

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

February 25, 2019

The Purchase Area Development District Board of Directors met on Monday, February 25, 2019, at 3:00 p.m., in the conference room of the PADD office. Board members in attendance (asterisk denotes absence):

Ballard
Judge/Executive Todd Cooper
Mayor David Phillips*
Justin Puckett

Graves
Richie Galloway
Mayor Kathy O’Nan
Mayor Charles Shelby*
Tamie Johnson
Pete Galloway
Deric Todd*

Calloway
Judge/Executive Kenny Imes
Mayor Bob Rogers
Sue Outland*
Mark Manning*

Hickman
Judge/Executive Kenny Wilson, Vice-Chair
Mayor Fred Cox*
Judy Stephens*
Howard Dillard*

Carlisle
Judge/Executive Greg Terry, Treasurer
Nancy Henley
Bill Fraser

Marshall
Judge/Executive Kevin Neal*
Mayor Rita Dotson, Secretary
John Ward
Danny Holt

Fulton
Judge/Executive Jim Martin
Mayor David Prater*
James Adams, proxy for Mayor Heath Carlton
Perry Turner
Greg Curlin

McCracken
Judge/Executive Craig Clymer*
Mayor Brandi Harless*
Frances Hamilton
Arthur Boykin, Chairman
Lee King
Pam Wright
Bill Bartleman

Guests Present:
Martie Wiles, Congressman Comer’s office
Jim Osborne, City of Murray
Morgan Alvey, Senator Mitch McConnell’s office
Rebecca Rittenhouse, Governor Bevin’s office
Wendy Baxter, Sullivan University

Lori Astin, Help at Home
Charlotte West, Help at Home
Christina Peterson, Senator Rand Paul's office
Emerson Goodwin, KY Care
Kevin O'Neil, WKCTS
Shawn Miller, DLZ

I. CALL TO ORDER

Mr. Arthur Boykin, Chairman of the PADD Board of Directors, called the meeting to order at 3 PM and introduced the proxies and guests. Chairman Boykin then asked everyone to stand and join him in the Pledge of Allegiance to the American flag.

II. OLD BUSINESS

- A. Chairman Boykin asked for approval of the January 28, 2019, Board Meeting minutes. **Mr. Bill Fraser motioned for approval, Ms. Frances Hamilton seconded, and the motion passed unanimously.**

Chairman Boykin continued to share that the board packet will be presented on the screen and only agenda and action items will be provided at the meetings. He reminded the Board that if a hard copy is needed, they can notify the PADD staff and one will be provided to them at the next meeting. He also reminded them that an email with the complete packet will continue to be included in the meeting announcement sent out each month.

- B. Chairman Boykin called on Ms. Beth Caldwell, the PADD's Associate Director of Finance, who summarized the Budget-To-Expense Report for the month of January 2019.
- C. Chairman Boykin next called on government officials for remarks. Ms. Morgan Alvey from Senator Mitch McConnell's office; Christina Peterson, from Senator Rand Paul's office; Martie Wiles, from Congressman Jamie Comer's office; and, Rebecca Rittenhouse, from Governor Matt Bevin's office, all made remarks. Comments from the federal delegation were focused on appropriations and federal disaster declarations related to flooding issues Ms. Rittenhouse also shared that 9,500 children are in foster care and the Governor's office is supporting a new program called Uniting Kentucky, with the mission of 'Uniting Kentucky' is to bring together churches, people of faith, and community partners to support the more than 9,500 children across the Commonwealth who are in out-of-home care She noted the first meeting would be held at the 1st Baptist Church in Paducah on March 19th at noon. She also gave corrected deadlines for upcoming grant opportunities.
- D. Chairman Boykin called on Judge Kenny Wilson for the PADD Personnel & Finance Committee report. Judge Wilson shared that the Committee met on February 25th, at 2 pm at the PADD office, and reviewed the Executive Director's monthly travel voucher, timesheet, office credit card bill, and the 12- page monthly budget-to-expense report.

