

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

November 19, 2018

The Purchase Area Development District Board of Directors met on Monday, November 19, 2018, 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
Kenneth Rowland, proxy for Mayor George Lane
Justin Puckett*

Graves
Judge/Executive Jesse Perry*
Mayor Teresa Rochetti-Cantrell, Chair
Mayor Charles Shelby*
Tamie Johnson
Pete Galloway
Deric Todd

Calloway
Judge/Executive Kenny Imes
Mayor Jack Rose
Sue Outland*
Mark Manning*

Hickman
Judge/Executive Kenny Wilson, Secretary
Mayor Phyllis Campbell*
Judy Stephens*
Howard Dillard

Carlisle
Carissa Viniard, proxy for Judge/Executive Greg Terry,
Treasurer
Nancy Henley
Bill Fraser

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

Fulton
Judge/Executive Jim Martin
Mayor David Prater*
James Gray, proxy for Mayor David Lattus
Perry Turner
Greg Curlin

McCracken
Judge/Executive Bob Leeper*
Josh Sommer, proxy for Mayor Brandi Harless
Frances Hamilton*
Arthur Boykin, Vice-Chair
Lee King
Dee Felts, proxy for Pam Wright
Bill Bartleman

Guests Present:
Martie Wiles, Congressman Comer's office
Jim Osborne, City of Murray
Sheila Clark, West KY Workforce
Terrell Renfro, Frankfort

Bob Rogers, Mayor-Elect City of Murray
Rocky Atkins, KY House Minority Floor Leader
Morgan Alvey, Senator Mitch McConnell's office

I. CALL TO ORDER

Mayor Teresa Rochetti-Cantrell, Chair of the PADD Board of Directors, called the meeting to order at 3 PM and introduced the proxies and guests.

II. OLD BUSINESS

- A. Chair Cantrell asked for approval of the October 22, 2018, Board Meeting minutes. **Mr. Bill Fraser motioned for approval, Mr. Pete Galloway seconded, and the motion passed unanimously.**
- B. Next, Chair Cantrell called on Ms. Beth Caldwell, the Associate Director of Finance, who summarized the Budget-to-Expense Report for the month ending September 2018.
- C. Chair Cantrell shared that with the new local elected officials taking office in January, she would no longer be serving as an officer of the Purchase Area Development Board of Directors. Chair Cantrell then called for the PADD Nominating Committee to meet and bring forth a new slate of officers at the December 17th Board Meeting, to be effective January 1st, 2019. She noted the PADD custom was for this Committee to be made up of 3 former chairmen who still serve on the Board. She then asked Judge Greg Terry and Ms. Frances Hamilton to join her on the committee and asked Judge Terry to chair it. A report will be given at the December meeting.

Next, Chair Cantrell drew everyone's attention to the handout on the proposed PADD Board of Directors meeting dates for 2019. She noted there were many conflicts on the 3rd Monday and, because of this and the challenges of getting a quorum on a "floating" Board Meeting Day schedule, staff had suggested that the Board move the date to the 4th Monday. **Mr. Arthur Boykin made the motion, on behalf of the Personnel & Finance Committee, to accept the new PADD Board of Directors meeting be changed to the 4th Monday of each month, Mr. Bill Fraser seconded the motion, and it passed unanimously.**

- D. Chair Cantrell called on Mr. Arthur Boykin for the PADD Personnel & Finance Committee report. He shared that the Committee met on November 19th, 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. In addition, to the proposed 2019 PADD Board Meeting Dates, the group also reviewed and approved the executive directors proposed out-of-state travel for 2019, contingent upon available budget. Mr. Boykin called on Ms. Dee Taylor to talk about the Modification of the Supplemental Nutritional Assistance Program (SNAP)/Employment and Training Contract. Ms. Taylor shared the SNAP contract in the amount \$11,311.00 with operating dates of July 1, 2018 to October 31, 2018.

