

**Kentucky Council of
Area Development Districts**
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MEETING MINUTES

Kentucky Council of Area Development Districts (KCADD)
10 a.m., Wednesday, Nov. 13, 2024
The Galt House, Louisville
Wilkinson Room

Members Present

Judge Rick Stiltner (GADD), Chairman
Judge Matthew Wireman (BSADD), 1st Vice Chair
Mayor Kevin Cotton (PeADD), 2nd Vice Chair
Judge Orbrey Gritton (BGADD), Secretary
Ms. Penny Robinson (CVADD), Treasurer
Bullitt County Judge Jerry Summers (KIPDA)
Pendleton County Judge David Fields (NKADD)
Citizen Member Lisa Wilson-Plajer (NKADD)
Lewis County Judge George Sparks (BTADD)
Robertson Co. Atty. Jesse Melcher (BTADD)

Elliott County Judge Myron Lewis (FIVCO)
Casey County Judge Randy Dial (LCADD)
Citizen Member Craig Lindon (KRADD)
Perry County Judge Scott Alexander (KRADD)
Hart County Judge Joe Choate (BRADD)
Webster County Judge Steve Henry (GRADD)
Ballard County Judge Todd Cooper (PuADD)
Louisa Mayor Harold Slone (FIVCO)
Mt. Sterling Mayor Al Botts (GADD)
Cynthiana Mayor James Smith (BGADD)

ADD Staff Present

Jeremy Buchanan (PuADD)
Jason Vincent (PeADD)
Joanna Shake (GRADD)
Eric Sexton (BRADD)
Daniel London (LTADD)
Jarrett Haley (KIPDA)
Tara Johnson-Noem (NKADD)

Kevin Cornette (BTADD)
Joshua Farrow (GADD)
Lance Hanshaw (FIVCO)
Eric Ratliff (BSADD)
Michelle Allen (KRADD)
Waylon Wright (LCADD)
David Duttlinger (BGADD)

KCADD Staff Present

Casey Ellis, Executive Director
Molly Haines, Public Information Officer/Executive Assistant

Call to Order

Chairman Rick Stiltner formally called the quarterly meeting of the Kentucky Council of Area Development Districts (KCADD) Board of Directors to order at 10 a.m., Wednesday, Nov. 13, 2024, in the Wilkinson Room of the Galt House Hotel, Louisville.

Confirmation of Quorum

Chair Stiltner inquired of Haines regarding the presence of a quorum. Haines confirmed that a quorum was established with 20 members present, representing 14 Area Development Districts (ADDs).

Approval of Minutes

Chair Stiltner requested approval of the minutes from the meeting held on Aug. 7, 2024. Secretary Orbrey Gritton moved to approve the minutes, with 2nd Vice Chair Kevin Cotton seconding the motion. The motion was unanimously approved.

Financial Report

Chair Stiltner invited Treasurer Penny Robinson to present the financial report. Copies of the report were distributed in the meeting materials. A motion to approve the financial report was made by Casey County Judge/Executive Randy Dial and seconded by Elliott County Judge/Executive Myron Lewis.

New Business

a. Appointment of 2025 Officer Nominating Committee

Chair Stiltner appointed

- Webster County Judge/Executive Steve Henry
- Mt. Sterling Mayor Al Botts
- Union County Judge/Executive Adam O’Nan, and
- Perry County Judge/Executive Scott Alexander

to the 2025 KCADD Nominating Committee for the purpose of deliberating upon the selection of the 2025 KCADD Executive Board, for a term beginning in February 2025 and ending in February 2026. A motion to approve the appointments was made by Secretary Orbrey Gritton and seconded by Citizen Member Craig Lindon. The motion was unanimously approved.

Presentation: The Role of the Kentucky Association of District Directors (KADD) Committee Structure Executive Committee (Peer Support), KADD Chairman Eric Sexton

KADD Chairman Eric Sexton provided an overview of the KADD, its history, structure, and primary functions. Before proceeding to a discussion on the Executive Committee and standing committees, Chair Sexton explained that the Association has been meeting informally since the 1970s. However, it was officially formed in 2005 with the adoption of bylaws. The purpose of the Association is to bring together the 15 district directors to collaborate on area development, share ideas, and address challenges within their respective regions. All ADD directors are members of the Association.

