

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

July 28, 2022

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday July 28, 2022. A meeting was held at the Ross building.

BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost

Ms. Desiree Beasley

Mr. Doug Burton – representing Ms. Amy Brooks

Commissioner Charles Busler

Ms. Angela Cheek

Ms. Anna Compton

Mr. Buz Johnson

Ms. Renee Kelly – representing Superintendent Dr. Jon Rysewyk,

Mr. Charles Lomax – representing Mayor Indya Kincannon

Ms. Dena Mashburn – representing Mr. Kevin Parton

Ms. Martha Olson

Mr. Terrell Patrick

Ms. Judy Poulson

Mr. Tank Strickland

Ms. Kenyadah Sullivan

Mr. Derek Tate

Mr. Charles Wright

BOARD MEMBERS ABSENT

Mr. Sam Brown – representing Representative Sam McKenzie

Mr. Chris Caldwell – representing Mayor Glenn Jacobs

Ms. Polly Doka

Ms. Ann Jefferson

Councilwoman Gwen McKenzie

Mr. Orris Nero

Ms. Ashley Ogle – representing Mr. Ben Bentley

Judge John Rosson

Dr. Sandra Twardosz

Ms. Lula Williams

The meeting opened with Board Chair, Mr. Tank Strickland Jr., recognizing and thanking Commissioner Charles Busler for his years of service on the Knoxville-Knox County Community Action Committee board. Commissioner Busler stated that he has one more board meeting before he retires from County Commission. It has been his privilege to serve such an excellent organization.

A moment of silence presented by Mr. Strickland, presiding.

1. MINUTES (MAILED)

Mr. Strickland asked if there were additions or corrections to the minutes of May 26, 2022, board meeting. There being none, the minutes were approved as distributed.

2. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee Reports from Wednesday, June 15, 2022, and Wednesday, July 20, 2022, and made the following report:

June 15, 2022

Approved the personnel actions on the attached sheet. The committee reviewed the report of the Office on Aging Invested Funds. No action is required. The committee reviewed the Homeless Services financial report and the reports of various Covid-19 related funds for the month of May 2022. The Head Start/Early Head Start financial report and program report for the month of May were reviewed. No action is required. The committee recommends a pay increase of 5% for CAC employees, excluding Head Start, effective July 11, 2022. Regular employees in the low pay grades will be guaranteed a minimum increase of \$1,250. In those instances where the increase is less than \$1,250, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on the full-time rate and will be prorated for employees working less than full-time. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the Funding Summary for June 2022. 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 because of a conflict with Transform Western site visit, b) July will have regular Administrative and Board meetings, as scheduled, c) August will have scheduled Administrative meeting and Board training at Alex Haley Farm, d) September will have scheduled Administrative and Board meeting.

July 20, 2022

Mr. Eric Foster, from PYA Waltman, presented information on CAC's retirement plan to the committee. Retirement plans are periodically required to submit restatements of their base plan, amendments reflecting any changes with the plan or incorporating any required legal changes. Mr. Foster summarized requirements of the federal SECURE and CARES Acts which have been incorporated into the amendments for CAC's plan. Full board approval is recommended. The committee approved the personnel actions on the attached sheet. The committee approved to update Section 4.4 Supplemental Compensation in the personnel policies. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the report of the Office on Aging Invested Funds. No action is required. The committee reviewed the Homeless Services financial report and the reports of various

Covid-19 related funds for the month of June 2022. The Head Start/Early Head Start financial report and program report for the month of June 2022 were reviewed. The committee was given an update on a CSBG CARES initiative to increase agency capacity and respond to the current economic pressures on low income households. The committee approved the Allocation of Local Funds. Full board approval is recommended. This will be a separate agenda item. The committee was advised that the planning for the Community Action Plan is underway. The committee authorized submission of the plan by August 15, 2022, pending subsequent review. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the Funding Summary for July 2022. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the August 25, 2022 Board training at Alex Haley Farm. Plans were made for the July 2022 Board meeting.

Mr. Johnson moved to accept the Administrative Report for June 15, 2022. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to accept the Administrative Report for July 20, 2022. Ms. Anna Compton seconded the motion. The motion was unanimously approved.

Mr. Johnson moved to accept the submission of restatements of the federal SECURE and CARES Acts which have been incorporated into the amendments for the CAC retirement plan. Mr. Wright seconded the motion. The motion was unanimously approved.