Next, Judge Wilson reported 5 contracts, requiring no full board action, were signed during the month. He called on Ms. Ann Ponder Simpson, Dee Taylor, and Stacey Courtney to explain the contracts. Ms. Simpson gave an overview of 2 contract modifications for the FY19/20 Nutrition Services Incentive Program (NSIP) and the FY19 Medicare Improvements for Patients and Providers Act. Ms. Taylor explained the Employer Based Training Agreement with Aerosource in the amount of \$25,000 from February 11, 201 to

June 30, 2019. Mr. Courtney gave an overview of the FY19 Delta Regional Authority Memorandum of Agreement in the amount of \$16,000, and then he continued with the Professional Services contract between PADD and the City of Mayfield in the amount of \$15,000.00 for administration of their Transportation Assistance Program grant.

Judge Wilson pointed out that in the online board packet, was a copy of the Joint Funding Administration (JFA) contract correspondence the executive director sent in an email earlier in the month of February. He noted that as updates were received, they would be shared with all Board members. He also mentioned HB476, included in the online packet, regarding the JFA formula and directing a study of Area Development Districts, that also was sent to the board of directors during the week of February 18th. He noted that Representative Larry Elkins had signed on as co-sponsor of this Bill and it had been assigned to the House Local Government Committee, where Representative Elkins is a member. Judge Wilson asked the Board to encourage other House Members to join Representative Elkins as additional co-sponsors of HB476.

Next, Judge Wilson shared that instead of the PADD's traditional Fish Fry, this year the Board would be celebrating the PADD's 50th Anniversary with an Annual Meeting Luncheon on Monday, July 22nd, at noon, location to be determined. He noted that PADD staff were working to identify sponsors for the event in order to appropriately honor the work that has been done on behalf of the region over the last 50 years and begin preparations for the next 50.

In conclusion, Judge Wilson shared that the Personnel and Finance Committee had received no Code of Ethics Violations to report.

III. NEW BUSINESS

A. STANDING COMMITTEE

Chairman Boykin informed the Board that they would be considering action on aging budget reallocations in an effort to fulfill the contractual requirement to meet a 99% expenditure rate. He noted that because the PADD is moving money from subcontractor to subcontractor, those board members who serve on other boards receiving funds through this board will need to abstain from those particular votes, according to KRS147A.116 and the PADD Board Conflict of Interest Policy. Chairman Boykin then asked if the Board wanted a voice call or roll call. Mayor O'Nan asked for voice call and all members agreed.

1. AGING COMMITTEE

Chairman Boykin called on Ms. Lee King, Aging Committee Chairman for the Aging report. Ms. King began by stating that 5 action items needed the board attention concerning Subcontractor Reallocations. As mentioned in the email sent on Friday, February 22, due to the storms the Aging Committee was unable to meet. The Committee tried again to meet on the 21st and a quorum was unable to be present. Because of this, the Aging Reallocation recommendations that were presented, were directly from the Aging Project Review Committee that met on February 14th. Ms. King explained that no new dollars were being allocated, this is the annual process to move money from program areas where it is being underspent to program areas where it is being overspent, all in an effort to meet our contract requirement that 99% of allocations are expended by June 30th. In order to meet our contractual requirement

and best protect our sub-providers, projected expenditures for the rest of the fiscal year were based on expenditures-to-date and then we add a 5% cushion. Ms. King then called on Ms. Ponder to show the movement of monies as it was discussed with the Project Review Committee.

Ms. Ponder referred to the handout packet for information on each of these budget pages, the first column included the program name/next to it is the first budget category which provided the original FY19 budget, the second budget category show 6 months of expenditures, the third budget category is the Recommended Revised Budget Amount, and the fourth budget category is the increase or decrease in funding for that particular program.

