

KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE  
May 25, 2023  
MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday May 25, 2023. The meeting was held at the J. T. O'Connor Senior Center.

BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost  
Ms. Desiree Beasley  
Rev. Sam Brown — representing Representative Sam McKenzie  
Ms. Polly Doka  
Mr. Kevin DuBose — representing Mayor Indya Kincannon  
Ms. Ann Jefferson  
Mr. Buz Johnson  
Ms. Dena Mashburn — representing Mr. Kevin Parton  
Mr. Orris Nero  
Ms. Judy Poulson  
Judge John Rosson  
Mr. Tank Strickland  
Ms. Kenyadah Sullivan  
Mr. Derek Tate  
Ms. Melissa Vanderburg  
Ms. Lula Williams  
Mr. Charles Wright

BOARD MEMBERS ABSENT

Mr. Doug Burton — representing Mr. Jeff Welch  
Mr. Chris Caldwell — representing Mayor Glenn Jacobs  
Ms. Anna Compton  
Commissioner Kim Frazier  
Ms. Kori Lautner — representing Superintendent Dr. Jon Rysewyk  
Councilwoman Gwen McKenzie  
Ms. Ashley Ogle — representing Mr. Ben Bentley  
Ms. Martha Olson  
Mr. Terrell Patrick  
Dr. Sandra Twardosz

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

1. MINUTES (MAILED)

Mr. Strickland asked if there were additions or corrections to the minutes of April 27, 2023, board meeting. There being none, the minutes were approved as distributed.

2. RECOGNITION FOR GINA DELK

Ms. Windie Wilson, Human Resources director, presented Ms. Gina Delk, Mobile Meals Kitchen manager, with a Certificate of Appreciation and flowers thanking her for her tremendous efforts as the Mobile Meals manager for the past 15 years. Ms. Delk has demonstrated compassionate commitment, leadership, and service to the seniors of Knoxville and Knox County.

3. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Buz Johnson presented the Administrative Committee Report from Wednesday, May 17, 2023, and made the following report:

Approved the personnel actions on the attached sheet. The committee reviewed the Report of the

Investments. No action is required. The Homeless Services report for April was reviewed. The Head Start/Early Head Start financial report and program report for the month of April was reviewed. No action is required. The committee reviewed the Slot Reduction/Change of Scope proposal for Head Start/Early Head Start. Full board approval is recommended. This will be a separate agenda item. The committee recommends that Mr. Kevin DuBose be approved to serve on the board in the Group 1 (Public Officials category), representing City Mayor Indya Kincannon. Full board approval is recommended. 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 committee was advised that the City and County Budget requests were not funded. Committee was advised that the FY 2022 audit is scheduled to be completed by 9/30/23. The FY 2023 audit is scheduled to be completed by 3/31/24. No action is required. The committee reviewed and approved the Funding Summary for May 2023. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the May 25, 2023, board meeting to be held at the John T. O'Connor Center. Possible locations for the Board Retreat were discussed.

Mr. Johnson moved to accept the Administrative Committee Report for May 17, 2023. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

Judge John Rosson moved to approve Mr. Kevin DuBose to serve on the board in the Group 1 (Public Officials category,) representing City Mayor Indya Kincannon. Mr. Johnson seconded the motion. The motion was unanimously approved.

4. HEAD START/EARLY HEAD START

Ms. Renee Hauge, Head Start/Early Head Start director, reviewed the Head Start Change of Scope Proposal found in the board packet. In order to meet the conditions of our grant, better meet the high demand for infant/toddler services in Knoxville-Knox County, and to help with the hiring crisis, CAC Head Start is proposing the following:

- o Reduce the number of preschool classes from 39 to 30
- o Reduce the number of preschool children being served from 743 to 654 o Convert 144 preschool slots to 40 Early Head Start (EHS) slots, further reducing preschool enrollment from 654 to 510 o Reduce preschool class sizes from 20 per class to 17 per class o Employ 3 Classroom Support Specialists to assist teaching staff with management of persistent and challenging behaviors

Ms. Ann Jefferson, board member, asked whether or not would the waiting list would be reduced. No, this would not decrease the waiting list, but would help with the present need to open additional classrooms for infant/toddler children. Ms. Kenyadah Sullivan, board member representing Head Start, stated that Knox County schools have increased their preschool programing. Ms. Hauge stated that Head Start Centers nationwide are wrestling with these same issues.

