

**PURCHASE AREA DEVELOPMENT DISTRICT**

**BOARD OF DIRECTORS MEETING**

**September 17, 2018**

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The Purchase Area Development District Board of Directors met on Monday, September 17, 2018, at 3:00 p.m., in the conference room of the PADD office. Board members in attendance, asterisk denotes absence:

Ballard  
Angela Van Cleve, proxy for 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  
Bill Marcum, proxy for Judge/Executive Larry Elkins  
Mayor Jack Rose\*  
Sue Outland  
Mark Manning\*

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

Carlisle  
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\*  
Mayor David Lattus\*  
Perry Turner  
Greg Curlin\*

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

Guests Present:  
Shawn Miller, DLZ  
Martie Wiles, Congressman Comer's office  
Rebecca Rittenhouse, Governor Bevin's office  
Tom Curtsinger, WKCTCS

## I. CALL TO ORDER

Mr. Arthur Boykin, Vice-Chair of the PADD Board of Directors, called the meeting to order at 3 PM and lead the group in the Pledge of Allegiance and then introduced the proxies and guests.

## II. OLD BUSINESS

Vice-Chair Boykin asked for approval of the August 20, 2018, Board Meeting minutes. **Mr. Bill Fraser motioned for approval, and Judge/Executive Greg Terry seconded, and the motion passed unanimously.**

- A. Next, Vice-Chair Boykin called on Mr. Andy Bennett and introduced Ms. Beth Caldwell, the newly hired Finance Officer, who would replace Mr. Bennett after his retirement at the end of September. Mr. Bennett then summarized the Budget-to-Expense Report for the month ending July 2018.

Vice-Chair Boykin called on Judge/Executive Kenny Wilson for the PADD Personnel & Finance Committee report. He shared that the Committee met on September 17<sup>th</sup>, 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. He shared that the Committee approved following the updated Federal FY19 Per Diem and Lodging Rates for staff and board, effective October 1st, 2018. The Per Diem rate in Kentucky will increase from the FY18 rate of \$12.75 to \$13.75 per quarter. Judge Wilson reminded everyone that some PADD contracts, particularly those with the Cabinet for Health & Family Services, only allow the state "subsistence" rate to be reimbursed through their grants. For those contracts, the PADD Board previously approved paying the difference between the state "subsistence" rate and the federal per diem rate, out of the Board's local funds. The PADD office received 1 continuation contracts for the month, and no board action was needed.

Judge Wilson followed up from the September meeting, in regard to the legal action between 7 of the Area Development Districts and the Department for Local Government (DLG). The first hearing in the case was held on Wednesday, August 22<sup>nd</sup>, and after the hearing from both sides, the Judge granted DLG 10 days to reply to the ADDs' response and affidavits and then the ADDs' attorney was granted another 7 days to respond to DLG's comments. Judge Wilson shared that DLG never submitted a reply to the ADDs' response and affidavits, so the Judge will rule on what was already submitted. There is no deadline for the Judge, so the ADDs are waiting for his decision on whether to continue the case or make a ruling from the Bench. As stated last month, we still have not received an FY19 JFA contract.

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

## III. NEW BUSINESS

- A.  
1. AGING COMMITTEE

Vice-Chair Boykin called on Ms. Lee King, the Aging Committee Chairperson, to give the Aging Committee Report. Ms. King began by stating that the FY19 Budget that was submitted to the Department for Aging and Independent Living (DAIL) had been approved. Contracts are pending approval and once approved, contracts will be issued to subcontractors.

Ms. King referred to page 11 and 12 of the handout packet for the Unduplicated Number of Persons served, per program through the PADD and by our Subcontracted agencies during the month of July. Next, Ms. King referred to page 14 through 38 in the handout packet that contained the detailed Aging and Independent Living reports, including the monthly Payment Report to each Subcontractor. All questions were directed to Ann Ponder Simpson.

## 2. REGIONAL TRANSPORTATION COMMITTEE

Vice-Chair Boykin called on Judge Kenny Wilson to give the Regional Transportation Committee's report. Judge Wilson shared that the Kentucky Transportation Cabinet released the FY 2019-2022 Draft Statewide Transportation Improvement Program (STIP) for public review on September 5<sup>th</sup>. It will be available through October 5, 2018. A hard copy is available at the PADD office or it can be reviewed online on the Cabinet's website. Information for submitting comments and the Cabinet's web link was located in the handout packet.

In conclusion, Judge Wilson announced the upcoming Transportation Committee meeting scheduled for September 19<sup>th</sup> at 10:00 am at the PADD office. A draft agenda was included in the handout packet.