Homecare Essential Services was the first program addressed with \$44,058 in state funds ~~are~~ decreased from Help At Home's allocations for Home Management, Chore and Escort and then slight increases are provided for Escort in Hickman, County and Graves County, as well as in West Kentucky Allied Services' Respite and Supplies. The remainder of that amount, \$38,004 will be increased by \$3,000 from the PADD's Homecare Case Management and Assessment dollars to allow for a total of \$41,000 to be moved to the Title IIIC Meals Program. **Ms. Lee King moved, based on the Aging Project Review Committee's Reallocation, that the Homecare Essential Services Reallocations be approved, Mr. Danny Holt seconded the motion and it passed with 4 abstained.**

Ms. Simpson continued, referring the Board to page 26 of the handout packet for the next action item, the Title IIIC1 Congregate Meals Reallocation Recommendation. From the Homecare Essential Services Reallocation that was just approved. There is \$41,000 to reallocate to the Title IIIC Meals. It is recommended that ½ of the amount, \$20,500.00 be reallocated to the Title IIIC1 Congregate Meals program. Ms. Simpson shared that these calculations are based on expenditures July-December and any subcontractor who receives a reduction has a 5% cushion. **Based on the recommendation of the Aging Project Review committee, Ms. King moved that the Title IIIC1 Congregate Meal Reallocations be approved, Ms. Frances Hamilton seconded the motion and it passed with 4 abstained.**

Next, Ms. Simpson continued with the Title IIIC2 Home Delivered Meals recommendation. It is recommended that the other half of the \$41,000 (\$20,500) from the Homecare Essential Services Reallocation that were previously approved, be allocated to the Title IIIC2 Home Delivered Meals. These calculations are based on expenditures July-December and any subcontractor who receives a reduction has a 5% cushion. **Based on the recommendation of the Aging Project Review Committee Ms. King made the motion to approve the Title IIIC2 Home Delivered Meal Reallocations be approved, Judge Greg Terry seconded the motion and it passed with 4 abstained.**

Ms. Simpson then reviewed the Homecare Home Delivered Meals Reallocation Recommendation. This reallocation will be between Senior Citizen Centers. A cushion of 5% was calculated for those receiving a reduction in their budgets. Graves County was facing the largest decrease so \$33.36 was added back to their state allocation and \$3.28 in the match requirement to end up with a net effect of \$0 for the Homecare Home Delivered Meals Program. **Ms. King made the motion to approve the Homecare Home Delivered Meal Reallocation recommended by the Aging**

Project Review Committee, Mr. Bill Fraser seconded the motion and it passed with 5 abstained.

Next, Ms. Simpson presented the Title IIID Evidence Based Health Promotions Reallocation Recommendations. It was recommended that \$2,500 be moved from the PADD to two of the Title IIID subcontractors. This is an effort to fill in the gap until we receive carryover money in the anticipated amount of \$14,734. Of the \$2,500, it is recommended that \$500.00 be allocated to Calloway and \$2,000.00 be allocated to McCracken County. **Ms. King made the motion based on the Aging Project Review Committee that the Title IIID Evidence Based Health Promotion Reallocation be approved, Ms. Nancy Henley seconded the motion and it passed with 3 abstained.**

Ms. King shared that included in the online packet were the reports for unduplicated persons served through the programs administered in house by the PADD staff during the month of December. Next, she reported that the unduplicated number of persons served through the subcontracted agencies for the month of December was also in the online packet. These include the Senior Centers, West Kentucky Allied Services, Help At Home, and Legal Aid. Also, included in the online packet was a copy of detailed Aging and Independent living reports along with the monthly subcontractor payment reports.

2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Boykin called on Judge Imes, Chairman of the Transportation Committee. Judge Imes shared that the PADD staff is currently meeting with each county's elected officials to get their input on local road projects for the Transportation Cabinet's Strategic Highway Investment Formula for Tomorrow or SHIFT.

Next, Judge Imes referred to the online packet that included the agenda for the next transportation committee meeting scheduled for March 20, 2019 at 10:00 located at the PADD office. The Committee will review and prioritize the Section 5310 grant applications from Easterseals West Kentucky and Paducah-McCracken County Senior Citizen Center, review local input and select road projects for sponsorship and scoring in SHIFT, and review for approval a draft KYTC District 1 and PADD project prioritization plan.

In conclusion, Judge Imes shared a news release announcing that Governor Bevin had been elected as the Chairman of the Tennessee-Tombigee Waterway Development Authority and Judge Imes was also elected as the Vice-Chairman.

