

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

March 24, 2022

MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday March 24, 2022. A hybrid meeting was held at the Ross building with some members attending in person and other members using the digital platform.

BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost

Ms. Desiree Beasley

Mr. Doug Burton – representing Ms. Amy Brooks

Ms. Angela Cheek

Ms. Polly Doka

Ms. Ann Jefferson

Mr. Buz Johnson

Ms. Renee Kelly – representing Superintendent Bob Thomas

Mr. Charles Lomax – representing Mayor Indya Kincannon

Ms. Dena Mashburn – representing Mr. Kevin Parton

Mr. Orris Nero

Ms. Ashley Ogle – representing Mr. Ben Bentley

Ms. Martha Olson

Mr. Terrell Patrick

Judge John Rosson

Mr. Tank Strickland

Ms. Kenyadah Sullivan

Mr. Derek Tate

Dr. Sandra Twardosz

Ms. Lula Williams

Mr. Charles Wright

BOARD MEMBERS ABSENT

Mr. Sam Brown – representing Representative Sam McKenzie

Commissioner Charles Busler

Mr. Chris Caldwell – representing Mayor Glenn Jacobs

Ms. Anna Compton

Councilwoman Gwen McKenzie

Ms. Judy Poulson

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

1. MINUTES (MAILED)

Mr. Strickland asked if there were additions or corrections to the minutes of February 24, 2022, board meeting. There being none, the minutes were approved as distributed.

2. ADMINISTRATIVE COMMITTEE REPORT

Mr. Buz Johnson presented the Administrative Committee Report from Wednesday, March 16, 2022, and made the following report.

Approved the personnel actions on the attached sheet. The Head Start/Early Head Start financial reports for the month of February were reviewed. No action is required. A request to carry over unobligated balances for FY21 Head Start funds was reviewed and approved. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the report of the Office on Aging Invested Funds. The committee reviewed the Homeless Services financial report and the reports of various Covid-19 related funds for the month of February 2022. The committee was informed that Ms. Dena Mashburn will represent board member Mr. Kevin Parton, Knox County Health Department, replacing Ms. Jennifer Valentine. This will be a separate agenda item. The committee discussed the board meeting format change from the current hybrid format to an in-person meeting. The board will have a hybrid meeting in April. The format for the May meeting will be determined in April. The Covid-19 update report informed the committee that new CAC Covid-19 Protocols will take effect March 21, 2022. No action is required. The committee reviewed the local budget requests that have been submitted to the City of Knoxville and Knox County. Full board approval is recommended. This will be a separate agenda item. The committee heard a status report on the completion of the Audit Report for the period ending June 30, 2021. An across the board Covid-19 related extension for submitting the report by June 30, 2022 has been issued. The committee was advised of updates to the CAC Title VI Plan which is submitted to the Federal Transit Agency (FTA) every three (3) years. There were no substantial changes. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the Funding Summary for March 2022. Full board approval is recommended. This will be a separate agenda item. Plans were made for the March board meeting which will be a hybrid meeting with some members on-site and others participating remotely.

Mr. Johnson moved to accept the Administrative Report. Ms. Virginia Anagnost seconded the motion. The motion was unanimously approved.

Mr. Doug Burton moved to accept the appointment of Ms. Dena Mashburn representing member Mr. Kevin Parton, Knox County Health Department, replacing Ms. Jennifer Valentine. Judge John Rosson seconded the motion. The motion was unanimously approved.

3. HEAD START//EARLY HEAD START

Ms. Nancy Thomas, Head Start/Early Head Start director, thanked the board members for their participation on the review board. Ms. Thomas reviewed the Head Start/Early Head Start Financial and the Program Information Reports.

Mr. Charles Wright moved to accept the Financial and Program reports on the attached sheet. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

During FY21, the Head Start/Early Head Start program was understaffed due to Covid-19 and related issues. Personnel costs, therefore, were lower than planned for in the submitted budget. As a result, the program is requesting funds be transferred from Personnel and Fringe Benefits to Supplies, Contractual, Capital, and Other to support the furnishing of the Western Heights Head Start/Early Head Start Center, currently under construction. The Carry Over Balance (COB) funds will be used to furnish the center with phones, internet, cameras, security, and classroom/office furnishings so that the center can be operational in Fall 2022. Ms. Dena Mashburn asked what the cost would be to outfit a classroom. Ms. Thomas responded that \$15,000 per classroom, on average, would supply the basics.

Ms. Polly Doka moved to allocate the budget revisions and carryover balance of \$711,455 to the Western Heights Head Start/Early Head Start Center. Ms. Kenyadah Sullivan seconded the motion. The motion was unanimously approved.