Ms. Polly Doka moved to accept the Slot Reduction/Change of Scope Proposal for Head Start/Early Head Start. Ms. Kenyadah Sullivan seconded the motion. The motion was unanimously approved.

5. O'CONNOR PRESENTATION

Ms. Dottie Lyvers, Office on Aging director, introduced the staff and talked about the many programs and opportunities the O'Connor Senior Center has to offer. Some highlights from the presentation were:

- o The Center provided 55,610 units of service with 3,773 participants last year ■ Programs and activities fall into four categories: o Health Services o Physical Fitness & Exercise o Recreation o Education

Ms. Lyvers stated that the O'Connor Center is a place where individuals can not only add years to their lives, but add life to their years.

Mr. Derek Tate moved to accept the report of the O'Connor Center. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

6. ALLOCATION OF OLDER AMERICANS ACT

Ms. Dottie Lyvers presented the recommendations for the allocation of Older Americans Act funds for \$223,834, effective July 1, 2023 — June 30, 2024. The following programs will benefit from allocations from this fund: Office on Aging, \$70,940; Project LIVE, \$37,353; Transit, \$15,638; O'Connor Transportation, \$12,153; Legal Aid of East Tennessee, \$34,000; Homemaker Services through Hillcrest at Home, \$39,801; Senior Information & Referral, \$13,949; and the Council on Aging, \$0.

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

7. GRANTS, CONTRACTS, AND APPLICATIONS

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

CAC Transit

CAC Transit. Received \$1 for fiscal year 2023-2024 in a split letter agreement from the City of Knoxville in Section 5307 Urbanized Area Funding to provide general public transportation, employment transportation, and reimbursement for safety and preventative maintenance.

Nutrition Services

Mobile Meals. Received \$4,800 from the Akima Club to provide meals to home-bound seniors.

Office on Aging

Daily Living Center (DLC). Received \$972 from the Akima Club to address personal hygiene needs for participants.

Social Services

Project LIVE. Received \$6,000 from the Akima Club to purchase ceramic heaters and fans for low-income seniors.

Proposal/Application Summaries

CAC Transit

CAC Volunteer Assisted Transportation (VAT). Applied for \$455,625 from the Knoxville Regional Transportation Planning Organization (TPO) to assist with operating costs for fiscal years 2023-2025 for Federal Transit Administration (FTA) Section 5310 Funding (Enhanced Mobility of Seniors and Individuals with Disabilities).

Office on Aging

Office on Aging. Applied for \$152,400 with Knox Pride and the University of Tennessee from the Retirement Research Foundation (RRF) for Aging to offer local providers the skills and tools necessary for enacting positive change with the LGBTQ+ older adults.

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

8. REVIEW WHISTLE BLOWER POLICY

Ms. Wilson reviewed the CAC whistleblower policy handed out to the board members. In keeping with the policy of maintaining the highest standards, conduct and ethics, CAC will investigate complaints of suspected fraud or dishonest use or misuse of its resources or property by staff, board members, consultants, volunteers, or clients. This policy does not replace any procedures required by law, regulation, or funding source.

Mr. Tate moved to accept the review of the whistleblower policy. Mr. Johnson 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:

Ms. Wilson encouraged board members to read the U.S. Surgeon General advisory on the Healing Effects of Social Connection and Community that will be emailed to them.

Garden Gala and Art Show. Friday, June 2, 2023, from 4:00 pm to 7:00 pm, at Beardsley Farm. Enjoy artwork from the community and farm tours. Free and open to the public.

Dia Del Niiio. Saturday, June 10, 2023, from 10:00 am to 1:00 pm, at Beardsley Farm. This free festival is family-friendly and open to the public.

Mr. Strickland reminded the board members to return the brief word survey describing Knoxville-Knox County Community Action Committee (CAC) to Cathy Gonzalez.

There being no other business, the meeting was adjourned.

Respectfully submitted,



Desiree Beasley, board secretary

