

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

March 19, 2018

The Purchase Area Development District Board of Directors met on Monday, March 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 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
Sheila Fraser, proxy for Nancy Henley
Bill Fraser

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

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

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

Guests Present:

Morgan Alvey, Senator McConnell's office
Allen Thomas, WKCTC Adult Educator
Mary Anne Medlock, West KY Workforce Board
Alfred Anderson, Paducah
Jo Wilfong, Mayor of Barlow

Debbie Lawrence, Ballard County
Emerson Goodwin, KY Care
Janna York, West KY Allied
Tammy Lockhart, West KY Allied
Jeannine Puckett, West KY Allied
Samantha Breedlove, West KY Allied
Temple Hill, West KY Allied
Tony Dowdy, West KY Allied
Genece Gibson, West KY Allied

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 February 26, 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 Mr. Andy Bennett who summarized the Budget-to-Expense Report for the month ending January 2018.
- C. Chair Cantrell called on Mr. Arthur Boykin, Secretary of the Personnel and Finance Committee, for his report. Mr. Boykin began his report by stating that the Personnel & Finance Committee met at 2:00 p.m. on Monday, March 19 for the monthly meeting. The committee reviewed the executive director's monthly travel voucher and timesheet, the office credit card bill, and the twelve page monthly budget-to-expense report.

Mr. Boykin called on Mr. Brad Davis to give a report on one new contract. Mr. Davis gave an overview of the continuation contract with the Purchase Area Regional Industrial Authority for \$5000.00 per month on a month-to-month basis.

Next, Mr. Boykin shared that no Code of Ethics Violations were reported for the month of March.

Mr. Boykin reported that the PADD had received correspondence from the Kentucky Auditor of Public Accounts informing us that they will not be performing our FY18 audit and authorizing us to enter into a contract with our previously procured certified public accounting firm. He noted that this should save us some money on our auditing services this year.

Continuing, Mr. Boykin reported that the 15 ADDs and the KY Council of ADDs all received the same Open Records Request this month from Dan Rose, an attorney from the Lexington law firm of Rose, Grash, Camenisch & Mains. Mr. Rose had 4 separate requests: the first was for listings of Board and committee members; the second was for listings of positions of employment with the ADD, along with corresponding names,

position titles, and salaries; the third was for the salary of the executive director along with benefits and any in-kind compensation; and the fourth was a listing of independent, individual contractors with corresponding names, titles, and salaries, of which we have none. He noted that the KY Council of ADDs has a retainer for legal services with Luke Morgan, an attorney with MML&K. When Mr. Morgan called Mr. Rose to get some clarification on his request, Mr. Rose informed him that he was just “Politically curious”. Mr. Boykin stated that all this information has been sent to Mr. Rose, as required by the Open Records Law and PADD Policy.

In conclusion, Mr. Boykin reported that regarding the Joint Funding Administration (JFA) discussion of previous meetings, the PADD did receive its 2nd quarter payment this month, although once again, it was less than what was invoiced. He noted that at this point, the PADD has an accounts receivable with the Department for Local Government (DLG) for \$37,561; an amount equal to the unmatched state dollars that are included in the contract, but being withheld.

III. NEW BUSINESS

A. ADMINISTRATION

Chair Cantrell reported that the PADD Bylaws state that the Loan Review Committee membership shall consist of the officers of the Board of Directors of the Purchase Area Development District and, at a minimum, one additional member from each county not otherwise represented, and also chosen by the Board of Directors.

Chair Cantrell explained that there are openings in Ballard County, following the passing of Clyde Elrod, and in Fulton County. Both County Judge/Executives have agreed to serve on the Loan Review Committee representing a, “government organization(s) responsible for economic development”.

Judge/Executive Greg Terry made a motion to approve Judge/Executive Cooper and Judge/Executive Martin to represent Ballard and Fulton Counties, respectively, on the PADD Loan Review Committee. Ms. Frances Hamilton seconded the motion and the motion passed unanimously.

In conclusion, Chair Cantrell introduced a new PADD Board member, Mr. Deric Todd. Mr. Todd has agreed to serve as a joint appointment by Judge Perry and herself, representing Mayfield & Graves County. She further shared that Mr. Todd has completed his New Board Member Orientation and noted that this was his first meeting.