Ms. Thomas reviewed the Non-Federal Share (NFS) Waiver Request for Head Start/Early Head Start FY21 found on the attached sheet. Again, due to limited volunteer opportunities related to Covid-19, the program was unable to meet the full NFS for FY21. The program is requesting a waiver of the Non Federal Share (NFS) in the amount of \$762,845 for FY21.

Ms. Anagnost moved to accept the waiver of the Non-Federal Share in the amount of \$762,845. Mr. Johnson seconded the motion. The motion was unanimously approved.

4. BIG PICTURE REPORT

Ms. Barbara Kelly narrated the PowerPoint presentation of The Big Picture. The National Performance Indicators (NPI) are organized to report on the outcomes and changes achieved by CAC clients. NPI categories are Employment, Education & Cognitive Development, Income, Infrastructure and Asset Building, Housing, Health and Social/Behavioral Development, Civic Engagement and Community Involvement. The services provided contribute to and result in the outcomes achieved. Ms. Kelly shared the impressive impact that CAC Volunteer Income Tax Assistance (VITA) program had \$12.7 million returned to the community through tax refunds, childcare credit, and Earned Income Tax Credits.

A copy of the report will be appended to the file copy of the minutes and has been 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.

Dr. Sandra Twardosz moved to accept The Big Picture report. Ms. Desiree Beasley seconded the motion. The motion was unanimously approved.

5. LOCAL BUDGETS

Ms. Kelly requested that the board review the Knoxville City and Knox County requests for July 1, 2022 – June 30, 2023 listed on the goldenrod handout. Funds in support of a 5% salary increase are being requested from both the City and County. Attracting and retaining employees is increasingly difficult as CAC salaries lag behind comparable employers.

Mr. Wright moved to approve the City and Knox County budget requests. Mr. Charles Lomax seconded. The motion was unanimously approved.

6. COVID-19 UPDATE

Ms. Windie Wilson, Human Resources director, informed the board that Covid-19 cases have been trending down in our area and Knox County is considered a LOW community level for Covid-19. The Center for Disease Control (CDC) has updated guidance on mask requirements. On March 21, 2022, CAC management updated the CAC Covid-19 Protocols, which are found in the packet. There are several programs where masks are required; except for these specifically noted programs, masks are welcomed but no longer required.

Mr. Wright moved to accept the Covid-19 report. Ms. Doka seconded the motion. The motion was unanimously approved.

7. TITLE VI PLAN UPDATE

Ms. Wilson reminded the board that CAC maintains a Title VI of the Civil Rights Act of 1964 plan which prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal funds or other Federal financial assistance. CAC is required to review periodically and update as needed. The Federal Transit Authority requires an update be submitted every three years. CAC's plan has been updated to include current information for pertinent staff, CAC board members, and designated local or state entities. The plan continues to outline processes and procedures for ensuring Title VI compliance, and no substantive changes have been made. CAC staff is trained at least once a year on Title VI. A copy of the complete plan is available.

Mr. Johnson moved to accept the Title VI Plan update. Mr. Nero 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:

Beardsley Farm

Beardsley Farm. Received \$394 from Osteria Stella Restaurant, who gave a percentage of their dessert proceeds.

Beardsley Farm. Received \$505 from Elst Brewery, who gave a percentage of their proceeds from beer made using Beardsley Farm excess/overripe pears.

Energy and Community

Project Help. Received \$56,328 from this year's campaign. These funds will be used to help Knox County residents who are struggling to heat their homes due to illness, injury, or job loss, as well as seniors who struggle with the rising cost of living.

Nutrition Services

Emergency Food and Shelter Program (EFSP) Phase 39: Received \$32,040 from United Way of Greater Knoxville to be used during the period of November 1, 2021 - April 30, 2023 to assist as follows:

- \$17,240 for Mobile Meals.
- \$8,000 to support Emergency Food to purchase standard food bags for the Emergency Food Helpers
- \$6,800 for Nutritional Supplements Program (aka Ensure Program).

Emergency Food and Shelter Program (EFSP) ARPA-R: Received \$99,027.75 from United Way of Greater Knoxville to be used during the period of November 1, 2021 - April 30, 2023 to assist as follows:

- \$32,000 to support Emergency Food to purchase standard food bags for the Emergency Food Helpers
- \$27,200 to support the Nutritional Supplement Program (aka Ensure Program).
- \$39,827.75 for Mobile Meals.

Social Services

Youth WINS & Youth Action Board (YAB). Received \$20,000 from Radio Systems Corporation for emergency funding to provide bedding and home goods for newly housed youth, and to help resolve any former legal or housing debt, and to address other barriers faced by youth.

Pillow Project. Received \$4,750 from Altar'd State Turkey Creek to provide household items and cleaning supplies to formerly homeless individuals/households who have achieved housing.

