

# KNOXVILLE-KNOX COUNTY COMMUNITY ACTION COMMITTEE

September 28, 2023

## MINUTES

The regularly scheduled meeting of the Knoxville-Knox County Community Action Committee was held at 10:00 a.m. on Thursday September 28, 2023. The meeting was held at the Head Start Center Kiwanis-East II.

### BOARD MEMBERS PARTICIPATING

Ms. Virginia Anagnost  
Ms. Desiree Beasley  
Mr. Doug Burton – representing Ms. Amy Brooks  
Mr. Kevin DuBose – representing Mayor Indya Kincannon  
Commissioner Kim Frazier  
Ms. Ann Jefferson  
Mr. Buz Johnson  
Ms. Dena Mashburn – representing Mr. Kevin Parton  
Mr. Orris Nero  
Ms. Ashley Ogle – representing Mr. Ben Bentley  
Ms. Martha Olson  
Mr. Terrell Patrick  
Ms. Judy Poulson  
Judge John Rosson  
Dr. Ragan Schriver  
Dr. Sandra Twardosz  
Ms. Lula Williams  
Mr. Charles Wright

### BOARD MEMBERS ABSENT

Dr. Andrew Brown– representing Superintendent Dr. Jon Rysewyk  
Rev. Sam Brown – representing Representative Sam McKenzie  
Ms. Anna Compton  
Ms. Polly Doka  
Mr. Chris Caldwell – representing Mayor Glenn Jacobs  
Councilwoman Gwen McKenzie  
Ms. Kenyadah Sullivan  
Mr. Derek Tate  
Ms. Melissa Vanderburg

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

1. MINUTES (MAILED)

Mr. Johnson asked if there were additions or corrections to the minutes of July 27, 2023, board meeting. There being none, the minutes were approved as distributed. Ms. Cathy Gonzalez stated that a correction was made to the attendance sheet to remove Tank Strickland's name from the roster.

2. ADMINISTRATIVE COMMITTEE REPORTS

Mr. Doug Burton presented the Administrative Committee Reports from Wednesday, August 16, 2023, and Wednesday, September 20, 2023, and made the following reports:

August 16, 2023

The Head Start/Early Head Start financial report and program report for the month of July was reviewed. Head Start/Early Head Start Status Report was received. No action is required. The committee 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 July was reviewed. The committee was advised that the Annual Audit Report for the period ending June 30, 2022 will be released on or before December 31, 2023. The committee was advised that the CSBG Community Action plan application will be submitted by August 25, 2023. Full board approval is recommended. The committee reviewed and approved the Funding Summary for August 2023. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the August 17, 2023, board retreat to be held at The Children's Defense Fund/Alex Haley Farm in Clinton, Tennessee.

Mr. Burton moved to accept the Administrative Committee Report for August 16, 2023. Mr. Orris Nero seconded the motion. The motion was unanimously approved.

Dr. Sandy Twardosz moved to accept the submission of the CSBG application. Ms. Virginia Anagnost seconded the motion. The motion was unanimously approved.

September 20, 2023

Mr. Eric Foster with PYA Waltman Capital presented the periodic Retirement Plan Review. The plan is currently valued at \$18,901,033. An economic overview of investment was reviewed. He reviewed the plan fund allocation, as well as the overall plan cost. Mr. Foster gave an update of the Secure 2.0 Act. Mr. Foster reviewed the analysis of the CAC's twenty-eight (28) funds. No recommendations for change were made and no action on the Plan is required. Full board approval is recommended. The Head Start/Early Head Start financial report and program report for the month of August 2023 were reviewed. No action is required. The Head Start/Early Head Start Supplemental Funding Request on the attached sheet was reviewed by the committee. Full board approval is recommended. This will be a separate agenda item. The committee reviewed the Head Start/Early Head Start Refunding Proposal on the attached sheet. Full board approval is recommended. This will be a separate agenda item. Approved the personnel actions on the attached sheet. The committee reviewed the Report of the

