

Lake Cumberland Area Development District, Inc.
Executive Committee
April 19, 2017

Call to Order

Mr. Eddie Wesley, Chair, called the meeting to order at 8:30 a.m. central time in the large conference room of the ADD office in Russell Springs, Kentucky. Members of the Executive Committee present were Judge Mike Anderson, Mr. Allan Chapman, Mayor Bill Dick, Judge John Frank, Mayor Nicky Smith, Judge John Phelps, Jr., Mayor Curtis Hardwick, Mr. Eddie Wesley, Mayor Tony Young, Ms. Yvette Haskins and Judge Gary Robertson. Staff present included Executive Director Darryl McGaha, Deputy Executive Director Nick Hazel, Charla Sands, Jean Wilson, Tony Meeks, Kim Foley and Melody Haynes.

Approval of Minutes

Mayor Curtis Hardwick, Vice Chair asked if anyone had any questions or comments regarding the minutes of the previous meeting (03/15/17). There being none, Mayor Tony Young made a motion to approve the minutes as e-mailed. The motion was seconded by Ms. Yvette Haskins and unanimously carried.

P & F Report

Mayor Curtis Hardwick, Committee Chair, reported the P&F Committee had met prior to the Executive Committee and reviewed the monthly Financial Report. Mr. Tony Meeks, Associate Director of Finance, presented the Financial Report to the Executive Committee. Mayor Hardwick stated the P&F Committee recommended accepting the Financial Report. A copy of this report is attached and made a part of these minutes. Judge John Frank made the motion to accept the Financial Report as presented and Mayor Nicky Smith seconded. Motion carried.

Mayor Hardwick informed the Executive Committee that the First National Bank had requested in writing to remove Ms. Donna Diaz from the LCADD Bank Accounts and add Executive Director Darryl McGaha and Deputy Executive Director Nick Hazel. This would give Director McGaha and Deputy Director Nick Hazel access to the lock box and accounts. Ms. Yvette Haskins made a motion to accept the recommendation of the P&F Committee to remove Ms. Donna Diaz from the LCADD banking records and add Director Darryl McGaha and Deputy Director Nick Hazel to the LCADD Bank accounts. Mr. Allan Chapman seconded and motion carried.

Judge John Frank informed the Executive Committee that the RFQ Committee had reviewed (3) three audit proposals and had not made a decision yet. The committee is meeting with Craft, Noble and Company Tuesday April 25th.

Ms. Charla Sands, HR Director/Finance EEO Officer, informed the committee that there was a Drug Policy handout to review. The committee will discuss this policy at the next meeting. Appendix E is the Procurement Policy and to bring it in line with the KRS statute Ms. Sands added some changes. The changes would give Deputy Executive Director Nick Hazel permission to sign any Purchase Orders and the Executive Assistant to sign Purchase Orders \$499.00 and under. Any item that is \$1,000.00 to \$19,999.99 will get (3) quotes. Mr. Allan Chapman made a motion to accept these changes to the Procurement Policy. Mayor Bill Dick seconded and motion carried. Ms. Sands also advised that the travel policy did not include tipping. After discussion Ms. Yvette Haskins made a motion to include tipping for valet or baggage without a receipt up to \$10.00 per day. Judge John Phelps, Jr. seconded and motion carried. Mr. Tony Meeks explained if there are meals provided at a conference then these will not be reimbursed. The committee has asked Ms. Sands to write up a policy regarding registration fees. If someone cannot go on a trip and if the registration fee cannot be reimbursed, that person would be responsible to pay the fee.

Ms. Charla Sands, HR Director/Finance EEO Officer, explained to the committee that there was not a job description for the Deputy Executive Director; since that job has been filled she has a description and classification for the committee to review. Ms. Sands updated the Executive Director description as well. Judge Gary Robertson made a motion to accept the recommendation of the P&F to accept the Deputy Executive Director classification and job description as well as the update to the Executive Director's description. Judge John Frank seconded. Motion carried.

Executive Director Darryl McGaha informed the committee that there had been confusion with the title of Associate Director. With there being a Deputy Executive Director would it be appropriate to change the titles to Director of each department. Ms. Yvette Haskins made a motion to accept the recommendation of the P&F Committee to change the titles to Director. Judge John Frank seconded and motion carried.

Evaluation Forms

Executive Director Darryl McGaha informed the Executive Committee that there were new evaluation forms for the LCADD employees. (A copy of this form is attached and made a part of these minutes). There will be evaluations each year even if there are not any raises. After discussion Judge Mike Anderson made a motion to accept the evaluation form and to do evaluations each year. Ms. Yvette Haskins seconded and motion carried.

Donna Diaz's Retirement

Ms. Jean Wilson informed the committee that Donna Diaz's family had suggested to her the date May 19th for Ms. Diaz's reception. Time would be from 1:00 pm. to 3:00 pm. CT. It was the consensus of the Executive Committee to have the reception on May 19th. The Executive Committee decided to give a donation to the Lake Area Foundation in her honor.

NADO

Ms. Jean Wilson informed the Executive Committee that the NADO Fall Conference is in Anchorage, Alaska and scheduled for September 8th through September 13th. Ms. Wilson asks that she be notified by April 26th by those planning to attend.

KIRPS

There was one (1) KIRPs presented for Committee endorsement, that being KY201703290514. Following review Mayor Nicky Smith made a motion to endorse KIRPs as presented. Second was made Ms. Yevette Haskins. Motion carried.

Other

Executive Director Darryl McGaha presented the committee with a list of equipment that needed to be disposed of due to condition. List of said equipment is attached to and are a part of these minutes. Following review and discussion, Judge John Phelps, Jr. made a motion to dispose of the said equipment. Judge Gary Robertson seconded and motion carried.

Director McGaha presented the P&F Committee with a list of (2) two vans and (2) two cars:

1FTNE14239DA87944 -2009 Ford 150 Cargo Van
1GDM19W7XB102395-1999 Chevy Astro Cargo
2FAFP71W74X172489-2004 Crown Vic
2FAFP71W64X123770-2004 Crown Vic

to be disposed of due to condition. List of said vehicles is attached to and are a part of these minutes. Following review and discussion, Judge John Frank made a motion to accept the recommendation of the P&F Committee to advertise with a sealed bid. Judge Gary Robertson seconded and motion carried.

Other

Executive Director McGaha informed the committee that the Green County Area Technology Center is building the podium for the conference room as a donation stating there would be no charge. After discussion the P&F Committee recommended making a donation to the Green County Area Technology Center. Mr. Eddie Wesley made a motion to give a donation of \$50.00 to the Green County Area Technology Center. Judge Gary Robertson seconded and motion carried.

Director McGaha introduced Ms. Melody Haynes as the Interim Workforce Director. Workforce is in the process of changing. The ADD Board can be the Fiscal Agent; a letter is required from Judge John Phelps, Jr. The Workforce Board voted to be the Fiscal Agent and Direct Services. The administration staff will be contracted out.

Commonwealth Journal Newspaper had an article regarding the ADD and the Pulaski Alzheimer's Center. (A copy of the article is attached and made a part of these minutes). Judge Gary Robertson made a motion for Director McGaha to write a letter to the editor of the Commonwealth Journal. Mayor Curtis Hardwick seconded and motion carried.

Adjourn

With no other business Mayor Nicky Smith made a motion to adjourn at 9:30 am. CT and Mayor Tony Young seconded.