

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

June 24, 2019

The Purchase Area Development District Board of Directors met on Monday, June 24, 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*
Cathy Pigg
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
John Kelly
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
Mike Gunn*
James Adams *
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
Morgan Alvey, Senator Mitch McConnell’s office
Rebecca Rittenhouse, Governor Bevin’s office
Mary Anne Medlock, West Kentucky Workforce
Sheila Clark, West Kentucky Workforce Board
Josh Summer, City of Paducah
Georgann Lookofsky, WKRECC

Mark Elliott, WKREE
Rachel NcCubbin, US Senator Rand Paul's office
Samara Heavrin, Kentucky State Treasury Office
Gina Winchester, Calloway County
Kevin O'Neill, WKCTC
Richard Heath, State Representative

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 April 22, 2019, Board Meeting minutes. **Mr. Bill Bartleman motioned for approval, Mr. Howard Dillard seconded, and the motion passed unanimously.**
- 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 April 2019.
- C. Chairman Boykin next called on government officials for remarks. Ms. Morgan Alvey from Senator Mitch McConnell's office; Martie Wiles, from Congressman Jamie Comer's office; and, Rebecca Rittenhouse, from Governor Matt Bevin's office, all made remarks.

Next, Chairman Boykin called on the West Kentucky Rural Electric Company representatives to come forward for a check presentation for the Feeding America, Back Pack Program. Ms. Georgann Lookofsky and Mark Elliott presented a check in the amount of \$7,500 to the help support the Back Pack Program to be equally distributed in Graves and Carlisle Counties.

Chairman Boykin then called on Jim LeFevre for an Innovative Readiness Training (IRT) Program report. Mr. LeFevre reported that the IRT in the three locations: Ballard County, Cairo, and Sikeston, served 3,337 patients, receiving 22,000 medical, dental and optometrist services at a community estimated value of \$1,359,920.

Chairman Boykin called on Judge Kenny Wilson for the PADD's Selection Committee Report. Judge Wilson reported that the Selection Committee met on June 24th, at 2:45 PM and, as directed by the PADD Bylaws, reviewed the appointments and reappointments for the PADD's FY20 Board, committees, advisory councils, and task forces. Judge Wilson directed attention to the slates of membership that were presented to each board member. **Judge Wilson then moved on behalf of the Selection Committee that the slate of board and standing committee members be approved effective August 1st for FY20, Judge Greg Terry seconded the motion, and it passed unanimously.**

Chairman Boykin then reminded the Board that in the April meeting, a discussion was held about the PADD being out of compliance with the new non-profit regulations, passed in 2018, regarding the use of proxy votes. He noted that because the PADD is both a Special

Purpose Governmental Entity and a 501© 3 non-profit, they are required to follow the rules for both. The PADD's attorneys at KKHB advised the PADD to update the Bylaws to remove the use of proxies, and instead allow members to conference-in to the meetings via telephone or Skype. In April, a copy of the PADD Bylaws with the proposed change was provided and members were encouraged to review the PADD's full bylaws to see if there are any other amendments that needed to be considered. As no other updates were requested, **Chairman Boykin made the motion to update the PADD Bylaws as seen in the handout packet on pages 9 & 10, Mayor Kathy O'Nan seconded the motion, and it passed unanimously.**

Chairman Boykin also reported that the PADD Bylaws require, in the month of June, for the Chairman to appoint a Nominating Committee. Chairman Boykin appointed Judge Terry, Frances Hamilton, and Mayor O'Nan and asked them to meet prior to the July Board Meeting to propose an official FY20 slate of officers. He also asked Judge Terry to Chair the Committee.

- D. Chairman Boykin called on Judge Kenny Wilson for the Personnel & Finance Committee report. Judge Wilson noted that the PADD Personnel & Finance Committee met on Friday, May 31st, and again on June 24th, to review the Executive Director's monthly travel voucher, timesheet, office credit card bill, and the 12-page monthly budget-to-expense report.

The Committee also reviewed and approved an amended FY19 budget, necessary to include all the additional contracts and contract modifications that the PADD receives near the end of the fiscal year and reports to the PADD Board of Directors each month. Also reviewed and approved was the PADD's FY20 Budget. Judge Wilson shared that this FY20 Budget totals \$10,365,122, of which, 46.5% is payroll for the Medicaid Waiver Participant Directed Services Program the PADD administers and 15.8% is aging subgrant recipient pass-thru dollars, meaning the PADD's operational budget is approximately \$3,765,122, close to last year's total. Judge Wilson reminded the Board that, as usual, this budget is based on previous year contracts, because many of our FY20 contracts and budgets have not yet been received. The noted that again next year, the Board would amend the budget to reflect the actual numbers, as they are received.

