

Kentucky Council of Area Development Districts
Quarterly Board Meeting
Wednesday, June 16, 2021 at 5:00 pm EDT
HYBRID
Spendthrift Room, Griffin Gate Marriott, Lexington, Kentucky

Board Members Present:

Judge Casey Ellis (NKADD) Chair	Judge Al Mattingly, (GRADD)
Mayor Les Stapleton (BSADD) 1 st Vice-Chair	Judge John Riley (KIPDA)
Mr. Steve Thurmond (BRADD) 2 nd Vice-Chair	Judge Brad Schneider (GRADD)
Judge John Phelps, Jr. (LCADD) Treasurer	Mayor Harold Slone (FIVCO)
Judge Dan Mosley (CVADD) Past Chair	Judge Rick Stiltner (GWADD)
Judge Wil Cannon (BRADD)	Mr. Harold (Shorty) Tomlinson (NKADD)
Judge Bobby Carpenter (FIVCO)	Judge Steve Tribble (PeADD)
Judge Larry Foxworthy, (BTADD)	Judge Maurice Lucas (LTADD)
Judge Orbrey Gritton (BGADD)	Mayor Mark Walter (GWADD)
Judge Maurice Lucas (LTADD)	

Staff Present:

Lisa Cooper (NKADD)	Eric Sexton (BRADD)
Whitney Chesnut (CVADD)	Jarrett Haley (KIPDA)
David Duttlinger (BGADD)	Amy Kennedy (BTADD)
Josh Farrow (GWADD)	Joanna Shake (GRADD)
Jason Vincent (PeADD)	Kelly Ward (FIVCO)

Tony Wilder, KCADD Executive Director
Marilyn Eaton-Thomas, KCADD Executive Assistant
Bill Cooper, Business Development Manager

Call to Order Chair Ellis called the meeting to order at 5:00 pm and welcomed members and staff joining in person and via ZOOM. He recognized and welcomed KCADD's newest board member, Mayor Harold Slone of the City of Louisa. After a Roll Call conducted by Executive Assistant Eaton-Thomas, the chair declared a quorum with 13 ADDs represented.

Approval of March 4, 2021 Regular Meeting and the April 29, 2021 Executive Committee Minutes Chair Ellis then called for approval of the minutes from the March and April meetings. **Judge Carpenter offered a motion to approve, with Judge Gritton issuing a second. All members voted in favor.**

KCADD Financial Report Chair Ellis recognized Judge Phelps to offer the financial report. Treasurer Phelps advised that the Financial Reports were sent electronically to all members of the Council to review prior to the meeting. He referred to the Monthly Statement of Revenue and Expenditures for the period ending May 31, 2021. He cited the 2021 budget figures of total expected income of \$259,500 and the actual amount received to date of \$359,845. The reason the amount received is larger than the budgeted amount is due to receipt of the \$125,000 ACL grant. Total expenses, fiscal year to date, are \$211,356, which represents 74.16% of the budget. Treasurer Phelps stated that the year's expenditures will fall well within budget. With there being no questions or comments, Treasurer Phelps submitted the financial

report for approval. **Mayor Stapleton offered the motion to approve the Financial Report as presented and Judge Stiltner issued a second. All members voted in favor.**

Old Business: Business Manager Report Chair Ellis then proceeded to Old Business and recognized Bill Cooper for his report. Mr. Cooper reported he had participated in ZOOM meetings as well as live DAIL, AAA and KADD meetings. He attended multiple seminars regarding client transitional care programs associated with related Health Plans. He has attended all the Think Tank meetings starting in March. The Think Tank meetings will go through August and will continue to involve the 5 network entities which includes Kentucky. There have been ten meetings since March. He advised that a major effort has been devoted to application for new grant funding. The new ACL grant application was submitted to Grants.gov for review on May 27th. He has also worked on finalizing new administrative policies for KCADD. These are now complete and pending Council approval. He reiterated that these policy and procedure revisions and updates are necessary not only to secure contracts with Aetna and Humana but for any other potential health care provider. He related he has spent considerable time working on associated IT issues, especially in regard to the requirements involved with the Aetna contract. There have been at least 15 meetings on this complicated issue. Most of his work has been with the staff at BGADD and GRADD. He will continue to work to resolve these IT issues and will coordinate creating acceptable security agreements. He pledged to keep the members advised regarding any progress in this regard.

