

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE  
May 23, 2024  
MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday, May 23, 2024. The meeting was held at the J.T. O'Connor Center.

BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost  
Ms. Desiree Beasley  
Rev. Sam Brown – representing Representative Sam McKenzie  
Mr. Doug Burton – representing Ms. Amy Brooks  
Ms. Anna Compton  
Mr. Kevin DuBose – representing Mayor Indya Kincannon  
Mr. Buz Johnson  
Ms. Victoria Moore  
Councilwoman Gwen McKenzie  
Mr. Terrell Patrick  
Mr. Orris Nero  
Ms. Martha Olson  
Ms. Judy Poulson  
Dr. Ragan Schriver  
Ms. Kenyadah Sullivan  
Mr. Derek Tate  
Dr. Sandra Twardosz  
Ms. Lula Williams

BOARD MEMBERS ABSENT

Dr. Andrew Brown– representing Superintendent Dr. Jon Rysewyk  
Mr. Chris Caldwell – representing Mayor Glenn Jacobs  
Ms. Polly Doka  
Commissioner Kim Frazier  
Ms. Megan Johnson  
Ms. Dena Mashburn – representing Mr. Kevin Parton  
Ms. Ashley Ogle – representing Mr. Ben Bentley  
Mr. John Rosson  
Mr. Charles Wright

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

1. SENIOR COMPANION SNOWFLAKE BALL RECOGNITION

Ms. Michelle Peckham, program manager for AmeriCorps Seniors, briefly discussed the accomplishments of the AmeriCorps Seniors Programs and presented the Senior Companion Advisory Board members. Ms. Peckham thanked them for their tremendous fundraising effort. The 2024 Snowflake Ball raised \$103,407, making it one of the most successful CAC fundraising events this year. Ms. Kay Lorick, Senior Companion volunteer, received the 2024 Champion of Seniors award.

2. MINUTES (MAILED)

Mr. Johnson asked if there were additions or corrections to the minutes of the April 25, 2024, board meeting. There being none, the minutes were approved as distributed.

3. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Terrell Patrick, Administrative Committee chair, presented the Administrative Committee Report from Wednesday, May 15, 2024, and made the following report:

Mr. Eric Foster with PYA Waltman Capital presented the periodic Retirement Plan Review. The plan is currently valued at \$21,582,293. An economic overview of investment was reviewed. He reviewed the plan fund allocation, as well as the overall plan cost. No recommendations for change were made and no action on the Plan is required. The committee approved the personnel actions on the attached sheet. The committee reviewed the Incentive Proposal for Summer Food Distribution Worker on the attached sheet. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the Report of CDs and Bank Accounts. No action is required. The committee received an update on the FY22, FY23, and FY24 Financial Audits. The FY22 is projected to be completed on or before June 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 the recommendation from the Council on Aging for the Allocation for Older American Act Funds. Full board approval is recommended. This will be a separate agenda item. The Homeless Services report for April was reviewed. The Head Start/Early Head Start financial report and program report for the month of April were reviewed. No action is required. The committee reviewed the application for the Head Start Cost of Living Increase (COLA) and the application for Head Start Quality Improvement funds. Full board approval is recommended. This will be a separate agenda item. The committee was advised that the City and County Budget requests will be funded. The committee reviewed and approved the Funding Summary for May 2024. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the May 23, 2024 board meeting held at the J.T. O'Connor Center.

Mr. Patrick moved to accept the May 15, 2024, Administrative Committee Report. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

4. AUDIT UPDATE

Ms. Barbara Kelly, executive director, informed the board that PYA has declined to work on the FY24 Audit. CAC will go through the procurement process with the County to obtain a Request for Proposal (RFP) to look for a new accounting firm. The FY22 Audit is projected to be completed on or before June 30, 2024. Work is being done to prepare for the FY23 Audit. It would be desirable to release this report by Sept. 30, 2024 but that timetable has not been finalized.

5. INCENTIVE PROPOSAL FOR SUMMER FOOD DISTRIBUTION WORKERS

Ms. Windie Wilson, Human Resources director, reviewed the plan found in the board packet. Recruitment and retention of temporary employees, along with attendance and punctuality, are some of the challenge's faced by management during the summer feeding programs. To help address these issues, the Nutrition Service staff is proposing a limited set of incentives for designated summer food distribution staff, as described in the handout.

Mr. Derek Tate moved to approve the Incentive Proposal for Summer Food Distribution Workers. Ms. Kenyadah Sullivan seconded the motion. The motion was unanimously approved.

6. HEAD START/EARLY HEAD START

Ms. Renee Hauge, Head Start director, advised the Board that the Office of Head Start has authorized a 2.35% Cost of Living Adjustment (COLA) which the program proposes to apply to the pay scale for all Head Start/Early Head Start positions. CAC Head Start is requesting a COLA increase of 2.5% to the hourly rate of pay for each/every Head Start/Early Head Start position. The increase will be retroactive to January 1, 2024, (the beginning of the grant period) and should be reflected on the check that staff receive on May 31, 2024.

Ms. Sullivan moved to approve the Head Start COLA increase of 2.5%. Mr. Nero seconded the motion. The motion was unanimously approved.