Judge Wilson continued by reporting that in the online packet, members saw that the Legislative Research Commission (LRC) was directed by the legislature to establish a Working Group on ADDs. He explained that this bipartisan, joint working group was directed to conduct a review of the ADDs based on analysis of data collected from the ADDs and the Department for Local Government (DLG). Their findings are to be presented to the LRC by November 29th of this year. Judge Wilson noted that as the ADDs currently are celebrating 50 years of service to the Commonwealth, he thinks this is a good time to review past successes and consider any improvements that would benefit the Commonwealth for the next 50 years.

Next, Judge Wilson shared that one of the reasons the Personnel & Finance Committee had a Special Called Meeting in May was to approve the reallocation of federal carryover funds to the aging sub-providers. The PADD received these allocations in May and had to quickly submit them back to the state; unfortunately, without the time for the Board's usual approval process. Because of this, Judge Wilson directed everyone's attention to page 11 of the handout packet. He noted that the Title III-B Supplemental Services carryover funds totaled \$1,062 and the Personnel and Finance Committee had voted to divide that 8 ways so

that each senior center got a small increase. He directed attention to page 12, where the same thing was done for Title III-C1 carryover funds, which totaled \$2,448 and were divided 8 ways, again to give each senior center a small increase. On page 13, members could see the Title III-D carryover funds, which totaled \$4,000 and were distributed based on the providers' predicted ability to expend them by June 30th. **Judge Wilson asked the board to affirm the Personnel and Finance Committee's action on May 31st, to distribute the FY19 Aging federal carryover funds, Ms. Nancy Henley motioned to approve the action on May 31st by the PADD Personnel & Finance Committee, Mr. Howard Dillard seconded the motion, and it passed unanimously.**

Judge Wilson called on Associate Directors Stacey Courtney, Ann Ponder Simpson, and Cissy Fox for information on the contracts in their departments that had been signed since the last Board Meeting. Mr. Stacey Courtney reported on the FY20 Transportation Planning Program contract with the Commonwealth of Kentucky Transportation Cabinet in the amount of \$85,000 with operating dates of July 1, 2019 to June 30, 2020. He continued to report on the FY19 Joint Funding Administration Contract Modification with the Department for Local Government in the amount of \$179,224.10 with effective dates May 10, 2019 to June 30, 2019.

Next, Ms. Ann Ponder Simpson reported on the FY19-20 Homecare Modification with the Kentucky Cabinet for Health and Family Services Department for Aging and Independent Living contract with an FY 19 contract amount of, \$748,467.00 and an FY20 contract amount of \$1,013,761.00, with effective dates July 1, 2018 to June 30, 2020 (FY 19-FY20). She then reported on the FY20 continuation contracts with Kentucky Cabinet for Health and Family Services Department for Aging and Independent Living with operating dates of July 1, 2019 to June 30, 2020.

Ms. Cissy Fox shared about the last six continuation contracts funded by the Education and Workforce Development Cabinet/West Kentucky Workforce Board with operating dates of July 1, 2019 to June 20, 2020.

Finally, Judge Wilson noted that he was pleased to report that again this month, there were no reports of violations of the PADD's Code of Ethics.

III. NEW BUSINESS

A. GUEST SPEAKER

Chairman Boykin introduced Allison Ball, Kentucky State Treasurer. Ms. Ball is the 38th State Treasurer of the Commonwealth of Kentucky. A University of Kentucky College of Law graduate, Treasurer Ball practiced bankruptcy law and also spent time as an Assistant Floyd County Attorney prior to serving as State Treasurer. Treasurer Ball shared that she is focused on being a watchdog for Kentucky taxpayer dollars being spent in Frankfort. Since taking office, she has returned a record amount of unclaimed property, launched a new transparency website making it easier for Kentuckians to see how the state government is spending their money, and started a savings and investment program for Kentuckians with disabilities call STABLE Kentucky. Treasurer Ball also has been a leader in Kentucky for improved financial literacy. As part of these efforts, she established the Kentucky Financial Empowerment Database and successfully advocated for the creation of Kentucky's Financial Empowerment Commission. Following her presentation, the Board

expressed their appreciation for her service and her willingness to drive west to meet with them.