Investments. The committee recommends that staff be authorized to invest Snowflake Ball proceeds in the amount of \$63,968.72 in a certificate of deposit at the best available rate. Full board approval is recommended. The committee reviewed the Homeless Services financial report for August 2023. The committee was advised that the Audit Report for the period ending June 30, 2022, which was scheduled for release on September 30, 2023, will be released on or before December 31, 2023. Partners have been notified of the delay. The committee was advised that HG&A, the accounting firm that has conducted the annual audit of the Retirement Plan, has merged with PYA. The committee recommends approval of a contract with PYA to conduct the retirement plan audit for the period ending June 30, 2023 at \$13,500. Full board approval is recommended. The committee received a draft of the Strategic Plan for October 1, 2023 to September 30, 2026. Full board approval is recommended. This will be a separate agenda item. The committee reviewed and approved the Funding Summary for September 2023. Full board approval is recommended. This will be a separate agenda item. Plans are being made for the September 28, 2023 board meeting to be held at the Kiwanis-East II Head Start Center located at 2330 Prosser Road.

Judge John Rosson moved to accept the Administrative Committee Report for September 20, 2023. Ms. Ashley Ogle seconded the motion. The motion was unanimously approved.

Ms. Anagnost moved to accept the Retirement Plan Review. Mr. Charles Wright seconded the motion. The motion was unanimously approved.

Ms. Judy Poulson moved to authorize staff to invest Snowflake Ball proceeds in the amount of \$63,968.72 in a certificate of deposit at the best available rate. Mr. Wright seconded the motion. The motion was unanimously approved.

Ms. Desiree Beasley moved to approve the contract with PYA to conduct the retirement plan audit for the period ending June 30, 2023 at \$13,500. Ms. Lula Williams seconded the motion. The motion was unanimously approved.

### 3. HEAD START/EARLY HEAD START PRESENTATION

Ms. Renee Hauge, Head Start/Early Head Start director, reviewed the supplemental funding request to enhance security at all six (6) Head Start centers. The recommendations are to implement the following: install locks on classroom doors so that intruders cannot enter easily, provide age appropriate onsite training to all staff using Stay Safe procedures, install impact-resistant window film to the interior and exterior of classroom center windows and glass doors to delay entry, and install panic devices and hardware to secure two (2) entrances at the Claxton center.

Mr. Nero moved to accept the report and to approve the supplemental funding request. Dr. Ragan Schriver seconded the motion. The motion was unanimously approved.

Ms. Hauge gave a presentation on Head Start: The Next Five Years. The Head Start program is nearing completion of its five (5) year funding cycle which provides excellent opportunity for reflection, assessment, and planning for the next five years. Ms. Hauge reviewed the many accomplishments that Head Start made over the last five years. In looking forward, the program is proposing the following long-range goals: School Readiness, Staff Capacity, Family Engagement, Leadership Development, and Staff Wellbeing.

### School Readiness

The goal is to show systematic progress towards meeting established school readiness goals for preschoolers, infants, and toddlers. Ms. Hauge reviewed the program's school readiness goals.

When children leave Head Start, they will be:

- 1) Physically healthy
- 2) Socially competent
- 3) Academically Ready

The short-term objectives for this school year in this area are:

- To provide additional pre-literacy training, workshops, and classroom materials so that teachers can better support children in this area
- To implement a new team-based behavior support system for children who use persistent challenging behaviors

### Staff Capacity

The goal is to improve and increase staff's capacity to support children's learning, to engage families effectively, and to provide high quality, comprehensive services to children and families. The short-term objectives for this school year in this area are:

- To provide training and professional development to staff in the areas outlined in their Needs Assessment and Professional Development Plan
- To fully transition from an analog HR system to a more streamlined and efficient digital system

### Family Engagement

The goal is to increase parent, family and community engagement in program activities, leading to improved family engagement outcomes and school-ready children. The short-term objectives for this school year in this area are:

- To increase in family engagement opportunities at the centers
- To work to improve children's attendance program-wide by getting families more engaged at the center level

### Leadership Development

The goal is to create a professional development system which supports and fosters the growth of exceptional leaders who will champion excellence, lead with integrity, and drive positive change in our community. The short-term objectives for this school year in this area are:

- To identify an appropriate and comprehensive leadership curriculum focusing on key leadership competencies such as communication, empathy, critical thinking, and problem solving
- To establish leadership professional learning communities for positional leaders to learn about and explore leadership concepts and theories