B. FEATURED SPEAKER

Chair Cantrell introduced the guest speaker, Mr. Caleb Hodgson, Organized Crime Analyst for the Kentucky Office of Homeland Security and the Kentucky Intelligence Fusion Center. Mr. Hodgson explained that in an effort to better secure the Commonwealth against criminal activity and domestic and international terrorism, federal and state agencies have banded together to create the Kentucky Intelligence Fusion Center to improve intelligence sharing among public-safety and public-service agencies

.Mr. Hodgson stated that the center is a unified hub to coordinate and connect all levels of law enforcement and public-safety agencies, including fire, health and transportation, and the private sector. He shared that a new telephone hotline, 1-866-EYE-ON-KY (1-866-393-6659), is available for residents to report suspicious or criminal activity of any kind.

C. STANDING COMMITTEE

1. AGING COMMITTEE

a. FY 18 Re-Allocations

Chair Cantrell called on Ms. Lee King, the Aging Committee Chairperson, to give the Aging Committee Report. Ms. King reported that there were several Aging items that would require the Board's action. She noted that the Aging Committee met on Wednesday, April 14th, to address Reallocations of Subcontractor FY 18 Funds, along with pending Carryover Allocations. Recommendations were shared from the Project Review Committee, which met previously.

i. Title III-B Federal Funded Supportive Services

Ms. King reported that the first proposed movement of funds was within the Title III-B Supportive Services, as provided on page 9 of the meeting packet. Ms. King called on Ms. Ann Ponder Simpson to describe the movement of funds. Ms. Simpson directed attention to page 9, showing with a chart showing the agencies and the reallocation funding levels. She noted that the reallocations were made to increase funding for Ballard, who was overexpended, and reduce funding for Graves and Marshall Counties, who were under the target expenditure rate through January 2018.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion that Reallocation of Title III-B Federal Funded Supportive Services be accepted. Judge Executive Todd Cooper seconded the motion and it passed unanimously.

ii. Title III-C1 and C2 Federal Funded Meals

Ms. King stated that the next reallocations to be addressed was within the Title III-C1 Congregate Meals. Ms. King called on Ms. Simpson to describe the movement of funds. Ms. Simpson directed that board's attention to page 10 of the meeting packet. She explained that the contracts are with the senior centers to provide the congregate meals. The reallocations were made with the addition of \$708 in FY17 carryover funds, \$4,006 from PADD services funds, and \$22,000 from a reduction in Homecare Home Delivered Meals funding, for a total increase of \$26,714.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion that reallocations of funds into Title III-C1, including the pending carryover allocation, be approved. Judge Executive Kenny Wilson seconded the motion and it passed unanimously.

Continuing, Ms. King stated that the next reallocation to be addressed was within the Title III-C2 Home Delivered Meals. Ms. King called on Ms. Simpson to describe the movement of funds. Ms. Simpson directed the board's attention to the Home Delivered Meals printed on page 10 of the meeting packet. Once again, she shared that the service providers are the 8 county senior centers. She noted that the reallocations were made with the addition of \$1,245 in FY17 carryover funds and \$49,000 from PADD service funds, for a total of \$50,245.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion that reallocations of funds into Title III-C2 Home Delivered Meals, including the pending carryover allocation, be approved. Mr. Bill Fraser seconded the motion and it passed unanimously.

- iii. Homecare State Funded Services
Ms. King stated that the next allocation to address was within Homecare Essential Services. Ms. King called on Ms. Simpson to describe the movement of funds. Ms. Simpson directed the board's attention to the bottom chart for Homecare Home Delivered Meals printed on page 11 of the meeting packet. She explained that the Senior Citizen Center in each of the 8 counties are the current providers for this program. Ms. Simpson stated that funding was reduced for Homecare Home Delivered Meals and \$22,000 was reallocated to Title III C-1 to help fund the projected need for the rest of FY18.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion that reallocations of funds within Homecare Essential Services be approved. Mrs. Frances Hamilton seconded the motion and it passed unanimously.