### 3. SALARY STAFF ADJUSTMENT

Ms. Barbara Kelly reviewed the recommendation to raise the pay scale for employees, excluding Head Start staff, by 5%, effective July 11, 2022. Regular employees in lower pay grades will be guaranteed a minimum increase of \$1,250. In those instances where the increase is less than \$1,250, the employee will receive a one-time pay adjustment equal to the difference. The amount will be based on full-time rate and will be prorated for employees working less than full-time.

Ms. Virginia Anagnost moved to accept the pay scale adjustments for staff, excluding Head Start, by 5%. Mr. Johnson seconded the motion. The motion was unanimously approved.

### 4. PERSONNEL POLICY ADDITION

Ms. Windie Wilson, Human Resource director, explained that CAC's ability to deliver important critical services requires staffing capacity – employing, equipping, and maintaining staff in sufficient numbers to meet identified community needs. In order to address these current workforce issues, CAC must examine its compensation policies and practices and explore options for improving talent acquisition and retention. Instituting compensation incentive is one way to address this issue. CAC will update Section 4.4 Supplemental Compensation in the personnel policies.

Ms. Judy Poulson moved to update Section 4.4 Supplemental Compensation in the personnel policies. Mr. Wright seconded the motion. The motion was unanimously approved.

5. ALLOCATION OF LOCAL CASH

Ms. Kelly reviewed the items from the Local Cash FY 2022/2023 report, included in the board packet. The City of Knoxville total allocation is \$1,022,640 and Knox County total allocation is \$1,781,500, which are decreases from the previous year.

Mr. Wright moved to accept the City/County allocations. Mr. Johnson seconded the motion. The motion was unanimously approved.

6. PRE-PLANNING COMMUNITY SERVICES BLOCK GRANT (CSBG)

Ms. Kelly reviewed items on the CSBG Pre-Planning report, included in the board packet. The total Allocation for FY 22/23 is \$853,432.21. This is a slight decrease in allocations from the previous year. The Community Action Plan (CAP) is due on August 15.

Mr. Johnson moved to submit the Community Action Plan. Mr. Charles Lomax seconded the motion. The motion was unanimously approved.

7. CSBG CARES INITIATIVE

Ms. Kelly informed the board that CAC has existing CARES funds that will be used by September 30, 2022, to provide direct assistance to low-income clients by providing gift cards for items such as food, gasoline, and school supplies. The goal is to provide temporary relief to low-income individuals and families. Ms. Kenyadah Sullivan cited a recent news article saying that food and back-to-school items had increased dramatically in price.

8. COVID-19 IMPACT REPORT

Ms. Kelly reviewed the Covid-19 Impact booklet distributed to each member. A fundamental responsibility of CAC is to respond to the most pressing needs in both Knoxville and Knox County. Even as other agencies closed their doors during the pandemic, CAC remained open to serve the needs of the community. The pandemic-inspired innovations and programs at CAC have allowed CAC to meet the complex needs of our children, most in-need adults, and vulnerable older citizens. Because of the extraordinary and creative team of employees and volunteers, as well as the dedicated members of the CAC Board and the support of local government, our State, City and County governments, CAC has had the ability to serve this community throughout the pandemic and beyond.

Here are a few highlights from the booklet:

- Distributed much needed Covid-19 vaccines to adults, at pop up clinics
- 1,000 seniors were signed up for Covid-19 vaccinations, and many were provided transportation
- Mobile Meals assisted an additional 150 clients within the first 3 months, and served 2,400 homebound Knox County older adults with just under 530,000 meals