### Staff Wellbeing

The goal is to cultivate a thriving and resilient workforce that is not only inspired and fulfilled by their work but also equipped with the resources, support, and opportunities necessary for personal growth. The short-term objectives for this school year in this area are:

- To establish staff-wellness committees to take a systematic and intentional approach to supporting staff wellness
- To provide monthly resilience building sessions for all staff using the CORE (Comprehensive Resilience) Framework which provides strategies to strengthen resilience and physical, mental, emotional and social wellbeing

Ms. Hauge reviewed the Fact Sheet for the Head Start/Early Head Start Refunding Proposal found in the board packet. Ms. Hauge also reviewed the budget details for the refunding application.

Ms. Dena Mashburn moved to approve the refunding application for Head Start/Early Head Start. Ms. Martha Olson seconded the motion. The motion was unanimously approved.

### 4. STRATEGIC PLAN PRESENTATION

Ms. Amie Whitworth, Community Services senior manager, and Ms. Lisa Higginbotham, Special Projects director, reviewed the Strategic Plan that was completed by the sub-committee during a 9-month process. Altogether, plan development, the Mission, Vision and Values, and the final plan, have three (3) objectives:

- 1) Advance client success
- 2) Engage our community in action
- 3) Pursue organizational excellence

Full Strategic Plan was distributed to the board. The board was given the opportunity to attend an in-depth luncheon meeting on Thursday, October 5, 2023, to address any questions they may have upon their review. The final plan will be submitted at the October 18, 2023 Administrative Committee Meeting, with a vote for full board acceptance at the October 26, 2023 Board Meeting.

### 5. GRANTS, CONTRACTS, AND APPLICATIONS

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

#### August 2023 Grants, Contracts and Applications

##### Beardsley Farm

School Garden Program. Received \$50,000 from the Siddiqi Charitable Foundation for the School Garden Program. This grant will be \$25,000 for 2023/2024 and 2024/2025. The school program creates healthier communities for students through gardening and cooking education, as well as through produce distributions.

Beardsley Farm General Programs. Received \$40,000 from Cherokee Distributors for general use at the farm.

**CAC Transit**

CAC Transit. Received \$810,269 from the Tennessee Department of Transportation (TDOT) for the Critical Trips program. These funds are for July 1, 2023 – June 30, 2024. This program provides operating assistance for demand-response transit service in Tennessee urban fringe areas.

**Office on Aging**

Senior Community Service Employment Program (SCSEP). Received \$417,900 from the Center for Workforce Inclusion for FY 24. These funds support the SCSEP program for training programs for unemployed, low-income, adults age 55 or older who face barriers to employment.

Office on Aging/J. T. O'Connor Center. Received \$403,425 from East Tennessee Human Resource Agency (ETHRA) for FY 24. These funds support the Office on Aging, J. T. O'Connor Center, Affordable Medicine Options for Seniors (AMOS), and Grandparents As Parents (GAP) programs.

**Proposal/Application Summaries**

**Office on Aging**

J. T. O'Connor Center. Applied for \$8,000 from the Tennessee Commission on Aging and Disability for programming and activity costs.

**Social Services**

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

**September 2023 Grants, Contracts, and Applications**

**Beardsley Farm**

School Garden Program. Received \$500 from Amerigroup for the School Garden Program.

**CAC Transit**

CAC Transit. Received \$3,100 from Public Entity Partners (PEP) to supply cameras and security upgrades at the CAC Mobile Meals Kitchen and Beardsley Farm.

CAC Transit. Received \$3,000 from Public Entity Partners (PEP) to provide employee-safety activities to reduce worker's compensation claims.

Volunteer Assisted Transportation (VAT). Received \$6,970 from Three Rivers Market to provide transportation services to seniors and people with disabilities who require aid and assistance to travel safely.

**Nutrition Services**

Mobile Meals. Received \$9,000 from Meals on Wheels Social Connection Grant to provide meals for seniors.

**Office on Aging**

Grandparents As Parents (GAP). Received \$20,000 from Knox County to support the GAP Guidebook production and distribution.