## 3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Vice-Chair Boykin called on Mr. Bjarne Hansen for the Community and Economic Development Committee report. Mr. Bjarne Hansen began by reporting with an announcement of an Area Development Fund (ADF) grant to the City of Murray which was used for partial reimbursement on turnout gear for the fire department. The grant amount was \$7,059, Carlisle County, \$3,290 to be used toward repairs on the Milburn Gym, Hickman County received \$2,328 for improvements to the Rotary Park, and Calloway County received \$2,193 towards the Central Park Handicap Access Project.

Next Mr. Hansen shared that the PADD staff attended the Kayser public hearing and toured the facility on Monday, September 10<sup>th</sup>. The Staff visited the Mayfield Consumer Products plant and then attended the Graves County Fiscal Court for the budget amendment and adoption of Community Development Block Grant.

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 August.

## B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

### 1. COMMODITY AND FOOD BANK TASK FORCE

Vice-Chair Boykin called on Mr. Mark Davis, for the commodity report. Mr. Davis shared that in August a total of 227,432 pounds of food was distributed through four programs to the Purchase Area. The Emergency Food Assistance Program distributed 56,348 pounds of food, the Commodity Supplemental Food Program served 1,749 senior citizens with 52,996 pounds of commodities, the Feeding America Program distributed 82,988 pounds of food throughout the region, and 35,100 pounds of fresh produce was shared through the Kentucky Farms to Food Banks Program.

Next, Mr. Davis shared that in September the Backpack program served 213 students weekly.

The Secretary of State, Kentucky association of Counties, and the Kentucky associate of Food Banks will be kicking off the Commonwealth Bowl competition on October 15<sup>th</sup>. This is a county competition and we need every county to participate. Sign up information and boxes for commodities was available at the meeting.

## 2. WATER MANAGEMENT COUNCIL

Vice-Chair Boykin called on Mr. James Smith for the Water Management Council report. Mr. Smith reported that in anticipation for Fiscal Year 2019 Water and GIS Contract from the Kentucky Infrastructure Authority, the ADD office is working with KIA to streamline the E-Clearing House process for projects. The PADD office will start housing our regions projects database on our inhouse servers. This will allow the PADD staff to instantly update both the Project Profiles and their Mapping Components, allowing Staff to do away with the normal two-week wait time for the state to conduct a quality control review of the information and upload it themselves.

In conclusion PADD Staff had also maintained their working relationship with Murray State University's Department of Earth and Environmental Sciences. Helping with spatial information and in identifying solutions for water issues within our regional. Additional information was included in the handout packet.

## 3. BUSINESS LENDING REPORT

Vice-Chair Boykin called on Mr. Mike Maxwell for the Business Lending Report, he shared that since the last meeting in August, the business lending team closed 2 small business loans totaling \$175,000 in small business lending production.

The first loan closed was a \$150,000 United States Department of Agriculture, Intermediary Relending Program (IRP) loan for Kings Publishing, LLC. in Mayfield, KY. This loan was used for working capital and equipment. This loan created 6 total jobs.

The second loan closed was a \$25,000 Economic Development Administration-Revolving Loan Fund (RLF) loan for Wright Steam Cleaning, LLC. The purpose of the loan was for business expansion. The proceeds were used to purchase a vehicle and equipment so that the company could provide service to multiple locations. This loan created 2 full time jobs. The business lending team has 2 active applications that were approved at the August 16<sup>th</sup> Loan Review Committee but have not yet closed. The following loans are still in process:

1. ANAj, LLC. The terms approved were for a \$65,000 loan in the United States Department of Agriculture Intermediary Relending Program. The terms approved

were for 6% for 10 years. ANAj, LLC. is a new women's boutique opening in Mayfield, KY. The proceeds will be to purchase equipment and to complete renovations to the property located on the Mayfield Court Square. This project is projected to provide 2 new full-time jobs.

2. The second loan still in process is a Small Business Administration 504 small business loan request for Cotton Love, LLC. This company is a linen distributor out of Miami, Florida and is purchasing a new distribution warehouse in Nicholasville, KY. Bank of America referred this loan as the participating bank. The loan documentation for this loan request has been submitted to the Small Business Administration for approval.

The business lending team has also received 4 additional small business loan requests that are in the early application phase. The next Loan Review Committee is scheduled to be held on Thursday, September 20<sup>th</sup> at 9 a.m.