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chairman Boykin called on Mr. Bjarne Hansen for the Community and Economic Development Committee report. Mr. Bjarne Hansen shared that the Community and Economic Development Committee met on February 4th, discussion were made about workforce and business lending departments.

Next Mr. Hansen shared more information about the Census training. Complete Count Committee will be formed, and each County Judge will be asked to appoint 5-10 individuals to be a part of the committee. The committee will be comprised of a broad spectrum of government and community leaders from education, business,

healthcare and other community organizations. These trusted voices develop and implement a 2020 Census awareness campaign based upon their knowledge of the local community to encourage a response.

Mr. Hansen shared that PADD staff had attended a Community Development Block Grants (CDBG) training. Audit/Community Development Block Grant for Kayser project had been submitted. LaCenter water project scheduling CDBG agreement meeting with Department with local Government.

Mr. Hansen shared that the Rec Trails and Land and Water grants are now available and if your community is looking to protect natural areas, create outdoor recreational spaces or develop/maintain trails, consider apply for a grant through the Land and Water Conservation Fund. The deadline to submit is May 30, 2019 and the Recreational Trails Program deadline is May 1, 2019.

Next, Mr. Hansen reported that Marshall County Southwest One Industrial Park project, the Paducah Port, City of Hickman, Paducah Pump Station #2 and Murray requesting Delta Regional Authority Reimbursement Assistance.

Mr. Hansen shared that Mayfield Bikeway project is in process for services contract for administrative costs. Also, PADD staff met with Troy Hearn and Kim Thompkins Kentucky Transportation on the Cabinet Bicycle-Pedestrian Plans.

Next, Mr. Hansen shared reported that information in the handout packet included a listing of projects in the region that were submitted to the state clearinghouse in January.

B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

1. COMMODITY AND FOOD BANK TASK FORCE

Chairman Boykin called on Ms. Frances Hamilton, Chair of the Commodity and Food Bank Task Force for the report. Ms. Hamilton shared the quarterly reports for CSFP (Commodities and Supplemental Food Program) disbursed a total of 52,442 lbs. of commodities to 1,746 seniors in the 8 counties of the Purchase. The TEFAP (The Emergency Food Assistance Program) disbursed a total of 102,336 lbs. of commodities for the month to 2,809 households. In addition, 2,819 meals were served through one soup kitchen. The Feeding America program disbursed 73,908 lbs. of commodities in January. In addition, a monthly average of 3,179 meals were served through 3 Soup Kitchens. Backpacks were distributed weekly to 299 children in the participating counties.

Next, Ms. Hamilton called on Mr. Courtney reported I have a couple items to update you on. Earlier this month Feeding America officials from Elizabethtown visited us. Mr. Courtney shared that the PADD had a nice visit from Ms. Jamie Sizemore, who is the new Executive Director, and Ms. Mellisa French, Director of Programs. They conducted training and provided a review of the Feeding America programs. PADD staff also took the opportunity to visit the warehouse and give them a tour of the facilities.

Next, Mr. Courtney reported since late October our federal food programs have been receiving bonus frozen and dry good items. TEFAP incorporates bonus commodities which are distributed at USDA's discretion and they have spent \$3.4M on these items across the state this year. Along with that, due to the Trade Mitigation, the state has spent an additional \$14.3M on more bonus items. These bonus items are expected to continue to be delivered through September.

This has created a challenging issue with storage capacity for the frozen times. Currently at the warehouse the two cold storage units, a 10 x 10 and a 12 x 16, both are currently full, and more food is being shipped. PADD staff are asking the local pantries to take more food to free up storage space. However, we know the pantries have limited capacity too. Feeding America officials stated that this is not a unique problem it is occurring in all statewide food agencies.

2. WATER MANAGEMENT COUNCIL

Chairman Boykin called on Judge Cooper, Chair of the Water Management Council. Judge Cooper reported that PADD Staff is currently conducting site visits to each system in the region. These visits are used to update the Water Resource Information system. Information collected is as follows:

- Monthly Consumers Cost
- Average Annual water treated
- Contact information
- System Needs
- Upcoming projects

Mr. James Smith will be in contact with system operators and city managers in the coming weeks to schedule a time to meet.