7. OFFICE ON AGING ANNUAL REPORT

Ms. Dottie Lyvers, Office on Aging director, presented slides highlighting the information from the Annual Report July 1, 2022 – June 30, 2023. Copies of the annual report were handed out to the board members. Ms. Lyvers gave a brief history of the Office on Aging (OOA) and thanked the dedicated staff. The OOA has more than 20 programs and services available in multiple locations. The annual budget for 2022 – 2023 was \$6,284,937.

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 3,936 callers with services.
- Affordable Medicine Options for Seniors (AMOS) provided 1,052 people with information, and assisted a number of people with Medicare enrollment assistance.
- Savings CheckUp assisted 762 individuals with benefits applications.

- Supplemental Nutrition Assistance Program (SNAP) outreach served 1,120 individuals.
- Gift of Sight, Hearing & Dentures (GOSHD) provided 232 people with eyeglasses, dentures, and hearing aids.

#### Recreation

- The Connor Senior Center featured exercise, health and socialization for seniors, and provided regular health & wellness programs, education, and training, such as Digital Inclusion classes. 1,536 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. 33 participants completed Digital Inclusion Training Classes. SCSEP co-sponsored two job fairs that served over 270 job seekers and 77 supportive service providers.
- Senior Employment Service assisted 80 people who attended Seniors Seeking Employment workshops, and served 369 clients with job counseling and referrals.

#### Supportive Services & Case Management

- The Daily Living Center served 23 vulnerable adults with day service programming.
- Grandparents as Parents (GAP) helped 611 families with the unique needs of grandparents and other relative caregivers who are raising children whose parents are unable to care for them.
- Rise Above Crime (RAC) provided outreach, education, and services surrounding the issue of elder abuse to 818 individuals in Knoxville and Knox County.
- Personal Emergency Response System (PERS) provided 36 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](http://knoxseniors.org)), OOA blog, social media, Knoxville Community Media'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/>

Ms. Victoria Moore moved to accept the Office on Aging Annual Report. Dr. Ragan Schriver seconded the motion. The motion was unanimously approved.

8. ALLOCATION OF OLDER AMERICANS ACT

Ms. Dottie Lyvers introduced the Council on Aging chair, Mr. Mitch Olszewski, who presented the recommendations for the allocation of Older Americans Act funds for \$246,523, effective July 1, 2024 – June 30, 2025. The following programs will benefit from allocations from this fund: Office on Aging, \$75,000; Project LIVE, \$42,728; Transit, \$15,638; O’Connor Senior Center, \$13,000; Legal Aid of East Tennessee, \$44,000; Homemaker Services through Hillcrest at Home, \$39,801; Senior Information & Referral, \$15,956; and the Council on Aging, \$0.

Mr. Tate moved to accept the recommendations for allocation of funds from the Older Americans Act. Dr. Schriver seconded the motion. The motion was unanimously approved

9. GRANTS, CONTRACTS, AND APPLICATIONS

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

**Housing & Energy**

Emergency and Minor Home Repair Program. Received \$548,242 from the Community Block Grant (CDBG) for the FY 2024-2025. These funds will be used to perform health and safety repairs to approximately 80 income-eligible, owner-occupied households within the City of Knoxville.

**Nutrition Services**

Mobile Meals. Received \$4,680 from the Akima Club to provide meals for Mobile Meals recipients.

Emergency Food Helper Program. Received \$30,927 from the Emergency Food and Shelter Program to provide liquid nutritional supplements and pantry food assistance.

**Social Services**

Project Live. Received \$500 from the Akima Club to provide fans and heaters.

**Proposal/Application Summaries**

**Beardsley Farm**

Community Garden Program. Applied for \$10,000 from First Horizon Bank to support over 35 garden locations, impacting 250 gardeners, throughout the City of Knoxville. Gardens provide benefits to low-income seniors, refugees, and Mechanicsville gardeners. Funds will be used for soil, wood for raised bed improvement, water bills, and translation services.

**Office on Aging**

Feed-A-Pet Program. Applied for \$10,000 from Meals On Wheels America to provide vet and grooming services, as well as pet food purchases.

Knox PAWS and Feed-A-Pet Program: Applied for \$10,000 from First Horizon Grants for Good for general use for Knox PAWS and the Feed-A-Pet Program.

**Social Services**

Youth WINS and Project Live. Applied for \$130,000 from the City of Knoxville CDBG Funds to support two case managers salaries who will work with youth ages 18-24, and seniors over 60 who are homeless or at-risk of becoming homeless.

Ms. Desiree Beasley moved to accept the grants, contracts, and applications as presented.  
Dr. Sandra Twardosz seconded the motion. The motion was unanimously approved.

10. **PROGRAM UPDATES AND ANNOUNCEMENTS**

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

**Garden Gala and Art Show.** Friday, June 7, 2024, from 5:00 pm to 7:30 pm, at Beardsley Farm. Enjoy community artwork interspersed with nature. Free and open to the public.

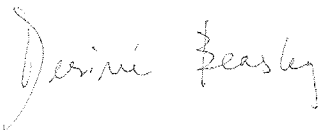
**Dia Del Niño.** Saturday, June 22, 2024, from 10:00 am to 1:00 pm, at Beardsley Farm. This free festival, in partnership with Centro Hispano, is family-friendly and open to the public. There will be games and activities for youth.

**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.

Mr. Tate shared that the East Neighborhood Cleanup was a big success. The total trash collected was 13,480 pounds in one square mile.

There being no other business, the meeting was adjourned.

Respectfully submitted,



Desiree Beasley, board secretary