Next, Mr. Boykin referred to pages 10-12 of the handout packet for a document in regards to legal action between 7 of the Area Development District Boards and the Department for Local Government (DLG), Following last month's Board Meeting, the office had been notified that the Judge denied the ADDs' motion for reconsideration. He reminded

everyone about last month's discussion where the judge said the ADDs did not follow through with the dispute resolution process included in the Joint Funding Administration (JFA) contract. The Purchase ADD did request and receive the required Dispute Resolution Meeting with DLG, which Chair Cantrell and the executive director attended. The office still is waiting for a response to that June 8th Dispute Resolution Meeting. Following that, if still not satisfied, the contract says the ADD Board can appeal to the Governor's office. Again, this month, the PADD has not yet receive an FY19 JFA contract.

Finally, Mr. Boykin shared that the Personnel and Finance Committee had received no Code of Ethics Violations to report.

III. NEW BUSINESS

- A. Chair Cantrell then introduced R.J. Palmer, Senior Vice President of Compass Municipal Advisors, who provides municipal advisory services to cities, counties, water/sewer districts, health districts and other special taxing districts throughout the Commonwealth of Kentucky. She noted Mr. Palmer's experience included a variety of financing structures and investment strategies. Until 2015, Mr. Palmer served as a State Senator representing Senate District 28, which includes Clark, Montgomery and a portion of Fayette Counties and, in 2010, Mr. Palmer was chosen by his colleagues as Senate Minority Floor Leader. Prior to his Senate post, Mr. Palmer served in the Kentucky House from 1999-2001. He received his B.A. from Transylvania University and M.B.A. from Eastern Kentucky University. Mr. Palmer shared that he works as an advisor for the Kentucky Council of Area Development Districts (KCADD) as administrator of their Financing Trust. He explained the program and what has changed in the program to benefit counties and cities.

B. STANDING COMMITTEE

1. AGING COMMITTEE

Chair Cantrell called on Ms. Lee King, the Aging Committee Chairperson, to give the Aging Committee Report. Ms. King began by stating that November is National Family Caregiver month. The Caregiver Action Network has provided Caregivers with pointers that may make the lives of all caregivers a bit easier. More information was included in the handout.

Next, Ms. King shared that the Medicare Open Enrollment was at the halfway point for 2018. At this time last year staff had assisted 288 with their enrollment needs, and for this year we have already assisted 334 with their enrollment needs. Ms. King commended Carissa Roberson, State Health Insurance Assistance Coordinator and her group of training volunteers for work well done. More information was included in the handout packet for event schedules.

Next, Ms. King announced the next Aging Committee meeting was scheduled for Thursday, December 13th at 9:30 AM at the PADD office.

Ms. King referred to pages 17-18 for the Unduplicated Number of Persons served directly through the programs administered in-house by PADD staff during the month of September, and on pages 19-20 the Unduplicated Number of Persons served through our subcontracted agencies for the month of September. These included the Senior Centers, West Kentucky Allied Services, Help At Home, and Legal Aid.

Ms. King continued to refer to the handout packet on pages 21-26 for details of Aging and Independent Living reports and on pages 26-37 for the Payment Reports for each of our Subcontractors for July through September. These reports include monthly payments to each Subcontractor, the percentage of allocations spent July-September, and the target percentage at which to be spent through September of 2018.

2. REGIONAL TRANSPORTATION COMMITTEE

Chair Cantrell called on Judge Kenny Wilson to give the Regional Transportation Committee's report. Judge Wilson reported that the next transportation committee meeting was scheduled for December 12, 2018 at the PADD office. Ms. Eileen Vaughn and Ms. Shane McKenzie with the Cabinet's Division of Planning will address the committee on the upcoming FY19 prioritization process called Strategic Highway Investment Formula for Tomorrow (SHIFT). The draft agenda was included in the handout packet.