Old Business: Existing ACL Grant Update Chair Ellis recognized Executive Director Wilder for the report but he deferred to Bill Cooper to offer an update regarding the current Administration for Community Living (ACL) Grant. Mr. Cooper stated that he has met monthly with the four other network lead entities and the ten state agencies involved in the Think Tank program. Mr. Cooper cited the working partnership with Marnie Mountjoy with Kentucky Department of Aging and Independent Living (DAIL) who represents the state of Kentucky on the Think Tank. He reminded the members that the most important goal for the KCADD is to develop the capacity to secure and administer service contracts with health care providers. DAIL is working in partnership to assist us in achieving that goal. Executive Director Wilder advised that none of the \$125,000 grant has been expended to date but he expects a portion of those funds will soon be directed at improving our IT capabilities with respect to meeting the all-important HIPPA privacy standards.

Old Business: Legislative Update Chair Ellis called upon Executive Director Wilder to offer the update. Mr. Wilder commended the efforts of the members regarding the motor fuel's tax but acknowledged the frustration all felt at the General Assembly's failure to address this most important issue. He noted that just this afternoon Rep. Suzanne Miles of Owensboro addressed the conference and openly attributed its failure to the posturing and inaction of the Senate. He did however cite two significant and important successes in this 2021 session for local governments, SB36 and HB320. These measures will provide much needed funding for water, sewer and broadband infrastructure development. Local officials and ADD Directors have been the recipient of all matters of information, education and Federal guidance regarding the use of these funds-and the process still continues. He related, this is a great opportunity for local governments to make long-term and transformative improvements for their communities. He recommended exercising patience in the process particularly while guidance is still being developed and you need time to do the proper planning to develop the best projects for use of these funds. Director Wilder hopes that in 2 or 3 years we look back on this time as a shining moment for local governments and the ADDs for their contributions to improving the lives of the people we serve. He concluded by

relating that the ADDs were fortunate that there were no “ADD specific” bills to deal with and that JFA funding remained the same.

New Business: Approval of New ACL Grant Application Chair Ellis then directed the members’ attention to the New ACL Grant Application. (A program description was emailed and included in the member folders.) The submittal of the application was approved by the Executive Committee due to the fact that the deadline for submission preceded the date of the regular Council meeting and had to be expedited. **Mayor Stapleton offered a motion to approve the action of the Executive Committee. Judge Gritton issued a second. All members voted in favor.**

New Business: Approval of Executive Committee Action to Purchase Copier Chair Ellis asked Executive Director Wilder to explain the purchase of a new copier. Wilder responded that the old copier was more than 12 years old and was in need of a drum replacement. Due to its age the part could not be sourced through our current maintenance contractor. Wilder researched and determined the kind of copier needed, and attempted to solicit four quotes. Two quotes were received. Said documented quotes of \$4900 and \$5200 were provided to the members. The company with the lowest and best quote was our current maintenance contractor Commonwealth Technology. Wilder advised that the Executive Committee also had previously reviewed and approved the purchase at the above-mentioned meeting on April 29th. He asked the Council to approve the actions of the Executive Committee. **Judge Carpenter moved to approve the purchase and the action of the Executive Committee. Judge Phelps issued a second. All members voted in favor.**