The PADD participates in 4 small business lending programs. Those programs are the Small Business Administration Microloan and 504 lending programs, the United States Department of Agriculture Intermediary Relending Program, and the Economic Development Administration Revolving Loan Fund.

Currently, the PADD manages a portfolio of 43 total loans with an outstanding loan balance of \$2,092,483 within our United States Department of Agriculture-Intermediary Relending Program, the Small Business Administration Microloan Program and the Economic Development Administration-Revolving Loan Fund.

The PADD currently manages a 504 portfolio of 24 outstanding SBA 504 loans totaling \$15,379,032 in outstanding loan balances.

The PADD operates a Business Lending and Development Services Department to assist businesses and industries within the eight-county area in obtaining public-sector financing and to provide technical assistance for industrial expansions and/or entrepreneurial business development. The department serves as an intermediary between the (small) business owner and public-sector financing programs. The PADD also serves as fiduciary agent responsible for the portfolio management for all loans approved through the Economic Development Administration, SBA Microloan and United States Department of Agriculture lending programs.

#### 4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Vice-Chair Boykin called on Executive Director Ms. Jennifer Walker for the Workforce Innovation and Opportunity report. Ms. Walker reported that on pages 59-60 of the handout packet information regarding McCracken County Work Ready status. The information showed that McCracken County met all the Work Ready criteria (high school graduation rate, some college or higher degree, associate degree or higher, internet availability and working age population (18-64). Also provided in

the information are the five top occupations and potential job growth for the next five years. Ms. Walker shared that any county that needs any further information please contact the PADD office.

Next, Ms. Walker referred to pages 61 and 62 of the packet for information on Kentucky Career Center Federal Bonding Program(FBP). The FBP provides fidelity bond to employers, giving them access to job seekers and open other doors of opportunities. The FBP bond is unique hiring incentive tool that targets individual whose backgrounds can pose a significant barrier to securing or retaining employment. The FBP bond protect employer for employee dishonesty, including theft, forgery, larceny and embezzlement. Employer receive the FBP bonds as an incentive to hire individuals with these barriers. More information could be found on <http://bonds4jobs.com>.

5. HUMAN SERVICES - No Report
6. REGIONAL HAZARD MITIGATION COMMITTEE

Vice-Chair Boykin called on Mr. Mark Davis for the Hazard Mitigation Report. Mr. Davis referred to page 63 of the handout packet for the correspondence letter from the Federal Emergency Management Agency (FEMA) announcing the approval of the Purchase Area Development District's Regional Multi-Jurisdictional Hazard Mitigation Plan. The final step in this planning process is for each participating jurisdiction to pass the resolution on page 64. Upon passage of this resolution your jurisdiction is in compliance with all FEMA requirements and is therefore for all hazard mitigation planning programs.

C. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

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

D. ANNOUNCEMENTS

Vice-Chair Boykin called on Ms. Jennifer Beck Walker, Executive Director, for announcements. Ms. Walker shared that Shellie Hampton will be the October guest speaker. Ms. Walker announced that AT&T has donated \$1,000 again this year for the food bank to buy food to be distributed in the region. Ms. Walker called on Mr. Mark Davis to share how the food bank will be receiving milk beginning in October and the agencies and the PADD's warehouse will be challenged with having limited space for refrigerator storage.

Ms. Walker also reminded the Board that October's meeting will be on the 4<sup>th</sup> Monday, October 22<sup>nd</sup>, and the guests will be Ms. Shellie Hampton, Legislative Director for the Kentucky Association of Counties and Mr. Tony Wilder, Executive Director for the Kentucky Council of Area Development Districts. She also invited the County Judge/Executives to stay after the meeting for a dinner with Ms. Hampton and Mr. Wilder.

Ms. Walker next announced that at the National Association of Development Organization's (NADO) Conference next month, the Purchase will receive the only NADO Innovation Award given this year in Kentucky. This award is for the WAVE Project in the 4 Mississippi River Counties and Ms. Walker offered her congratulations to them for this recognition.

Ms. Walker announced that the Annual PADD Fish Fry was scheduled for Thursday, September 27<sup>th</sup> at noon.

In conclusion, Ms. Walker asked everyone to join the PADD staff following the Board Meeting to celebrate Mr. Andy Bennett's retirement with cake and punch.

#### IV. ADJOURNMENT

**Mr. Bil Fraser moved to adjourn, Mr. Perry Turner seconded the motion, and the motion passed unanimously.**

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Chair, Mayor Teresa Rochetti-Cantrell

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Secretary, Judge/Executive Kenny Wilson