B. STANDING COMMITTEES

1. AGING COMMITTEE

Chairman Boykin called on Ms. Lee King, Aging Committee Chairman for the Aging report. Ms. King shared that the Aging Department had received Home Care funds made available to purchase shelf stable meals for Home Care Delivered Meal Clients to have on weekends, this does not replace the week day deliveries it adds two extra days of meals for the clients. They have been delivered and have already been received by several Homecare clients

Ms. King then called on Jennifer Beck Walker, Executive Director to address the Board. Ms. Walker shared that the PADD had 86% to attend and complete the required DAIL Board Training.

Ms. Walker continued and shared that the Marshall County Senior Citizen Center will be closing at the end of June due to funding. The PADD has a contract with DAIL stating that we will provide services in all eight counties. Ms. Walker has communicated with Judge Neal, Mayor Dotson and Mr. John Ward and Ms. Walker and Ms. Ponder visited with Judge Neal and Marcella's Kitchen that is a community funded kitchen and currently provides meals to an average of 100 people per day and 70% are over the age of 60. Marcella has agreed to feed the senior's in Marshall County, but she is not willing to follow the Federal nutritional guidelines. The PADD sent a proposal to have Marcella's Kitchen be the focal point that is required to have a senior center, and the primary location be in Marcella's Kitchen and to pilot a virtual senior center. A 20 hour a week part time Senior Center director they will be provided a cell phone and laptop and the primary location will be at Marcella's and Marshall County Courthouse will provide an office space with secured internet. Ms. Walker has researched the liability at Marcella's and the fiscal court has insurance on the drivers that will be delivering the meals. The part-time senior director will be under Title IIIB, so any services they provide to eligible clients at Marcella's can be billed for the services. If funds are not met with the billing under Title IIIB, the Marshall County Fiscal court will provide the additional funds needed.

Ms. King reported that included in the on-line packet and on the screen the Unduplicated Number of Persons served directly through the month of April. Also, included were the Unduplicated Number of Persons served through the subcontracted agencies for the month of April. These include the Senior Center, West Kentucky Allied Services, Help at Home, and Legal Aid. All details of the Aging and Independent Living reports were available in the on-line packet. The on-line packet included the Payment Reports for each of the Subcontracts for July through April. These reports include monthly payments to each subcontractor, the percentage of allocation spent July -April, and the target percentage at which to be spent by April of 2019

2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Boykin called on Mr. Jim LeFevre for the Transportation Committee Report. Mr. LeFevre began by sharing that the PADD staff had recently completed the review and updates for the FY19 Local Road Update Program. Information collected from each of the eight counties had been submitted and approved by the Kentucky Transportation Cabinet. He then shared that PADD staff attended the public information meeting held by KYTC on June 11 for the reconstruction of US 60 in Ballard and McCracken Counties. The public was requested to provide comments on the four different alternatives that were developed to address the needs and goals of the project. More information was provided in the on-line packet.

Mr. LeFevre shared that the next Transportation Committee meeting was scheduled for July 31st, at 10:00 AM at the PADD office.

Next, Mr. LeFevre referred to the on-line packet for a project overreview for a 2019 BUILD grant application for the City of Paducah and a letter of support from the PADD. Additionally, the PADD provided letters of support for 5339 (b) bus and bus facility grant applications for Fulton County Transit Authority, Murray-Calloway Transit Authority and Paducah Area Transit System.

Mr. LeFevre reported that the PADD FY20 Title VI Plan was e-mailed separately and in the handout packet for board review. A Title VI plan approved by the board is required and reviewed yearly for approval by KYTC's Office for Civil Rights and Small Business Development. **Judge Terry made the motion to approve the Title VI Plan, Ms. Judy Stephens seconded the motion and it passed unanimously.**

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chairman Boykin called on Mr. Bjarne Hansen for the Community and Economic Development Committee report. Mr. Hansen thanked the city and county officials for all the hard work on the Census project.

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. PADD staff is working with Carlisle County on a Land and Water Grant.

Next, Mr. Hansen reported that Marshall County Southwest One Industrial Park project, the Paducah Port, Also, Mercy Health/Lourdes have submitted an application for DRA assistance.

The current DRA assistance projects that the PADD staff are working on are the Marshall County Southwest One Industrial Park, Paducah River Port, City of Hickman Program Reporting, City of Hickman, Paducah Pump Station #2, and Murray.

