

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

November 20, 2017

The Purchase Area Development District Board of Directors met on Monday, November 20, 2017, 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
Clyde Elrod*

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

Calloway
Judge/Executive Larry Elkins
Mayor Jack Rose
Joe Bolin
Sue Outland
Mark Manning*

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

Carlisle
Judge/Executive Greg Terry, Treasurer

Marshall
Scott Brown, proxy for Judge/Executive Kevin Neal*
Mayor Rita Dotson
John Ward
Brad Warning*

Nancy Henley
Bill Fraser*

Fulton
Tommy Hodges, proxy for Judge/Executive Jim Martin
Mayor David Prater*
Mayor David Lattus*
Perry Turner

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

Guests Present:

Morgan Alvey, Senator McConnell's office
Shawn Miller, DLZ
Michael Ramage, Murray State University
Bob Bybczynski, City of Murray

Bill Marcum, Calloway County Deputy Judge
Amanda Rohrer, First Kentucky Bank
Nicole Sullivan, First Kentucky Bank

I. CALL TO ORDER

Mayfield 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 16, 2017, Board Meeting minutes. **Mr. Pete Galloway motioned for approval, Mr. Perry Turner seconded and the motion passed unanimously.**
- B. Next, Chair Cantrell called on Mr. Andy Bennett who summarized the Budget-to-Expense Report for the month ending September 2017.

Chair Cantrell called on Mr. Andy Bennett to introduce Mr. Ben Teer, CPA, from Williams, Williams & Lentz, to present the PADD FY 2017 audit. Mr. Teer reviewed the results of the PADD's FY17 audit and noted that the audit report expresses an unmodified opinion with no questioned cost. Mr. Boykin reported that the Personnel and Finance committee met on November 20th, 2017 at 2 pm and the Committee received and reviewed the FY2017 Audit. The audit report expresses an unmodified opinion with no audit findings and **Mr. Boykin moved to accept the FY2017 Audit as presented, Ms. Sue Outland seconded and the motion passed unanimously.**

- C. Chair Cantrell called on Mr. Arthur Boykin, Secretary of the Personnel and Finance Committee, for his report. Mr. Boykin reported that the committee met at 2 PM on November 20th and in addition to the audit, the committee also reviewed the Executive Director's monthly travel voucher, timesheet, office credit card bill, and the 12-page monthly budget-to-expense report. The group reviewed and approved the Executive Directors proposed out-of-state travel for 2018, which included the National Association of Development Organizations (NADO) and the National Association of Regional Councils (NARC) annual training conferences.

Next, Mr. Boykin reported that the Personnel and Finance Committee reviewed and recommended to the Board of Directors the official meeting dates for 2018. The recommendation was to hold the meetings on the 3rd Mondays of each month at 3:00 p.m., with the exception of January, February and October, where the Board would meet on the 4th Mondays at 3:00 p.m. Moving these 3 dates prevents conflicts with the Martin Luther King Jr. Holiday in January, the Presidents' Day Holiday in February, and the NADO Annual Training Conference in October. **Mr. Boykin moved to accept the 2018 PADD Board of Directors' Meeting dates as presented, Mr. Perry Turner seconded the motion and it passed unanimously.**

The Committee also reviewed three contracts that the Executive Director had signed since the October 16th meeting. None of the contracts required board action. Mr. Boykin called on Ms. Dee Taylor to explain the three contracts for the month's review. Ms. Taylor explained the first contract was a FY18 Medicaid Aging and Disability Resource Center Contract Modification funded by the Cabinet for Health and Family Services, Department for Aging and Independent Living, in the amount of \$34,200, with operating dates of July

1, 2017 to June 30, 2018. The second contract was a Memorandum of Agreement/Title IIIE/West Kentucky Allied Services contract, also funded by the Cabinet of Health and Family Services, Department for Aging and Independent Living, with approximately \$60,000 available, with operating dates of November 1, 2017 to June 30, 2018. The last contract that Ms. Taylor explained was an Employer Based Training Agreement with Genova, Kentucky in the amount of \$31,200, with operating dates of October 10, 2017 to June 30, 2018.