Next, Judge Wilson referred to the handout packet for the draft timeline for the SHIFT process. Beginning in January and concluding in March, PADD staff will be meeting with each county to gather input on the project rankings that will be used for input by the regional committee in determining regional priorities. Priorities will be submitted later next year for input to the Cabinet as they develop the next recommended highway plan. The overview of the SHIFT process was included in the handout packet. Judge Wilson called on Mr. Stacey Courtney to further explain the SHIFT program and recent training that he had attended.

In conclusion, Judge Wilson shared that the Kentucky Transportation Center recently announced the six focus counties for the 2019 Safety Circuit Rider Program. McCracken County has been selected from our region. This will be McCracken County's first time as part of the program. In the past, the program has been completed in Calloway, Fulton and Graves counties in the Purchase Region. More information was included in the handout packet.

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chair Cantrell called on Mr. Bjarne Hansen for the Community and Economic Development Committee report. Mr. Bjarne Hansen began by reporting that the Economic Development Committee met on November 5th, and they approved the Community Education Development Strategies (CEDS) 2018 report. the Committee requires action from the PADD Board of Directors and approval of the Resolution **Mayor Jack Rose motioned to approve the recommendation from the Community and Economic Development Committee to approve the CEDS, and the Resolution, Mr. John Ward seconded the motion, after an explanation of the updates and after some discussion it passed unanimously.**

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 October.

C. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

1. COMMODITY AND FOOD BANK TASK FORCE

Chair Cantrell called on Mr. Mark Davis, for the commodity report. Mr. Davis shared that the CSFP (Commodities and Supplemental Food Program) disbursed a total of 46,744 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 100,137 lbs. of commodities for the month to 2,986 households. In addition, 2,705 meals were served through one soup kitchen. The Feeding America program disbursed 100,817 lbs. of commodities for October. In addition, a monthly average of 3,397 meals were served through 3 Soup Kitchens. Backpacks were distributed weekly to 276 children in the participating counties.

2. WATER MANAGEMENT COUNCIL

Chair Cantrell called on Mr. Mark Davis for the Water Management report. Mr. Davis reported that the PADD staff was preparing to create the 2018 yearly project ranking and priorities for the region. These rankings will look at projects that each system feels is a priority and create a regional list based on a previously established ranking criterion. A copy of this criteria for water was included in the packet. Projects identified by each system should be something that the system is wanting to start in the next 24 months. Normally the projects identified on this list will also be requesting State Revolving Funds of SRF. However, that's not a requirement due to the fact that systems may identify a project as a priority and intend to fund the project by means other than KIA. The main purpose of these regional rankings is to establish a concise list of projects for each region, so our legislators will have a better understand of the needs in that region.

Next, Mr. Davis shared the 2019 Call for Projects will be opening shortly. Kentucky Infrastructure Authority currently is requesting all project seeking State Revolving Fund Loans to be identified. At this point, any county or city foreseeing a project in your system to be considered for SRF, contact Mr. James Smith at the PADD office. Mr. Davis reminded everyone that if you had a project on last year's project list, nothing is carried over, you must request those projects to be placed on this year's list, and if you have a new project that doesn't currently have a profile please contact Mr. Smith as soon as possible to create one.

3. BUSINESS LENDING REPORT

Chair Cantrell called on Mr. Mike Maxwell for the Business Lending Report. Mr. Maxwell reported that the Business Lending Committee met on November 5th and approved a Small Business Administration 504 request for Vertical Jump in Paducah Kentucky. The proceeds from the loan will be used for the acquisition of the business. The total project cost is \$5,000,000 with the funds being used for ownership change that will include completing a buildout at the facility at Kentucky Oaks Mall, as well as purchasing all the equipment in the name of the owner. \$2,000,000 will be financed by CFSB, and the remaining loan balance is requested from the SBA 504 Debenture. All SBA 504 loan must be Affirmed by the PADD Board of Directors. **Mr. Arthur Boykin motioned to affirm the SBA 504 loan to Vertical Jump of Paducah, Ms. Nancy Henley seconded the motion and after a correction found by Mayor Rose on the third line of the proposal to be changed to 5,000,000, it was passed unanimously.**