Continuing, Ms. King stated that the next allocation was within Homecare Essential Services for Homecare Home Delivered Meals. Ms. King called on Ms. Simpson to describe the movement of funds. Ms. Simpson stated that we actually skipped ahead to the bottom of the page and we need to recognize the center of page 11 of the meeting packet regarding the Homecare Essential Services. She reported that the allocations are from within the same agency within the line items that this board has already contracted and granted allocations. Ms. Simpson explained the additional funding was provided to West Kentucky Allied Services in the amount of \$31,955 in state funding, with an increase of \$3,045 in the required match.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion that reallocations of funds within Homecare Essential Services be approved. Mr. Kenneth Rowland seconded the motion and it passed unanimously.

b. FY19-FY21 Aging Proposals for Federal Funds

i. Title III-B Legal Services

Ms. King reported that the Aging Services proposals had been submitted, scored by the Project Review Committee, heard by the Aging Committee and their recommendations were ready for the Board's action today. She stated that the Summary of Aging Services and Unit Cost Proposals began on page 12 of the meeting packet.

Ms. King noted that there was only one bidder, the current provider, Kentucky Legal Aid, for the Title III B Legal Services. She further shared that Kentucky Legal Aid's per unit rate had stayed the same.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion that Kentucky Legal Aid be approved to receive the contract award for the Title III B Legal Services, with any bid corrections as needed. Mayor Jack Rose seconded the motion.

Prior to the vote, Mayor Rose asked for the per unit rate for Kentucky Legal Services. Ms. Simpson stated that the per unit rate was \$50. Next, Mayor Rose asked if the unit was equal to one hour. Ms. Simpson replied that a unit was equal to one hour of service.

After the discussion, Chairperson Cantrell asked for a vote to the motion for Kentucky Legal Aid, as previously stated, and it passed unanimously.

ii. Title III-B Support Services

Ms. King explained that each of the individual Senior Citizen Centers bid on Supportive Services (health promotion, telephone reassurance and transportation). She noted that one exception is the Hickman County Senior Citizens Center, who did not for telephone reassurance, which is allowable. She pointed out that each bidder's per unit rate is slightly higher than three (3) years ago, which is in reason.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion that each of the Senior Citizens Centers be approved to receive the contract award to provide Title III B Supportive Services in their respective counties, with any bid corrections as needed be approved. Mr. Arthur Boykin seconded the motion and it passed unanimously.

iii. Title III-C Meals

Ms. King reported that the next item for consideration was Title III C-1 Congregate Meals and Title III C-2 Home Delivered Meals. She stated that each of the individual Senior Citizen Centers bid to provide these nutrition services in their respective county. Ms. King reported that each bidder's per unit rate is slightly high than three (3) years ago, which is in reason.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion each of the Senior Citizens Centers be approved to receive the contract award to provide Title III C Nutrition Services in their respective counties, with any bid corrections as needed be approved. Judge Executive Greg Terry seconded the motion and it passed unanimously.

iv. Title III-D Health Services

Ms. King stated that the next item for consideration is the Title III D Evidence Based Services. Ms. King reported that three bids were received to provide Evidence Based Services, which include Calloway County Senior Citizens, Graves County Health Department, and McCracken County Senior Citizens. Both Graves County Health Department and McCracken County Senior Citizens stated in their proposals their willingness to serve additional counties as called upon.

Ms. King stated that should Graves County Health Department be approved to receive a contract award to provide this service, it will be as the other bidders who require technical assistance, with any bid corrections as needed and further explained that this would mean additional guidance on how to determine a unit rate for this service.

Based on the Aging Committee's recommendation, Ms. Lee King made a motion that each of the Calloway County and McCracken County Senior Citizens, along with the Graves County Health Department, be approved to receive the contract award to provide Title III D Evidence Based Services in their respective counties, with any bid corrections, as needed be approved.

Following a discussion, Ms. King amended her motion to say based on Aging Committee recommendation, that each of the Calloway County and McCracken County Senior Citizens be approved to receive the contract award to provide Title III D Evidence Based Services in their respective counties and bring Graves County Health Department back before the board next month, with any bid corrections as needed. Mr. Todd Cooper seconded the motion.

Following a second discussion, Mr. Bill Bartleman made a motion to amend the original motion and eliminate Graves County Health Department and ask them to come back at the next monthly meeting. Mayor Jack Rose seconded the amended motion and it passed unanimously.