- The Commodities program expanded and added drop-off locations with an increased frequency of delivery
- Just under 14,000 Commodities boxes have been distributed
- Over 5,000 recipients throughout East Tennessee were provided drive-through, winter holiday food baskets through partnership with the Empty Stocking Fund
- 1.2 million meals have been produced during Covid-19 pandemic
- Over 225,000 trips, for over 6,000 passengers, have been provided by Transit during the first two years of the pandemic
- Provided utility assistance of over \$10 million to almost 12,000 households
- Over \$30 million has been allocated for rental assistance, helping over 10,000 households
- \$107,500 has been provided in mortgage assistance, helping 59 homeowners to date
- \$1.2 million has been paid to get over 400 households off the streets and into temporary shelter
- More than 700 individuals or families have secured safe, permanent housing
- Roughly 500 displaced workers were assisted in processing unemployment insurance claims
- 275 workers have found job placement since the beginning of the pandemic earning \$1 million in wages
- 100 disabled individuals have been helped with disability claims
- 4,550 households, and over 9,000 individuals, have been provided case management service
- Over 9,000 trips to employment have been provided
- Almost 7,000 Tax Returns have been filed and accepted by the IRS, bringing \$10.4 million back into the local economy
- Over 95,000 Wellness Care Calls were made to senior residents
- 500 pandemic-relief bags were given to individuals age 60 and older
- 300 individuals were provided digital devices—tablets or laptops—and 128 people given digital training
- 115 drive-through meal distributions events for older adults have been held
- 18,000 pounds of produce have been cultivated by staff and over 1,600 volunteers from Beardsley Farm, while over 1,400 fresh eggs were gathered and distributed
- AmeriCorps members harvested hundreds of pounds of produce and helped with its distribution
- Virtual instructions were uploaded to YouTube, including cooking videos and gardening tips
- 400 homes had structural and health and safety repairs made
- 200 homes have reduced energy burden due to weatherization efforts
- Over 1,300 children, from roughly 900 families were served in Head Start/Early Head Start
- CAC Staff and volunteers assisted people to complete and submit their household census form at multiple venues

These are just a small sample of accomplishments during the pandemic. Ms. Kelly personally thanked the entire staff, volunteers, and board members for outstanding commitment and dedication. Please contact Cathy Gonzalez if you would like additional booklets.

9. TRANSFORM WESTERN HEIGHTS UPDATE

Ms. Lisa Higginbotham, Special Projects director, showed a video describing the three-pronged approach to transforming the Western Heights community. The Choice Neighborhood plan was developed by the Knoxville Community Development Corporation (KCDC), the City of Knoxville, and in partnership with CAC. Each partner provided their specific expertise to the grant. In June 2022, an all-day virtual site visit was held to determine who would be awarded the grant; results should be known before the next board meeting. To watch the aforementioned video, please see Transforming Western Virtual Tour: <https://youtu.be/fkpgUqCyLF4>.

10. GRANTS, CONTRACTS, AND APPLICATIONS

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

**Funding Summary for June 2022**

**CAC Transit**

CAC Volunteer Transportation Program (VAT). Received \$141,350 from Knoxville Regional Transportation Planning Organization to provide two (2) part-time drivers for the VAT Program. These funds are for Fiscal Year 2022 -2023.

**Housing & Energy**

Roofing Program. Received \$50,000 from the East Tennessee Foundation to provide roofs for low-income elderly, disabled, and at-risk homeowners and rental tenants. This grant is from May 24, 2022 through May 23, 2023.

Minor Home Repair Program. Received \$500,000 to provide minor home repairs in cooperation with the City of Knoxville Community Development program for City of Knoxville homeowners. This grant is from July 1, 2022-June 30, 2023.

**Nutrition Services**

Mobile Meals. Received \$6,294 from Subaru Share the Love Event on behalf of Meals on Wheels America. This will provide meals for seniors in Knoxville and Knox County.

**Office on Aging**

Daily Living Center. Received \$972 from the Akima Society to provide toenail clipping services for program participants.

Grandparents As Parents (GAP). Received \$10,000 from the Brookdale Foundation to support grandparents raising grandchildren.

Office on Aging. Received ARPA funds in the amount of \$304,850 from Knox County to increase access to information, dental care, hearing aids, vision care, and/or benefits enrollment for 775 Knox County residents.

Digital Inclusion Initiative. Received ARPA funds in the amount of \$38,000 from Knox County to increase access to digital devices, digital training, and/or internet connectivity for 450 Knox County residents.

Office on Aging. Received ARPA funds in the amount of \$125,000 from Knox County to increase access to information, provide benefits enrollment, and/or provide respite care financial support to 500 Knox County residents.

Rise Above Crime Program. Received ARP A funds in the amount of \$100,000 from Knox County to increase access to case management and resource support to 60 older adults who are victims of crime.

### **Social Services**

Homeward Bound Rapid Re-Housing program (ESG). Received \$111,325 from the City of Knoxville's Emergency Solutions Grant (ESG) to provide financial assistance to eligible families and individuals who are homeless or at imminent risk of becoming homeless. This grant is from July 1, 2022-June 30, 2023.

Homeward Bound. Received \$110,000 from the City of Knoxville Community Development Block Grant (CDBG) to support the salaries of two case managers who will serve homeless or at-risk youth and seniors.