The Executive Committee consists of five members: the Chairperson, Vice Chairperson, Secretary, Treasurer, and Immediate Past Chair. This committee is responsible for setting the annual calendar and meetings, determining discussion topics in collaboration with stakeholders, and appointing standing committees while defining their composition. It functions similarly to executive boards seen in other organizations, ensuring the Association's operations remain structured and efficient.

The Association has a total of eight standing committees, including the Executive Committee. Each committee consists of at least five directors selected based on their expertise in specific program areas, professional background, and relationships. Additionally, geographic representation is taken into account to ensure statewide coverage. Committees meet at least quarterly, with some convening more frequently through virtual platforms such as Zoom and Teams. Their primary responsibilities include developing and coordinating speakers, engaging with stakeholders in their respective program areas, and reporting updates at the Association’s monthly meetings. Regular stakeholders include organizations such as the Cabinet for Economic Development, the Cabinet for Health and Family Services, the Kentucky Infrastructure Authority, and the Department for Local Government.

The Association remains committed to facilitating communication and cooperation across the Commonwealth, ensuring a unified effort in addressing regional and statewide development initiatives. By fostering collaboration among district directors and stakeholders, the Association seeks to enhance problem-solving efforts and contribute to the progress of each region.

DLG (Planning and Development), PuADD Executive Director Jeremy Buchanan

PuADD Executive Director Jeremy Buchanan serves as the DLG (Planning and Development) Committee Chair. The primary responsibility of the DLG Committee is to monitor the administration of the Joint Funding Agreement (JFA) and maintain the collective relationship between the Area Development Districts (ADDs) and DLG staff and leadership. The committee's day-to-day operations primarily involve working with Laura Redmond to ensure that each funding mechanism under the JFA receives the necessary reports and documentation. The first quarterly report for the fiscal year was submitted in October and is currently being processed. Additionally, Area Development Districts are in the process of adopting resolutions and ratifying their budgets for the upcoming year, with submissions due to the Economic Development Administration (EDA) under the JFA's funding requirements by Dec. 1.

To assist with the administration of JFA contract requirements, the committee utilizes two staff working groups that meet quarterly. The first, commonly referred to as the CED group, provides support by disseminating information regarding grant programs and offering technical assistance to communities seeking funding for eligible projects. The staff leads for this group are Amy Frogue from PeADD and Emily Hathcock from BRADD.

The second working group, known as PAS, focuses on assisting DLG staff in ensuring compliance with audit and budget submission requirements for cities and SPGs. This group also helps maintain compliance with the federal government's system of work management registration. Jennifer Wilson from KIPDA serves as the staff lead for this working group.

Buchanan noted that not every committee within the Association has staff working groups, but for this committee, the structure has been the most effective approach due to its dual missions—one focused on compliance and the other on identifying funding opportunities.

Workforce Development, NKADD Executive Director Tara Johnson-Noem

Workforce Development Committee Chair Tara Johnson-Noem began by acknowledging that workforce development differs across districts, and not all members may have direct experience with workforce programs. To provide additional context, she distributed a handout outlining key aspects of workforce operations and funding.

Johnson introduced the committee members, which include Kevin Cornette from BTADD, Waylon Wright from LCADD, and Daniel London from LTADD. She explained that while some ADDs such as Northern Kentucky, administer multiple workforce programs, this committee primarily focuses on those funded through the Workforce Innovation and Opportunity Act (WIOA). The handout detailed the flow of WIOA funds from the federal government to Frankfort and then to the 10 workforce areas across the state. These funds, referred to as formula funds, are distributed based on population size and unemployment rates. Additionally, discretionary funds from the governor's office may be allocated for special projects.