Next, Mr. Boykin shared that all PADD Board Members were presented with a copy of a PADD Personnel Policy Manual with draft changes. He noted that some of the proposed changes were simply clean-up items, but most of these proposed changes were requirements of HB 189, passed in the last legislative session. All changes were highlighted for the Board review. Mr. Boykin asked the Board to review the Draft or at least the highlighted parts, and call Ms. Jennifer Beck Walker with any questions or concerns. The Personnel and Finance Committee will present the draft changes at the December Board meeting for action, so the PADD will be in compliance with the new HB 198 requirements by January 1st, 2018.

Mr. Boykin continued to report that the Personnel and Finance Committee also reviewed staff positions and salaries and also provided the Executive Director with her Annual Performance Review. The full PADD staff will be having annual performance reviews during November and December. Mr. Boykin shared that the PADD is not in the position to provide salary adjustments right now, but hopes to revisit that in 2018.

In conclusion, Mr. Boykin reported that the Personnel and Finance Committee had been discussing the last couple of months about budget cuts and increasing CERS rates and what that means to the agency. As a result of this, the Committee has been looking at ways to offset these additional costs while still maintaining a competitive fringe benefits package for PADD employees. One of the benefits under review is the Life and Disability Insurance Plan. The PADD insurance agent had investigated market options and recommended to move from 5x salary life insurance benefit to a 3x salary life insurance benefit, which would provide the PADD office with approximately \$22,000 in annual cost savings, while still providing adequate coverage for the employees. Mr. Boykin noted that the Committee will continue to pay particular attention to this balancing act of cutting costs while still maintaining an attractive and competitive benefits package for PADD employees.

III. NEW BUSINESS

A. Guest Speaker

Chair Cantrell introduced the guest speaker, Mr. Phillip Brown, Executive Director of the Kentucky Communications Network Authority (KCNA). Prior to joining KCNA, Mr. Brown was Chief of Staff for the Kentucky Cabinet for Tourism, Arts, and Heritage. Mr. Brown has 18 years of experience in public policy with non-profit organizations, trade associations, and the U.S. Congress. He was a graduate of Centre College in Danville, and earned an M.B.A. from the University of Louisville. Mr. Brown, shared how the KCNA and its Board is building the \$332 million KentuckyWired, the Commonwealth's open-access broadband network. According to Brown, KentuckyWired is the largest

infrastructure project the state has ever built, and the project has ambitious goals. When complete, the network will provide the broadband needs for state government, postsecondary institutions, and public safety, while creating connectivity for each of Kentucky's 120 counties. During his presentation, Brown requested assistance from local governments to complete the required pole attachment contracts, easement releases, and Memorandums of Agreements with local municipalities. Completing those three activities soon, will allow KCNA to move forward. The Purchase Region is expected to be connected to the network in 2021. To contact Phillip Brown, please call his office at (502) 782-9549.

B. STANDING COMMITTEES

1. AGING COMMITTEE

Chair Cantrell called on Ms. Lee King, the Aging Committee Chairperson to give the Aging Committee report. Ms. King began by asking the Board to review the Proposed Timeline for the FY2018-FY2021 Request for Proposal Timeline in their handout packet. On Wednesday, November 15th, the Aging Committee reviewed the timeline, and voted to recommend the PADD Board to approve it as presented. **Ms. King recommended that based on the review and approval of the Aging Committee, she moved that the Board approve the Request for Proposal Timeline as presented, Judge Greg Terry seconded the motion and it passed unanimously.**

Next, Ms. King shared the budget for the Nutrition Services Incentive Program which pays for the purchase of raw food used by the Nutrition Providers preparing meals. The allocations are based on total meals served and the percent of total meals serviced by each nutrition provider. No action was required, this is simply for board member informational purposes.

Ms. King then called on Ms. Ann Ponder Simpson to let the Board know about the Community Needs Assessment they should have received notice of through the office's Constant Contact account. Board members have received an email linking you to a survey regarding aging and the independent living services. Ms. Simpson asked everyone to please complete the survey and thanked the ones that had already done the survey. Everyone's input is important as it determines the priorities in the upcoming Area Plan. After the Board meeting, PADD staff had computers available in the small conference to complete the survey.