Mr. Hansen continued to report that the Reidland Fire Department and Fulton City schools were seeking a Home Land Security Grant.

Mr. Hansen shared that Mayfield Bikeway project is in process for services contract for administrative costs.

He also shared that the West Kentucky Alliance for a Vibrant Economy or WAVE is a strategic partnership of Ballard, Carlisle, Fulton and Hickman counties in Kentucky and they are working on a 4 -state compact.

Mr. Hansen reported on training opportunities that included FEMA training and the Judges conference on June 25-26th. KACo will be offering county officials training located in Paducah at the MSU campus.

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

B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

1. COMMODITY AND FOOD BANK TASK FORCE

Chairman Boykin called on Mr. Stacey Courtney for the report. Mr. Courtney shared the April and May reports for CSFP (Commodities and Supplemental Food Program) disbursed a total of 101,244 lbs. of commodities to 1,700 seniors in the 8 counties of the Purchase. The TEFAP (The Emergency Food Assistance Program) disbursed a total of 241,460 lbs. of commodities. The Feeding America program disbursed 109,294 lbs. of commodities in March. Backpacks were distributed weekly to children in the participating counties with a total poundage of 5,917.

Next, Mr. Courtney reported that the next Commodity and Task Force meeting was scheduled for Thursday, July 25 at 10 AM located at the PADD office.

Mr. Courtney shared a press release from Feeding Kentucky asking Farmers to participate in Farm to Food Banks program. Last year the PADD distributed 138,000 pounds of produce from our local farmers.

2. WATER MANAGEMENT COUNCIL

Chairman Boykin called on Mr. Courtney for the Water Management committee report. Mr. Courtney shared that the Kentucky Infrastructure Authority had finalized the Draft 2020 Clean Water State Revolving Fund Intended Use Plan (IUP). This plan is up for review and public comments. Written comments should be provided to Donna McNeil by July 5, 2019, at the mailing of 100 Airport Road, 3rd Floor, Frankfort, KY 40601 or email address: Donna.McNeil@ky.gov. The notice and link to view the intended use plan can be found on page# of your packet.

Next, he shared that the KIA will has about \$75 million available for infrastructure projects to prevent and control water pollution in Kentucky. Currently, 31 project contacts will receive an invitation to submit a loan application. The Purchase Region has received 3 invitations to apply.

Mr. Courtney continued and shared that the for Kentucky to maintain its delegation authority, the Clean Water Act requires Kentucky review its water quality standards every three years and comply with the programmatic requirements of 40 C.F.R. Part 131. These administrative regulations are being amended to reflect the latest scientific developments, correct references to Kentucky statutes, and make grammatical changes that comply with current regulatory requirements.

3. BUSINESS LENDING REPORT

Chairman Boykin called on Mike Maxwell for the Business Lending report. the business lending department has also been working to complete the PADD's SBA Annual Report. As part of the guidelines within the SBA annual report, is the requirement that each board member sign an SBA annual certification. All Board members received the latest certification form that the PADD Staff needs to receive back as soon as possible. Mr. Maxwell stated that On May 21st, the PADD business lending team sponsored Robi Fauser-Fink and Scott Maas, from the United States Department of Agriculture Business Lending Division as they gave a presentation to 12 local bankers on how to become USDA guaranteed lenders. This would allow local financial institutions to be provided a loan guarantee for participating in USDA business lending activities, including lender participation loans through the Intermediary Relending Program that is sponsored by the PADD office. On May 28th, Mike Maxwell, the PADD's Business Lending Specialist, attended the Ballard County Business Retention and Retention presentation to learn how the Ballard County Fiscal Court, Ballard County Economic Development, and the Ballard County Chamber of Commerce are partnering with the University of Kentucky to study how to retain and build existing businesses in Ballard County. On May 30th, Chris Wooldridge began performing the PADD's independent loan portfolio review, which is required once every 2 years for every CDC (Certified Development Company). The review is expected to be completed by July 13th. Since the last board meeting, On June 12th, Dana Winston and Sharron Johnson, Lender Relation Specialists from the SBA Louisville District Office performed a site visit and a review of the PADD's SBA microloan program.

In addition, Mike joined other business lending personnel from other Area Development District's across the state. The purpose of this work session was to share ideas and information related to the Economic Development Administration's Revolving Loan Fund Plan. Each ADD that participates in the Economic Development Administration's revolving loan fund is required to submit a Revolving Loan Fund Plan every 5 years. The next plan is required to be submitted in 2020.