The role of the committee chair includes attending statewide Workforce Investment Board (WIB) directors' meetings and monitoring issues relevant to the ADD network. Johnson highlighted that not all workforce areas are based within an ADD. For example, in Louisville, workforce programs are managed by Kentuckiana Works under the metro government, while in Bowling Green, the South Central Workforce Development Board operates as an independent entity. In Eastern Kentucky, workforce programs fall under the Eastern Kentucky Concentrated Employment Program (EKCEP), which functions separately from an ADD. The committee chair's responsibility is to track developments and ensure that workforce issues impacting ADDs remain a priority in discussions.

The committee's staff lead is Corey Eimer, who is also based at NKADD. Eimer brings a unique perspective to the role, having previously served as the operator of the local career center network before joining the team two years ago.

Johnson emphasized that the Workforce Committee meets as needed to address issues that affect the successful provision of workforce development services. The overarching goal is to connect employers with talent and help job seekers attain full employment, recognizing that numerous barriers can complicate this process. Examples of issues the committee monitors include WIOA program compliance, contract management, interactions with the Cabinet for Education and Labor, Kentucky Workforce Innovation Board (KWIB) regulations and initiatives, and federal efforts to reauthorize workforce legislation.

Health and Family Services Committee, KIPDA Executive Director Jarrett Haley

Health and Family Services Committee Chair Jarrett Haley began by introducing other members of the committee: Lance Hanshaw (FIVCO), Josh Farrow (GADD), Jason Vincent (PeADD), and Vice Chair Michelle

Allen (KRADD). Due to the size and scope of the committee, the role of vice chair is essential to assist with managing responsibilities and initiatives.

As chair, Haley's primary responsibility is to engage in ongoing discussions with Commissioner Elridge of the Department for Aging and Independent Living. These discussions occur through monthly Zoom calls, in which Haley is joined by Vice Chair Allen and KCADD Executive Director Casey Ellis to address priorities within the cabinet, identify concerns, and discuss potential program adjustments. In addition to these monthly meetings, the committee meets quarterly with the commissioner and financial staff to review state funding allocations across various program areas. This process allows for a reallocation of funds to address regional shortfalls, such as deficits in programs like Grandparents Raising Grandchildren or Home Care. By working collaboratively, the committee ensures resources are distributed effectively to meet the needs of communities across the commonwealth.

The committee also convenes as needed to focus on priority projects. A current initiative involves working with the Department for Aging on revising the interstate funding formula. This formula, which has not been updated in 40 years, determines how allocations are distributed to the ADDs based on demographic factors. The committee is reviewing potential revisions to ensure the formula accurately reflects current needs.

In addition to the committee's efforts, there is a dedicated staff working group known as the Kentucky Area Association on Aging (K4A), chaired by Stacey Noble of KRADD. This group meets monthly both as an independent body and directly with the Department for Aging and Independent Living. Committee members provide staff support when necessary to address any emerging concerns.

Haley also outlined his responsibility in reviewing contracts across all program areas. He conducts side-by-side comparisons with previous contracts to identify any discrepancies or issues before advising the committee on whether a contract is in good order to sign. If any concerns arise, he collaborates with the Department for Aging and the Cabinet to negotiate necessary adjustments. Some of these modifications pertain to board member training requirements, which can be extensive. The committee works to make these requirements more reasonable while maintaining compliance.

Lastly, the committee plays a key role in advocating for legislative priorities. Last year, two major priorities for the Kentucky Council were increasing Medicaid waiver rates and securing continued funding for the expanded Senior Meals Program. The committee, alongside its members, actively engages with legislators and leads discussions during budgetary sessions to advance these initiatives.

Economic Development, Pennyriple Area Development District Executive Director

Economic Development Committee Chair Jason Vincent began by introducing the committee members, which include Daniel London (LTADD), Lance Hanshaw (FIVCO), David Duttlinger (BGADD), and Joanna Shake (GRADD).

One of the committee's most recent and ongoing efforts involves working closely with the Cabinet for Economic Development on the rollout and administration of the GRANT Program of 2024, which many members have applied for and received funding from. The committee has played a significant role in the application process and continues to work toward improving the program by engaging with legislators who are preparing amendments to refine and enhance its effectiveness. Special recognition was given to Executive Director Ellis and Webster County Judge/Executive Steve Henry for their substantial contributions to advancing this initiative.

