Services

Mobile Meals. Received \$4,680 from the Akima Club to provide home-delivered meals to seniors.

Office on Aging

Daily Living Center. Received \$4,839.87 from Hillcrest Healthcare to support services provided to the clients.

Social Services

Homeward Bound Outreach. Received \$131,507.75 from the Community Development Block Grant (CDBG) to provide salaries for two street outreach workers and one homeless service coordinator.

Emergency Solutions Grant (ESG). Received \$125,000 from Knox County/THDA to provide case management, direct assistance for deposits, application fees, and rental assistance for homeless households.

Opioid Settlement Funds/Project Connect. Received \$500,000 from Knox County to support the salaries of three Employment Specialists and to pay re-housing fees and legal fees for grandparents raising their grandchildren due to the opioid epidemic.

Proposal/Application Summaries

Nutrition Services

Mobile Meals. Applied for \$8,000 from University of Tennessee Consortium for Social Enterprise Effectiveness to increase capacity-building efforts.

Mobile Meals. Applied for \$14,040 from the Gene and Florence Monday Foundation to provide home-delivered meals to seniors.

Mobile Meals & Beardsley Farm. Applied for \$25,000 from KUB Community Care Fund with \$15,000 allocated to provide home-delivered meals and \$10,000 for senior nutrition, which would include raised beds and produce distribution at Beardsley Farm.

Mr. Tate moved to accept the grants, contracts, and applications for June 2024 as presented. Commissioner Frazier seconded the motion. The motion was unanimously approved.

July 2024

Office on Aging

Senior Companion Program. Received \$357,932 from AmeriCorps Seniors to provide 41,760 hours of service to support independent living for older adults.

Foster Grandparent Program. Received \$485,288 from AmeriCorps Seniors to provide 56,376 hours of service to monitor and tutor at-risk children.

Knox PAWS and Feed-A-Pet Program. Received \$7,500 from Meals on Wheels of America (MOWA) to provide pet food and services.

Senior Community Service Employment Program (SCSEP). Received \$392,252 from Center for Workforce Inclusion (CWI) to provide job training program for unemployed low-income individuals age 55 and older. SCSEP places adults in part-time, paid, community service assignments for on-the-job training.

Office on Aging. Received \$405,642 from East Tennessee Human Resource Agency (ETHRA) to be distributed as follows:

- \$263,565 to support Office on Aging
- \$ 44,600 to support Legal Services
- \$ 10,000 to support AMOS
- \$ 25,000 to support GAP
- \$ 62,477 to support O'Connor Senior Center

Social Services

Homeward Bound. Received \$389,049 in a combined contract for Families in Need and Elizabeth Homes. These funds are effective 2/1/2024 through 5/31/2024 in additional funds to bridge the gap between the current grant cycle and the upcoming grant cycle. These funds will provide case management and rental assistance.

Community Service Block Grant (CSBG). Received \$776,083.25 for FY 2025-2026 to be distributed as follows:

- \$465,307.07 to support Neighborhood Centers, Youth WINS, and Project LIVE
- \$117,348.66 to support Workforce Connections and Re-Connections
- \$111,694.44 to support Access to Benefits
- \$ 81,733.08 to support agency capacity building

Transportation

Safety Partner Grant. Received \$3,000 from the Public Entity Partnership (PEP) to purchase safety and loss prevention and/or training aimed at reducing work related injuries and accidents.

Proposal/Application Summaries

Social Services

Resilient Families. Applied for \$691,994 from the Tennessee Department of Human Services to provide 2Gen programming for 120 families over the next two years.

Low-Income Home Energy Assistance Program (LIHEAP). Applied for \$2,488,153.18 for FY 2024 currently available from Tennessee Housing Development Agency (THDA) to provide LIHEAP staff support and direct assistance for clients.

Councilwoman McKenzie moved to accept the grants, contracts, and applications for July 2024 as presented. Ms. Judy Poulson seconded the motion. The motion was unanimously approved.

9. PROGRAM UPDATES AND ANNOUNCEMENTS

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

CAC School Drive. Grandparents as Parents is collecting school supplies now until July 31, 2024. Please drop off school supplies at the Ross Building or other designated sites.

CAC Board Retreat. Tuesday, August 13, 2024, from 9:00 am to 3:00 pm, at Alex Haley Farm. Please mark your calendar and plan to spend the day with us learning, relaxing, and having fun.

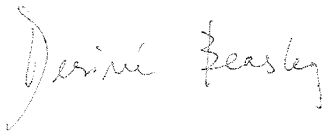
Power of the Purse. Thursday, September 12, 2024, doors open at 4:45 pm. Purchase tickets before August 19: cost \$35/ticket. Early bird table of 10: cost \$325. After August 19: cost \$40/ticket. Table of 10: cost \$375. Tickets go on sale July 15, 2024.

Save the Date for the 60th Anniversary Celebration. Thursday, November 7, 2024, from 4:00 pm to 7:00 pm, at the Ross Building.

Ms. Mashburn announced that the Free Flu Vaccines will be distributed by the Knoxville Health Department, on October 15, 2024, at various sites.

There being no other business, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Desiree Beasley". The signature is written in black ink and is positioned above the printed name.

Desiree Beasley, board secretary