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chair Cantrell called on Ms. Dee Taylor for the Workforce Innovation and Opportunity report. Ms. Taylor shared that the Workforce Innovation and Opportunity Act requires that one-stop career centers be certified every three years. Ms. Taylor referred to pages 50-51 of the handout packet are letters to the West Kentucky Workforce Board regarding the completed application for Breathitt Career Center, Hopkinsville and the Paducah Career Center. The applications review physical and programmatic accessibility, effectiveness of services and continuous improvement within the career centers.

Next, Ms. Taylor referred to pages 52-56 for the updated information on Kentucky Health Community Engagement activities. Cabinet for Health and Family Services continues to work with the local workforce areas to ensure readiness for the implementation of the Partnering to Advance Training and Health (PATH) Community Engagement. PADD Staff will continue to share information regarding implementation of KY Health Community Engagement as we receive updates.

Ms. Taylor then referred to pages 57- 58 for the Labor market information for the period August 2017 to August 2018. The unemployment for August 2018 range from 3.7% in Todd County to 5.9% in Fulton County. West KY rate is 4.8%, the state of KY 4.1% and the national average is 3.9%.

Ms. Taylor stated that on page 59 of the handout packet were The Kentucky performance standards for the month of August. 1,801 customers received staff assisted services, 25 customers were referred to other partner services, 276 customers were referred for employment and 143 customers obtain employment.

5. REGIONAL HAZARD MITIGATION COMMITTEE

Chair Cantrell called on Mr. Mark Davis for the Hazard Mitigation Report. Mr. Davis reminded everyone that in order to maintain eligibility for Federal Emergency Management Administration Pre Disaster Mitigation and Hazard Mitigation Grant Program, the latest Hazard Mitigation Plan must be adopted. Mr. Davis included a status report on the resolution adoption in the handout packet.

D. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

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

E. ANNOUNCEMENTS

Chair Cantrell called on PADD Executive Director, Jennifer Beck Walker, for her announcements. Ms. Walker introduced Mayor-Elect Bob Rogers and welcomed him to the meeting. Ms. Walker announced the December Board of Directors' Meeting will feature the State Legislators and will be followed by the annual BBQ Christmas Dinner. She thanked Mayor Cantrell and Mr. Boykin for attending the KCADD quarterly board meeting in Lexington where they approved an infrastructure

resolution proposed by Juva Barber with Kentuckians for Better Transportation (KBT). She noted this resolution will be presented to the PADD Transportation Committee for review and should come before the full PADD Board for consideration in December. She also informed the Board that KCADD's audit was reviewed and accepted at its meeting and the PADD's audit will be presented for consideration in December. She announced that Judge Terry agreed to serve as a member of the KCADD Legislative Committee and will be attending a meeting in the next few months. Ms. Walker also shared about another discussion from the Personnel and Finance that the 15 ADD's are going to come together to fund an Aging Business Development contract position in the Frankfort office. Each ADD has committed to contribute \$4,000.00 per year for two years. This position will work with the Frankfort office, the Department for Aging & Independent Living and will report to Tony Wilder, the KCADD Director. The goal for this position is to identify revenue for aging services to help fill the gap from cuts in traditional public funds.

In conclusion, Ms. Walker announced that the Jackson Purchase Local Officials Organization had a meeting scheduled immediately after the PADD Board of Directors adjourned.

IV. ADJOURNMENT

Mr. Pete Galloway moved to adjourn, Mr. Bill Fraser seconded the motion, and the motion passed unanimously.

Chair, Mayor Teresa Rochetti-Cantrell

Secretary, Judge/Executive Kenny Wilson