The committee also works in partnership with Grant Ready Kentucky, which assists nonprofits in applying for grant funds, and the Kentucky Association of Economic Development (KAED), which provides support to local economic development professionals. These collaborations ensure that economic development initiatives are well-coordinated and accessible to a broad range of stakeholders.

Another example of the committee's work dates back a few years, when the governor's office and the Cabinet for Economic Development requested a statewide network effort to identify and compile a list of available industrial properties. Given the state's decreasing supply of industrial sites, the committee, under the leadership of the previous chair, worked with local entities to present viable properties to the governor and the cabinet. This effort allowed state officials to assess available sites and determine the necessary steps for making them development-ready.

Unlike other committees with regular monthly meetings, the Economic Development Committee convenes as needed, particularly when new initiatives arise. One such initiative currently in progress is a collaboration with Agriculture Commissioner Jonathan Shell. The commissioner has hosted several economic development meetings across the state, including sessions at Murray State University and Owensboro. He has reached out

to the committee to explore how agriculture can be more fully integrated into mainstream economic development efforts. The committee has already held several meetings with Commissioner Shell and is scheduled for another discussion later in the afternoon at the Galt House to further define how the ADDs can support his vision for agricultural economic development.

In addition to these efforts, the committee maintains close collaboration with relevant staff working groups. The primary staff group it works with is the Planning and Development Committee, commonly referred to as the CED Committee, which was previously mentioned in Jeremy's report. This group is led by Amy Frogue from PeADD and Emily Hathcock from BRADD, both of whom play an instrumental role in economic development-related efforts.

Kentucky Infrastructure Authority (KIA), Gateway Area Development District Executive Director Joshua Farrow

KIA Committee Chair Joshua Farrow began by introducing the committee members, which include Eric Ratliff (BSADD), Whitney Chesnut (CVADD), David Duttlinger (BGADD), and Kevin Cornette (BTADD).

Each ADD holds a contract with the Kentucky Infrastructure Authority, a partnership that has been in place since the early 2000s. The ADDs are responsible for overseeing water and sewer planning initiatives, which include assisting with grant and loan applications for utilities and local governments. Additionally, the committee plays a key role in mapping efforts, with GIS support staff providing assistance to ensure accurate and up-to-date infrastructure data.

The committee works closely with KIA's Executive Director, Sandy Williams, who communicates any program changes or updates. In turn, the committee provides input and feedback on these modifications. A major focus in recent months has been the administration and dissemination of information regarding the Cleaner Water Grants. The committee receives updates on funding availability and ensures that this information is relayed to planners across the state.

Beyond KIA, the committee collaborates with the Water Management Council, which includes many stakeholders both in-person and online. This collaboration facilitates coordination between the ADDs and KIA on water infrastructure initiatives. Additionally, the committee is responsible for reviewing contracts between the ADDs and KIA, ensuring alignment with program objectives and compliance requirements.

The staff lead for the KIA Committee and its workgroup is Jocelyn Gross of GADD. She plays a vital role in facilitating quarterly meetings between the ADD planners, GIS staff, the Kentucky Infrastructure Authority, and the Division of Water. This committee also engages directly with the Division of Water, recently meeting with Executive Director Sarah Gaddis to discuss opportunities for ADDs to collaborate with the agency. A key area of focus in these discussions has been asset management and how regional efforts can support statewide water infrastructure planning.

Transportation, Lake Cumberland Area Development District Executive Director Waylon Wright

Transportation Committee Chair Waylon Wright has served as chair since January 2024 and is joined on the committee by David Duttlinger (BGADD), Jeremy Buchanan (PuADD), Lance Hanshaw (FIVCO), and Eric Ratliff (BSADD).

The Transportation Committee meets quarterly with personnel from the Kentucky Transportation Cabinet in Frankfort. These meetings primarily focus on the contracts between the Cabinet and the ADDs. There are two primary contracts that guide the committee's work.