Next, Ms. Simpson asked the PADD Board Members to complete and return the Kentucky Long Term Care Ombudsman Program Conflict of Interest Form that was distributed at the beginning of the meeting.

Ms. Simpson then reminded Board members that the Cabinet for Health and Family Services and the Department for Aging and Independent Living (DAIL) would be providing Board Member Training on Friday, December 1st from 9:00 a.m. to noon. DAIL will be coordinating with the KY League of Cities and the Department for Local Governments for training credits.

Ms. King continued with the Aging report sharing the number of unduplicated clients in the Purchase Area served in September, along with the number of unduplicated clients served through the PADD's subcontracted agencies.

In conclusion, Ms. King shared that all Area Agency on Aging and Independent Living program activity reports are located on the PADD's website.

2. REGIONAL TRANSPORTATION COMMITTEE

Chair Cantrell called on Mr. Stacey Courtney for the Regional Transportation report. Mr. Courtney shared that the next PADD Regional Transportation Committee meeting was scheduled for December 13th at 10:30 a.m. at the PADD office. The committee will finalize the draft goals and objectives for FY18. The draft agenda was included in the online packet.

Next, Mr. Courtney referred to the handout packet that supplied a copy of a support letter from the PADD Board of Directors endorsing Green River Intra-County Transit Systems (GRITS) as the contract broker for the Kentucky Human Service Transportation Delivery Region 1. GRITS is the current provider for assisting Medicaid eligible recipients with transportation. **Mayor Jack Rose motioned to approve the letter of support endorsing the contract renewal for GRITS to serve as the Region 1 broker, Mr. Arthur Boykin seconded and it passed unanimously.**

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chair Cantrell called on Mr. Brad Davis for the Community and Economic Development Committee report.

Mr. Davis began his report with Consideration of Requests for Area Development Funds (ADF). The Carlisle County Fiscal Court requested Area Development Funds in the amount of \$3,732 to help offset the cost of repairs completed recently to the Milburn Gym. The work included repairing the side of the building's exterior where some of the brick had fallen off. The work stopped the future deterioration of the facility. The Milburn Fire Department services as the agency who takes care of the facility. They completed this work and are seeking reimbursement in the amount of the County's Area Development Fund allocation. **Judge Todd Cooper made the motion to approve the ADF funds of \$3,732 to Carlisle County Fiscal Court, Mr. Arthur Boykin seconded the motion and it passed unanimously.**

Next, Mr. Davis presented a resolution that needed to be adopted so the PADD can submit the 2017 Comprehensive Economic Development Strategy (CEDS) to Economic Development Administration in December. The draft CEDS would be posted on the PADD website on November 18th, 2017. All questions were directed to Mr. Brad Davis at the PADD office. **Mayor Jack Rose motioned to approve the resolution supporting the CEDS plan, Mr. Arthur Boykin seconded the motion and it passed unanimously.**

In conclusion, Mr. Davis shared that the listing of projects in the region that were submitted to the state clearinghouse in October were included in the hand-out packet.

C. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS.

1. COMMODITY AND FOOD BANK TASK FORCE

Chair Cantrell called on Ms. Frances Hamilton, Chair of the Commodity and Food Bank Task Force Committee. Ms. Hamilton shared that during the first quarter of FY18, the PADD has distributed 732,878 pound in the Purchase Area.

Next, Ms. Hamilton reported that the CareSource Foundation donated \$10,000 supporting the Purchase Area Development District's Commodity and Food Bank Program.. The PADD check presentation was one of seven planned across Kentucky by Caresource, demonstrating their support of organizations working to eliminate poverty, provide much-needed services to low-and moderate0income families, encourage healthy communities, develop innovative approaches to address critical health issues and enhance the lives of a diverse array of children, adults and families. In conclusion, Ms. Hamilton shared that four years ago, the employees of First Kentucky Bank designated the Feeding America Backpack Program as their Charity of Choice, which is funded by employee payroll deduction. Their support funds the Feeding America Backpack program for Carlisle, Graves, Mayfield Ind., Muhlenberg, and Ohio County School Districts. They also donate funds to support Marshall and Livingston's school districts backpack programs. Over the past four years the Bank Employees have donated \$78,960.90 to the Feeding America Backpack Program.