CAC Housing Assistance Program. Received an additional \$1,250,000 from the Knox County Department of Treasury for staffing of the Knox Housing Assistance program.

Office on Aging

Knox PAWS. Received \$8,000 from Meals on Wheels of America Trailblazer Grant, supported by PetSmart Charities, to provide veterinary care. Knox PAWS will also be serving as a mentor to assist in developing other pet programs.

Proposal/Application Summaries

Beardsley Farm

Education Initiatives. Applied for \$15,000 from the Siddiqi Charitable Foundation to assist in funding education initiatives for the Farm.

CAC Transit

CAC Transit. Applied for \$1,360,000, from the Knoxville Regional Transportation Planning Organization to purchase CAC Transit vehicles. \$384,000 will be distributed yearly between 2023-2026.

Nutrition Services

Mobile Meals. Applied for \$20,000 from TVA/KUB Community Care Fund to provide home-delivered meals to homebound seniors over the age of 60.

Mobile Meals. Applied for \$4,800 from the Akima Club Grant to provide meals to five (5) homebound seniors for one (1) year.

Food Distribution Transportation Equipment. Applied for \$50,000 from Tennessee Emergency Food Assistance Program (TEFAP) Reach and Resiliency Grant to provide transportation equipment to expand the commodity distribution program.

Office on Aging

Daily Living Center. Applied for \$972 from the Akima Club Grant to support participant footcare.

Foster Grandparents Program. Applied for \$471,170 from AmeriCorps to provide 77,256 hours of service to mentor and tutor at-risk children. This is for July 1, 2022 – June 30, 2023.

Grandparents as Parents (GAP). Applied for \$2,500 from the Knoxville Bar Foundation to help pay for special custody cases and adoption cases for grandparents raising their grandchildren.

Knox PAWS. Applied for \$7,500 from the Grey Muzzle Foundation to provide veterinary care.

Retired & Senior Volunteer Program (RSVP) for Knox County. Applied for \$75,000 from AmeriCorps to mobilize 315 volunteers to build capacity for local nonprofits. This is for July 1, 2022 – June 30, 2023.

Retired & Senior Volunteer Program (RSVP) for Blount County. Applied for \$82,500 from AmeriCorps to mobilize 83 volunteers to provide assisted transportation support for seniors. This is for July 1, 2022 – June 30, 2023.

Senior Companions. Applied for \$346,954 from AmeriCorps to provide 56,376 hours of service to foster independent living for older adults. This is for July 1, 2022 – June 30, 2023.

Office on Aging. Applied for \$25,000 from KUB Community Care Fund Grant to provide education and support to client caregivers.

Social Services

Homeward Bound. Applied for \$600 from Akima Club to purchase heaters and window air conditioner units for low-income seniors.

Mr. Wright moved to accept the grants, contracts and applications as presented. Ms. Ashley Ogle seconded the motion. The motion was unanimously approved.

9. PROGRAM UPDATES AND ANNOUNCEMENTS

The following announcements were found in the board packet:

Volunteer Income Tax Assistance (VITA). Free tax preparation for low-to-moderate income households and individuals. By appointment only; call 865-244-3086.

J.T. O'Connor Pancake Fest. Friday, April 1, 2022, from 7:00 am to 1:00 pm, cost is \$5. You will receive a box of pancakes, sausage, and your choice of beverage. Gluten-free and sugar-free options are available. Call 865-523-1135 for additional information.

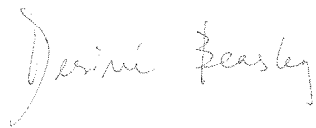
Pie it Forward. In April, Grandparents as Parents is partnering with Buttermilk Sky Pie Shop on Kingston Pike, in Bearden. Purchase a Blackberry Custard Pie and a portion of the funds will be donated to support programming for grandfamilies.

Plant Sale at Beardsley Farm. Saturday, April 23, 2022, from 10:00 am to 1:00 pm. Please contact the farm at 865-546-8446.

Covid-19 Funeral Assistance. Senior Information & Referral can help you find out if you qualify for funeral cost benefits if you have a death certificate stating Covid-19 as the cause of death. Call 865-546-6262 for additional information.

Ms. Mashburn announced two opportunities from the Knoxville-Knox County Health Department. Birthing Change program: 1) Knoxville's Inaugural Celebration of Black Maternal Health Week will begin on Sunday April 10. There will be opportunities to join in the conversations and activities focused on the Black maternal health crisis. 2) The Health Department is seeking a diverse group of young people from across Knox County to serve on the Youth Health Board. Flyers are available.

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 dark ink and is positioned to the left of the typed name below it.

Desiree Beasley, board secretary