The first contract is the Regional Transportation Planning Contract, which involves the transportation planners and transportation committees at the local ADD level. Each fiscal year, planners implement a work plan provided by the Transportation Cabinet, which includes multiple deliverables that must be completed throughout the year. In conjunction with the committee, this contract ensures that local stakeholders have input in the state's planning efforts, particularly in the development of the State Highway Plan.

The second contract is the Roadway Centerline Maintenance Program, commonly referred to as the Local Roads Contract. This contract involves mapping newly accepted public roads into the state's inventory. ADD transportation planners are responsible for ensuring that new roadways are accurately mapped and documented so that the state has up-to-date records.

The staff lead for the Transportation Committee is Missy Hardy of BTADD. She plays a key role in coordinating committee efforts and facilitating communication between ADD planners and the Transportation Cabinet.

Legislative Committee, Green River Area Development District Executive Director Joanna Shake

Legislative Committee Chair Joanna Shake introduced the committee members, which include Michelle Allen (GRADD), Daniel London (LTADD), Jarrett Haley (KIPDA), and Tara Johnson-Noem (NKADD).

While these individuals formally serve on the committee, Shake emphasized that all ADD directors play a role in legislative efforts, particularly when addressing key policy issues.

The primary function of the Legislative Committee is to educate the legislature and keep the General Assembly informed about the work of the ADDs, including programs, projects, and legislative priorities. The committee has been actively engaged in legislative matters, as seen with House Bill 9 and House Bill 723.

Although the legislative session is a particularly active time for advocacy, much of the committee's work begins well in advance, with ongoing meetings with legislators both in Frankfort and in their home districts. Shake acknowledged the contributions of Webster County Judge/Executive Steve Henry, who, in his capacity as Chair of the KCADD Legislative Committee, has helped open important doors for legislative engagement.

Over the past two budget sessions, the General Assembly has made significant investments in the ADDs, demonstrating strong support for their initiatives. This year presents an opportunity to illustrate the return on investment from these appropriations and showcase the tangible impact these funds have had on communities across the state.

Key funding allocations from the last legislative session included the continuation of \$2 million in Joint Funding Act (JFA) support, nearly \$1 million in increased funding for water and sewer projects, and a \$20 million investment in workforce initiatives, particularly those focused on youth employment and development. To effectively communicate the impact of these investments, the committee is prioritizing the development of comprehensive reports for legislators. Shake noted that Casey and Molly are already working on impact reports to quantify the results of these allocations and demonstrate their value to the General Assembly.

Executive Director's Report

KCADD Executive Director Casey Ellis noted a memo included in the meeting packet from Business Development Manager Dan Brenyo, who has been working closely with GRADD as the pilot for ongoing initiatives. It was noted that Dan has quickly taken on responsibilities and is managing several upcoming deadlines. His report outlines the next steps, and positive progress is expected to be shared at the next meeting.

Following this update, the discussion shifted to the "Regionalism Works" initiative. A brief video was presented to illustrate the ongoing effort to highlight the impact of the ADDs. It was noted that archived video footage and documents featuring former directors from 20 to 30 years ago were discovered, showcasing the long-standing influence of ADDs on local communities. This material is being repurposed to share the historical and continued importance of ADDs.

Judge Stiltner, Judge Gritton and others have participated in new interviews for the project. These short video clips, typically 20-30 seconds in length, will be utilized on social media, while longer one-to-two minute interviews will be available on YouTube. Members were encouraged to participate in brief interviews while in Louisville, with Molly available to facilitate recordings in just a few minutes.

An example was shared from Anderson County, where the Bluegrass ADD provides critical planning services, including certified planners who review development plans and attend monthly meetings. Without this support, the county would not have the resources to employ its own dedicated planner. The video project aims to tell these kinds of stories, emphasizing the far-reaching impact of ADDs in communities and reinforcing their importance to legislators.

Adjournment

Chair Stiltner called for a motion to adjourn with no other business to address. A motion to adjourn was made by Citizen Member Lisa Wilson-Plajer and seconded by Johnson County Judge/Executive Mark McKenzie. The KCADD adjourned at 11:01 a.m.