Ms. Lee King amended the original motion to say that each of the Calloway County and McCracken County Senior Citizens be approved to receive the contract award to provide Title III D Evidence Based Services in their respective counties, with any bid corrections as needed be approved and to bring back Graves County Health Department at the next monthly meeting. Judge Executive Greg Terry seconded the motion and it passed unanimously.

v. Title V

Ms. King reported that the Title V program was not reviewed by the Aging Committee as there was only one bidder, West Kentucky Allied Services. The requested Federal Allocation was for \$218,331, which is within reason.

Ms. King made a motion to approve West Kentucky Allied Services to receive the contract award to provide Title V Senior Community Service Employment services, with any bid corrections as needed. Mr. John Ward seconded the motion.

After a discussion, Mr. Bill Bartleman made an amendment to the original motion to remove the words “with any bid corrections” with “subject to adjustment to reflect the actual allocation”. Mayor Jack Rose seconded the amended motion and it passed unanimously.

Ms. King’s original motion was amended to read “to approve West Kentucky Allied Services to receive the contract award to provide Title V Senior Community Service Employment services, subject to adjustment to reflect the actual allocation”. Mr. John Ward seconded the motion and it passed unanimously.

c. FY19-FY21 Aging Proposals for State Funds

i. Homecare Home Management, Personal Care, and Chore

Ms. King stated that the summary of the Aging Services and Unit Cost Proposals was printed on page 13 of the meeting packet. She noted that the Project Review Committee and the Aging Committee recommendations were highlighted for easy reference.

Ms. King reported that there were two bidders for this service, the current provider, West Kentucky Allied Services, and a new competitor, Help at Home. Each bid to serve all eight (8) of the Purchase counties. Help at Home proposed a bid per unit rate of \$9.98 and West Kentucky Allied bid \$11.55 per unit.

Based on the recommendation of the Aging Committee, Ms. King made a motion that Help at Home be approved to receive the contract award to provide the Homecare Essential Services Home Management throughout the Purchase counties, with any bid corrections as needed. Mr. Arthur Boykin seconded the motion.

Mr. Bill Bartleman made an amendment to the motion to remove the words “with any bid corrections” from the original motion. Mr. Arthur Boykin seconded the amended motion and it passed unanimously.

Ms. King original motion was amended to read “that Help at Home be approved to receive the contract award to provide the Homecare Essential Services Home Management throughout the Purchase counties. Seconded by Mr. Arthur Boykin.

Chairperson Cantrell called for a roll call vote on the motion. The motion failed with a vote of 8 Yes, 16 No and 2 Abstain.

After a lengthy discussion, Mr. Bill Bartleman made a motion to table all of item c. FY19-FY21 Aging Proposal for State Funds pending legal advice and to hold a Special Called meeting by the end of the month to meet the state requirement. Ms. Judy Stephens seconded the motion and it passed unanimously.

2. REGIONAL TRANSPORTATION COMMITTEE

Chair Cantrell called on Mr. Stacey Courtney to give the Regional Transportation committee's report. Mr. Courtney reported that the committee met on March 14th to review the Section 5310 applications at the regional level. This input is provided to the Office of Transportation and Delivery (OTD) as a recommended order, based on each agency's transportation alternatives and the total vehicle mileage for vehicle to be replaced.

Mr. Courtney noted that the results can be found on page 42 of the meeting packet. He stated that the recommended order is Ballard County Senior Center, Easter Seals and Carlisle County Senior Center. The applications will now be reviewed by OTD at the state level. The board will be updated as those announcements are made.

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chair Cantrell called on Mr. Brad Davis for the Community and Economic Development Committee report. Mr. Davis began the report by sharing that the Delta Regional Authority (DRA) has opened their 2018 funding round for the State Economic Development Assistance Program (SEDAP) and Community Infrastructure Fund (CIF). He noted that the application period runs through June 29th.

Next, Mr. Davis explained that the SEDAP eligible entities include local governments, economic development groups, and other nonprofit groups. He reminded the Board that DRA likes to focus on economic development projects, but infrastructure and workforce development are also eligible. Mr. Davis stated that if anyone had a question about whether a project is eligible or would be competitive, to contact the PADD office. He shared that the SEDAP state funding allocation for 2018 is \$1,130,172 and explained that the CIF program, for larger infrastructure projects, has an has a total allocation of \$10 million, without state designated allocations.