Homeward Bound. Received \$960,000 from Knox County Treasury Funds to support the hotel/motel program that is currently serving 75 households with hotel payments. This fund is for June 15, 2022 - December 31, 2022.

Project Live. Received \$600 from the Akima Club to purchase heaters and window air conditioners for low-income seniors.

Families First Community Grant. Received \$573,214 from the TN Department of Human Services to strengthen families by providing economic support, increasing parental engagement, addressing health and well-being of the family, and promoting access to resources.

National Dislocated Worker Grant. Received an additional \$26,000 from Mid-Cumberland Human Resource Agency to fund the wages and benefits for 14 Sanitizing Associates through the end of June 2022.

## **Funding Summary for July 2022**

### **Office on Aging**

Senior Companion Program. Received \$346,954 Continuation Grant to provide 56,376 hours of service to foster independent living for older adults.

Foster Grandparents Program. Received \$471,170 Renewal Grant to provide 77,256 hours of service to mentor and tutor at-risk children.

Retired and Senior Volunteer Program (RSVP) Blount County. Received \$82,500 Continuation Grant to mobilize 83 volunteers to provide assisted transportation support for seniors.

Retired and Senior Volunteer Program (RSVP) Knox. Received \$75,000 Continuation Grant to mobilize 315 volunteers to build capacity for local nonprofits.

Tech Smart Knox Seniors. Received \$467,138 for the West End Home Foundation to launch a new digital literacy initiative. These funds will be used to partner with Tech Goes Home to provide training, digital devices, and connectivity for 400 individuals age 60 plus.

Promotion of Covid-19 Boosters. Received \$33,789 from ETHRA to promote a third Covid-19 booster vaccine through outreach, transportation and coordination.

Office on Aging. Received \$231,129 from ETHRA to provide traditional Title III-B service for information and assistance, outreach and homemaker services.

Office on Aging. Received \$159,892 from ETHRA to provide Title III-B special services for information and referral support, transportation, outreach, and telephone reassurance.

J.T. O'Connor Center. Received \$59,666 from ETHRA to provide traditional recreation and educational services.

J.T. O'Connor Center. Received \$72,016 from ETHRA to provide health and wellness services.

Grandparents as Parents (GAP). Received \$1,000 from the Knoxville Bar Foundation to support legal services for grandfamilies raising their grandchildren.

## **Proposal/Application Summaries for July 2022**

### **Beardsley Farm**

Perishables Distribution. Applied for \$25,000 from the Lawson Family Foundation to purchase produce from local farms to distribute to Bridge Refugee clients.



**CAC Transit**

CAC Transit. Requested \$3,000 from Public Entity Partners to provide funding for safety related items for staff, such as safety shoes, reflective vests, jackets and shirts.

**Housing & Energy**

Affordable Housing Repair Program. Applied for \$225,000 from the East Tennessee Foundation Affordable Housing Trust funds to perform health and safety repairs, weatherization measures, or lead based paint remediation to approximately 30 eligible households.

**Office on Aging**

Grandparents as Parents (GAP). Applied for \$1,750 from Timken Company Charitable and Educational Fund to expand services to grandfamilies raising grandchildren.

**Social Services**

Project LIVE. Applied for \$5,000 from the Robert Lee Weiss Foundation to purchase home repair supplies and professional services for low income seniors.

Ms. Anagnost moved to accept the grants, contracts, and applications as presented. Mr. Wright seconded the motion. The motion was unanimously approved. Mr. Johnson recused himself from the vote.

11. PROGRAM UPDATES AND ANNOUNCEMENTS

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

Commissioner Busler announced that fiber optics will be coming to all of Knoxville and will be available to all its citizens.

Ms. Compton requested that board members sign birthday cards for her neighbor, who was turning 100 years old.

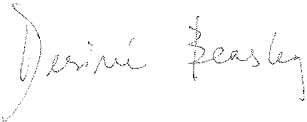
Ms. Dena Mashburn encouraged everyone who has school-aged children to schedule vaccinations with the health department before it gets busy. Additionally, the Health Department offers new services, such as mammograms, cervical health screens, and skin cancer detection.

As a reminder, Board Training will be Thursday, August 25, 2022, at Alex Haley Farm.

CAC is collecting School Supplies from now until August 31, 2022. Please drop off school supplies at the Ross Building.

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