New Business: Approval of KCADD 2021 Policies and Procedures Manual Chair Ellis asked the Executive Director to address the members regarding the approval of new and updated policies and procedures for the KCADD. Wilder thanked the members for their attention on this matter and acknowledged that the volume of information sent to them was a challenge to cover. Chair Ellis inquired of the members if there were any questions regarding any sections of the manual. Executive Director Wilder added that the current policies and procedures were inadequate and had not been updated in several years. He advised these new policies were comprehensive and met the needs of our Healthcare Connections program. The sections on emergency and IT response are new to the KCADD Manual. They were adapted from those used by some ADDs and by state government. The fiscal policies were revised and were included in the members’ folders. He said he overall assessment of the policies and procedures is that they are up-to-date, comprehensive and functional for our future needs. Wilder also observed that most of the members have dealt with personnel policies and codes before. Chair Ellis asked if there were any other questions or comments regarding the Policies and Procedures. The consensus response was that the members recognized staff had adopted much of the policy content from the State and the ADDs’ policies with some customizing to fit KCADD operations. **Mayor Stapleton moved to approve the newly drafted KCADD Policies and Procedures Manual. Judge Foxworthy issued a second and all members voted in favor.**

New Business: Approval of KCADD 2021/2022 Budget Lisa Cooper, NKADD Executive Director and Chair of KADD, was recognized by Chair Ellis to address the Council prior to consideration of the budget. Chair Cooper advised KADD had failed last year to perform and submit an evaluation of the Executive Director’s performance to the Council. She advised the Executive Committee met on June 10th. Citing Wilder’s above-average performance, the Committee elected to recommend that the Council grant a 5% salary increase to be effective on July 1 for Fiscal Year 2022. Said increase will amount to \$3,969.00. Wilder explained that the raise would increase the payroll budget to \$102,669. **Judge Carpenter offered the**

motion to approve the proposed salary increase for the Executive Director and Judge Gritton issued a second. All members voted in favor.

After the Executive Director expressed his appreciation to the Council, he proceeded to address some main points of the proposed budget. He reflected on what an interesting year 2020/21 was and expressed his surprise that the year-end surplus carry-over was not more. He cited the lower performance of the bond program as one of the contributing factors. The surplus amounted to \$119,000.89, an increase of 89 cents. He noted that he has reduced the bond program income for Fiscal Year 2022. On the expense side, he noted that he had reduced the KADD Activity Fund \$10,000.00 to more accurately reflect expectations for the coming year. He also cited the need to increase the repairs/maintenance line item due the potential repairs needed on the deteriorating masonry entrance and retaining walls on the KCADD property. Besides the appearance factor, the situation does pose a liability threat. He will be contacting KACO, the insurance carrier for any available loss control assistance. Wilder also cited a significant increase in the training line-item. He noted the \$6,000.00 increase was a result of reposting the ADDs staff IT security training in the training line-item rather than in KADD activity fund. He reminded the members that the ADDs reimburse KCADD for the full amount of this training. He concluded by citing the increase in the copier maintenance line-item. He explained, as we move into administering more grants and performing health service contracts, the volume of printing will increase. **Judge Stiltner offered the motion to approve the proposed budget for 2021/2022. Mayor Stapleton issued a second. All members voted in favor.**

Executive Director's Report Chair Ellis called upon Director Wilder to offer his report. Director Wilder reported that he has attended numerous legislative committee meetings and affiliate virtual conferences. He noted that much effort had been devoted to creating the new policies and procedures. He cited his involvement with the current ACL grant process and the time devoted to the "Think Tank" lead entities monthly Zoom meetings and the work required to successfully submit the new ACL grant application. He concluded by expressing his desire to be able to make some personal visits to the ADDs now that things had "opened-up".

Adjournment Chair Ellis inquired if there was further business or comments from the ADD Directors to come before the Council. Judge Phelps announced the LCADD Director Darryl McGaha resigned effective July 31, 2021 and that the Board had named long-time staff member Waylon Wright as his replacement. There being no further business to entertain, the Chair asked for a motion to adjourn. **Judge Tribble offered the motion to adjourn and Mayor Stapleton issued a second. All members voted in favor.** The meeting adjourned at 5:27 pm.