B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS.

1. COMMODITY AND FOOD BANK TASK FORCE

Chair Cantrell called on Ms. Frances Hamilton, Chairperson for the Commodity and Food Bank Task Force, for the report. Ms. Hamilton reported that from March 15th until April 2nd, the Kentucky Association of Food Banks, Attorney General Andy Beshear, Secretary of State Alison Grimes and the Kentucky Bar Association's Young Lawyer's Division are sponsoring the 2018 Legal Food Frenzy.

Ms. Hamilton stated that over 125 law firms across the state, including several in the Purchase, are competing to raise the most money and collect the most food for their local food banks. She noted that the great thing about the program is that everything raised will stay in the community in which it is raised.

Last year in the Purchase, 5,494 pounds of food were donated and \$7,654 were contributed. Ms. Hamilton pointed out that each dollar contributed equals eight pounds of food.

2. WATER MANAGEMENT COUNCIL – No report

3. BUSINESS LENDING REPORT

Chair Cantrell called on Mr. Arthur Boykin for the Business Lending Report. Mr. Boykin introduced Mike Maxwell, as the PADD's new Business Lending Specialist. He stated that Mike came to the PADD from Murray, where he worked several years in the banking industry.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chair Cantrell called on Ms. Dee Taylor for the Workforce Innovation and Opportunity report. Ms. Taylor directed attention to page 44 of the meeting packet, for the Labor Market Snapshot for West Kentucky counties, with 5 counties in the Purchase area showing position growth in the number of individuals working from 2016 to 2018. Also included in this information was the weekly salaries comparison for high growth jobs in the region.

Ms. Taylor next directed attention to pages 47 and 48 of the meeting packet. She noted that the Kentucky Education and Workforce Development Cabinet provided answers regarding participation in Kentucky Health Community Engagement to help participants understand the requirements and what they can do to meet them.

Continuing, Ms. Taylor reported that the tentative timeline for the 2018-2019 Youth Services Request for Proposal was printed on page 49 of the meeting packet.

In conclusion, Ms. Taylor stated that the revised criteria for communities seeking Work Ready status could be found on pages 50 through 52 of the meeting packet.

5. HUMAN SERVICES - No Report

6. REGIONAL HAZARD MITIGATION COMMITTEE

Chair Cantrell called on Mr. Mark Davis for the Hazard Mitigation Report. Mr. Davis reported that on March 8, 2018, University of Kentucky – Hazard Mitigation Grant Program (UK-HMGP) staff provided the PADD with e-mail comments from FEMA regarding update of the region's Hazard Mitigation Plan. He noted that staff is in the process of making the suggested revisions.

In conclusion, Mr. Davis pointed out that the final chapter, the regional component of the draft plan, was submitted on November 29, 2017, with the respective county chapters being submitted as completed in October of 2017.

C. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

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

D. ANNOUNCEMENTS

Chair Cantrell called on Ms. Walker for announcements. Ms. Walker shared that the HVAC units for the conference rooms are needing to be replaced. She stated that the conference rooms would be closed from March 23rd through April 3rd, while the units are being installed.

Ms. Walker next announced a Trade Policy Update Meeting scheduled for April 6, 2018, in Paducah. She noted that the details were printed on pages 53 through 55 of the meeting packet and everyone was invited to attend.

Ms. Walker informed the Board that March 20, 2018, was Mayor's Night Out with Mayor Jack Rose as the host.

Ms. Walker announced that the next PADD Board meeting would be held on April 16th, with guest speaker Hilda Legg, State Director of the Office of Rural Development.

In conclusion, Ms. Walker invited the Board and guests to enjoy a piece of cake in honor of Mr. Brad Davis, who was retiring at the end of March. She wished him well and shared her appreciation of his service to the PADD over the past 27 years.

IV. ADJOURNMENT

Mayor Jack Rose moved to adjourn, Judge/Executive Greg Terry seconded the motion, and the motion passed unanimously.

Chair, Mayor Teresa Rochetti-Cantrell

Secretary, Judge/Executive Kenny Wilson