2. WATER MANAGEMENT COUNCIL

Chair Cantrell called on Mr. James Smith for the Water Management report. Mr. James shared that currently the PADD staff is working on the project ranking in the region, and the first step is to establish a profile in the water Resource Information System (WRIS). Mr. Smith presented the process for completing a WRIS profile. Mr. Smith shared that a profile is required to receive KIA, loan funds or grants. Mr. Smith explained the main points on the profile. The Narrative needs to state what you are doing and why you need to do the project. The applicant is who's applying and who's responsible for the project. Administration, who is maintaining the project. The numbers that PADD inputs for administration comes from the project engineer. The PADD is not listed as the administrator unless the city/county requests the PADD be the administrator.

3. BUSINESS LENDING REPORT No Report

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chair Cantrell called on Ms. Dee Taylor for Workforce Innovation and Opportunity report. Ms. Taylor reported that the Purchase Area Development District filed a

response to the West KY Workforce Board's Request for Proposals on Thursday, November 16th, 2017. The response included staffing for the West Kentucky Workforce Board 17-county service area, which if awarded, will bring two and a half case managers from the Pennyriple Area Development District onboard the Purchase Area Development District. It acknowledges that the coming scope of work for the Medicaid Community Engagement and provides the required firewall between the Career Services staff, One-Stop Operator, and West Kentucky Workforce Board staff. The response included a six month budget, ending June 30, 2017. The Executive Committee of the West Kentucky Workforce Board will announce the recipient of the contract after the November 21st meeting.

Next, Ms. Taylor shared that the Kentucky Workforce Innovation Board (KWIB) voted to accept a number of changes to the Work Ready Communities Program. Many of these changes align the KWIB's strategic policies and the Cabinet's other Work Ready Initiatives. More information will be shared at a later date. An email had been sent to the each County Champion. None of the purchase counties are up for review, but all will be up for review after June 2018. Your annual team meeting needs to be done soon for the 2017 year to have minutes and a sign in sheets on file.

In conclusion, Ms. Taylor shared that since the beginning of the fiscal year in July, 171 individuals have received \$1 million in tuition assistance for postsecondary training. These individuals were primarily dislocated workers affected by recent closures.

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

Chair Cantrell called on Mr. Mark Davis for the Regional Hazard Mitigation Report. Mr. Davis shared that at this time the county components of the Purchase Area Hazard Mitigation Plan had been submitted for review. The initial review from UK-HMGP staff was positive with the reviewer noting that the PADD had hit all major plan elements, explaining each pint clearly. Based on this feedback we are optimistic about achieving compliance prior to the January 9, 2018 plan expiration date. Mr. Davis expressed concern about the process slowing down during the holiday season, therefore the PADD staff will make it a priority to respond to review comments as soon as possible. In an attempt to increase the general public participation we have designed and circulated a Constant Contact electronic survey that will allow individuals to provide input. A link was distributed to the regional distribution list and publicized through the local media. To date 64 individuals had provided feedback that will be incorporated into the final plan.

Mr. Davis concluded that the PADD had worked with each County's Emergency Management Directors to prepare the update and directed all question to him or Stacey Courtney.

E. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

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

F. ANNOUNCEMENTS

Ms. Walker shared that at the November ADD Directors meeting in Frankfort, the directors met with Treasurer Allison Ball as she discussed transparency and agreed to include space on the website for HB189 requirements. She noted that the next Board of Directors' meeting was scheduled for Monday, December 18th, at 3pm., with Christmas BBQ dinner to follow and that the Legislators have been invited to attend to update the board on upcoming issues in Frankfort.

IV. ADJOURNMENT

Judge Greg Terry moved to adjourn, Judge Todd Cooper seconded the motion and the motion passed unanimously.

Chair, Mayor Teresa Rochetti-Cantrell

Secretary, Judge/Executive Kenny Wilson