Next, Judge Cooper announced that KIA has created a new loan program - KIA Fund C Surplus/Equipment Loan, he shared that These loans are designed to fund specific types of equipment available through the Kentucky Federal Surplus Property program, and do not have to be associated with a project. These are small loans that range from \$5,000 – \$50,000. They have a 5year term at a rate of 2%. More information can be found in your packet.

3. BUSINESS LENDING REPORT

Chairman Boykin called on Judge Wilson, Loan Review Chairman, he shared that the Loan Review Committee met on Thursday, February 21st, 2019 and one small business loan was approved. United States Department of Agriculture, Intermediary Relending Program (USDA-IRP) the Lily Pad Learning Center, LLC. Requested \$50,000 with a project cost of \$55,000 for a 10-year term at 6%. The Lily Pad will create 2 full time positions. Judge Wilson stated that the loan was not an SBA 504 and no additional board action is needed.

Next, Judge Wilson reported that in addition to the loan approval, the Loan Review Committee reviewed and approved a new loan delinquency policy. The policy outlines the steps that the business lending team will adopt to help with the risk management of the business lending portfolio. The policy had been reviewed and approved by the PADD attorney. With the adoption of this policy, all current loan

clients will receive a notification of the new policy and signed acknowledgement form will be in all new loan packages going forward. The plan was included in the handout packet. **Judge Greg Terry made the motion to approve the new Delinquency Policy, Judge Todd Cooper seconded the motion and it passed unanimously.**

In conclusion, Judge Wilson shared that the next Loan Review Committee was scheduled for Thursday, March 28th, at 9 a.m.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Boykin called on Ms. Dee Taylor for the Workforce Innovation and Opportunity Act report. Ms. Taylor reported that the next West Kentucky Workforce Board is scheduled to meet on Wednesday, March 20th at 10 am at Lake Barkly State Park Convention Center in Cadiz, Kentucky.

Next, Ms. Taylor shared an invitation to a Ribbon Cutting for Aerosource on March 9, 2019 from 10:00 am to 11:30 am at West Kentucky Technology Park located at 101 Liberty Drive in Kevil, Kentucky. Reservation could be made at 270-462-2394.

Ms. Taylor reported that since the beginning of Fiscal Year 2019, 85 individuals had received nearly \$465,685 in tuition assistance for postsecondary training. These individuals are primarily dislocated workers.

In conclusion, Ms. Taylor shared that a report from Deana Burkeen, the One Stop Operator was included in the online packet. The PADD has a contract with the West Kentucky Workforce Board to work with the Kentucky Career Center Partner's and Managers to help organize and coordinate Career Centers services to optimize and streamline integrated seamless service delivery efforts.

C. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION –
No Report
2. JACKSON PURCHASE LOCAL OFFICIALS ORGANIZATION
No Report

E. ANNOUNCEMENTS

Chairman Boykin called on Executive Director Jennifer Beck Walker who reminded those present that the PADD Board meeting dates for all of 2019 have changed from the 3rd Monday of the month to the 4th Monday. She then shared that a press released had come out earlier in the day announcing that Governor Bevin had been elected as the State's Co-Chair of the Delta Regional Authority.

Next, Ms. Walker further shared about plans for the PADD's 50th Anniversary and Annual Meeting and announced that she is looking for sponsors and asked the Board to share this opportunity with others.

Finally, Chairman Boykin asked again for the Board to review the current PADD Mission Statement, "The Mission of the Purchase Area Development District is to

improve the quality of life for the residents of the Purchase Area through planning, programs, and partnerships”, and let him know if any changes are warranted

IV. ADJOURNMENT

Mayor Kathy O’Nan moved to adjourn, Mr. Bill Fraser seconded the motion, and the motion passed unanimously.

Chairman Arthur Boykin

Secretary, Mayor Rita Dotson