Since the last board meeting, the PADD Business Lending Department closed one United States Agricultural Department Intermediary Loan to Lily Pad Learning Center, LLC. in the amount of \$40,000. This business has relocated, and loan funds were requested for facility upgrades such as bringing the space to state code with its fire alarms, HVAC unites, and other facility upgrades.

2 other United States Agricultural Department Intermediary Loans, CC Smith Events, LLC and Keeling and Goodman Funeral Home are in process at USDA are expected to close prior to the end of June.

One SBA 504 loan application for Red's Donuts of Mayfield, in the amount of \$438,000 has been submitted to the SBA for approval.

The PADD is working with 10 potential and existing borrowers that the business lending team met with to provide technical assistance or the help prepare the business to apply for traditional credit through a traditional lending institution.

The loan review committee met on Thursday, June 20th. If you will turn your attention to the screen, you will see information regarding the loan that was approved.

The committee approved the following requests:

Walk in the Willows, Justin Roberts, Sole Proprietorship:

Loan Request: \$33,000 Economic Development Administration, Revolving Loan Fund

Terms: 7.5% for 6 years

Purpose: Purchase of a vehicle and equipment

Jobs: 2 Full time jobs

Walk in the Willows is a specialty furniture company that makes handmade willow furniture in Murray, Kentucky. The company is featured in many state and regional art publications. The owners forage for raw materials that is turns into willow sculptures and furniture. The loan request is for a vehicle to deliver inventory to shows and clients.

In conclusion, the PADD Loan Review Committee voted to move their regular monthly meetings from the 3rd Thursday of each month to the 4th Thursday.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Boykin called on Ms. Cissy Fox for the Workforce Innovation and Opportunity Act report. Ms. Fox stated that since the beginning of the fiscal year in July 2018, 90 individuals have received nearly \$454,000 in tuition assistance for postsecondary training. These individuals were primarily adults and dislocated workers.

Next, Ms. Fox reported the number of individuals that graduated in FY19 in the high demand sectors. She also shared that the WIOA youth contracts for FY19-20. West Kentucky Community and Technical College will provide services to out of school youth 18-24.

Next, you will see the Labor Market Information for Western Kentucky from April 2018 to April 2019. The unemployment rate for Western Kentucky is 4.3%, the state of Kentucky is 3.9%, and the United States is 3.3%.

In conclusion, Ms. Fox shared the press release from the Education and Workforce Development Cabinet announcing Lana Gordon as the newly appointed Commissioner effective May 16.

C. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION –

No Report

2. JACKSON PURCHASE LOCAL OFFICIALS ORGANIZATION

Chairman Boykin called on Mr. Stacey Courtney. Mr. Courtney reported that the Jackson Purchase Local Officials Organization (JPLOO) met at the PADD office on June 19th. At the meeting, the JPLOO Committee approved the FY18 and FY19 engagement letter and FY20 budget was approved and the committee adopted the Code of Ethics, and he shared the new JPLOO officers. Ms. Walker explained the purpose of the JPLOO organization.

E. ANNOUNCEMENTS

Chairman Boykin called on Ms. Jennifer Beck Walker, for announcements. Ms. Walker began by welcoming Mr. James Adams from Hickman, Cathy Pigg from Wickliffe, and John Kelly from Clinton as new PADD Board member designees. She also stated that Mike Gunn from Fulton would be another new designee, joining Nancy Henley from Bardwell, John Ward from Calvert City, and Richie Galloway from Graves County. She reminded the Board that, starting in July, proxies would not be allowed in Board Meetings, but the ability to call-in to meetings would be. She said a call-in number could be provided for board members who are traveling out of the region and cannot attend on-site, that would still allow them to participate in the meetings.

In conclusion, Ms. Walker reminded the Board that the 50th Anniversary luncheon would occur on July 22nd, at noon, at the Paducah Convention Center and that Congressman Comer would be the guest speaker.

Chairman Boykin shared that the colors would be presented at the Annual Meeting by the Graves County JROTC.

IV. ADJOURNMENT

Judge/Executive Kenny Wilson moved to adjourn, Mr Pete Galloway seconded the motion, and the motion passed unanimously.

Chairman Arthur Boykin

Secretary, Mayor Rita Dotson