Office on Aging (OOA). Received \$5,000 from the East Tennessee Foundation to conduct cultural-competency training. Funds will be used to support LGBTQ+ training for staff and the community.

Senior Community Service Employment Program (SCSEP). Received \$417,900 from Centers for Workforce Inclusion to support part-time, paid, community-service adults for on-the-job training for FY 23-24.

Savings Checkup. Received \$15,000 additional funds from the National Council on Aging to support OOA work from October 1, 2023 to December 31, 2023.

### **Social Services**

FY 22 LIHEAP Infrastructure Funds. Received \$113,776 from THDA for utility assistance for LIHEAP-eligible applicants who have not been served since October 1, 2022. These funds will be distributed by September 30, 2023.

FY 23 LIHEAP Funds. Received \$3,500,397 from THDA to provide utility assistance and administration costs. Funding is from October 1, 2023 to September 30, 2024.

## **Proposal/Application Summaries**

### **Beardsley Farm**

Beardsley Farm. Applied for \$10,000 from the City Block 202 Grant for general operation of the farm.

Community Gardens. Applied for \$9,000 from the Whole Cities Foundation Grant (Whole Foods) for community garden activities.

School Garden Program. Applied for \$5,000 from the TEGNA Foundation for School Garden Program activities.

### **Office on Aging**

Rise Above Crime. Applied for \$7,500 to \$75,000 from the Oak Ridge National Laboratories (ORNL) 75<sup>th</sup> Anniversary Celebration Grant for older adults who have been victimized by or are at risk of crime.

Rise Above Crime. Applied for \$5,000 from TEGNA Foundation to support older adults who have been victimized by or are at risk of crime.

Tech Smart Knox Seniors. Applied for \$150,000 for Phase II grant from Trinity Health Foundation of East Tennessee to provide 160 older adults with digital training, access to digital tools, and connectivity support to gain skills and confidence needed to navigate technology.

Knox PAWS. Applied for \$10,000 from CNS Y-12 Community Investment Fund to support veterinary costs for clients.

Grandparents As Parents (GAP). Applied for \$10,000 from the Janet Sainer Relatives as Parents Program Award from the Brookdale Foundation to support GAP clients and program costs.

**Social Services**

**Outreach Case Management.** Applied for \$120,000 from the Community Development Block Grant (CDBG) from Knox County to support the salaries of two outreach case managers who will work with homeless individuals living on the streets outside the city limits.

**Elizabeth Homes.** Applied for \$137,283 to renew a rapid re-housing grant that will assist homeless families with case management, housing search and placement, and financial assistance for deposits, utilities, and rental assistance.

**Families in Need (FIN).** Applied for \$233,742 to renew rapid re-housing grant that will assist homeless families with case management, housing search and placement, and financial assistance for deposits, utilities, and rental assistance.

**Resources Extended to Assist Chronically Homeless (REACH).** Applied for \$104,580 to renew a rapid re-housing grant that will assist homeless families with case management, housing search and placement, and financial assistance for deposits, utilities, and rental assistance.

**Judge Rosson moved to accept the grants, contracts, and applications as presented. Commissioner Kim Frazier seconded the motion. The motion was unanimously approved.**

6. **PROGRAM UPDATES AND ANNOUNCEMENTS**

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

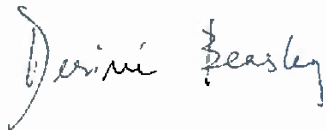
**Congressmen Burchett to Visit Mobile Meals Kitchen.** October 2, 2023, from 1:30 pm to 2:15 pm, Congressmen Burchett will visit the Mobile Meals Kitchen to view the kitchen renovations.

**Senior Job Fair.** Wednesday, October 11, 2023, from 9:00 am to 11:00 am, the J.T. O'Connor Center will host the Senior Job Fair.

**Ageing Adult Resource Fair.** Friday, October 20, 2023, from 10:00 am to 2:00 pm, at the Carter Senior Center, 9036 Asheville Highway, 37924. A wide variety of organizations and businesses that serve Knox County will be available to answer questions. In addition, the event will offer free document shredding (two legal boxes of documents per person) and expired or unwanted medication take back.

There being no other business, the meeting was adjourned.

Respectfully submitted,



Desiree Beasley, board secretary