

.Lake Cumberland Area Development District, Inc.  
Executive Committee  
February 21, 2018

Call to Order

Mayor Curtis Hardwick, 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 Mr. Allan Chapman, Mayor Bill Dick, Mayor Nick Smith, Mr. Eddie Wesley, Mayor Tony Young, Judge John Frank, Mayor Curtis Hardwick and Judge Gary Robertson. Staffs present included Executive Director Darryl McGaha, Deputy Executive Director Nick Hazel, Ms. Judy Keltner, Mr. Neal Cundiff, Ms. Susan Taylor, Ms. Jean Wilson, Mr. Jeric Devore, Mr. Chris Ford and Mr. Tony Meeks.

Approval of Minutes

Mayor Curtis Hardwick, asked if anyone had any questions or comments regarding the minutes of the previous meeting (12/20/17). There being none, Judge Gary Robertson made a motion to approve the minutes as e-mailed. The motion was seconded by Mayor Bill Dick and motion carried.

P & F Report

Tony Meeks, Director of Finance, presented the Financial Report; a copy is attached and made a part of these minutes. Mr. Meeks informed the committee that there were some revenues from January that will post in February. After discussion Judge John Frank made a motion to approve the financial report and Mr. Allan Chapman seconded. Motion carried.

Deputy Executive Director Nick Hazel advised that our Policy and Procedure Manual had three (3) different family member definitions. Mr. Hazel ask that the three be consistent. Mayor Tony Young made the motion to change:

Section D. Sick Leave

2. Strike "~~immediate family~~" is defined as spouse, parent, children, grandchildren, grandparents— or add "***family member***" will have the same definition listed in Appendix N, Code of Ethics and include

Section H. Bereavement (Funeral) Leave:

1. Add (***definition of family member under bereavement will be the same as listed as family member under sick leave***)

Mr. Allan Chapman seconded and motion carried.

Job Descriptions

Mr. Hazel explained the Aging Department has been reorganized into two (2) departments. There were not any job descriptions for the following job titles:

- Director of LCAAAIL-Aging Division
- Independent Care Coordinator (ICC)/Case Manager Coordinator
- Director of LCAAAIL-Social Service Division
- Waiver and Eligibility Coordinator
- Veteran-Directed Home and Community Based Services Coordinator
- Veteran-Directed Home and Community Based Services Case Manager

Mayor Bill Dick made a motion to accept these job descriptions. Judge John Frank seconded and motion carried.

Executive Director Darryl McGaha presented four (4) sealed bids for the lawn care of the LCADD to the P&F Committee.

- L&D Lawn Service-Larry Wilson--\$100.00 weekly and no charge to spray
- Skaggs Lawn care & Landscape--Sam Skaggs-- \$85.00 weekly and \$45.00 each spray
- Riddle's Lawn Care & Landscaping—Kyle Riddle--\$60.00 weekly and \$175.00 each spray
- Cutting Edge Lawn & Tree Service—Brandon Mills--\$150.00 weekly and \$50.00 each spray

The P&F Committee recommended Riddle's Lawn Care & Landscaping services with a three (3) year annual renewal option. After discussion Mayor Tony Young made a motion to accept the recommendation of the P&F Committee. Judge John Frank seconded and motion carried.

#### ADF Funds

Jeric Devore updated the committee regarding the ADF Funds that have been awarded to the City of Russell Springs. The vans have been ordered. This was for information only.

#### Lawsuit Mediation

Executive Director Darryl McGaha informed the committee that the Donna Tucker Lawsuit had been settled.

#### Legal Counsel

Executive Director Darryl McGaha presented a legal contract before the committee for Legal Representation by Mr. Helm. The contract is attached and made a part of these minutes. Mr. Helm will be on a retainer for \$175.00 a month when in excess of the retainer fee will be paid \$175.00 per hour. This contract will start March 2, 2018 through June 30, 2019. Mr. Eddie Wesley made a motion to accept the Legal Counsel Contract with Derrick Helm and Judge Gary Robertson seconded. Motion carried.

### Senior Center Policy Change

Jeric Devore, Director of Senior Services, presented the committee the 910 KAR 1:170. Older Americans Act supportive services for the elderly and the Lake Cumberland Area Agency on Aging & Independent Living Policies and Procedure Manual states:

**The Multipurpose center shall be open at a minimum of 6 hours a day, 5 days a week.**

Mr. Devore stated the Requirements for In-Center Services are as follows:

- The Senior Center shall be open from 8:00a.m. to 4:00 p.m., Monday through Friday, with the exception of approved holidays or training days.

Mr. Devore would like to change them to say:

- 1. At a minimum, the senior center shall be open six (6) hours per day and five (5) days per week with the exception of approved holidays or training days.*
  - a. Full-time senior center staff must work 7.5 hours daily on center related tasks (e.g. assessments, reporting, program planning, and maintenance of senior center.)*
- 2. Each senior center shall have a full time director and paid or volunteer staff to administer the center.*
- 3. At least one (1) staff person shall be present at the site during hours of operation.*

Mr. Allan Chapman made a motion to change the Senior Center Policy to be in compliance with 910 KAR 1:170 and the Lake Cumberland Area Agency on Aging & Independent Living Policies and Procedures Manual. Mayor Bill Dick seconded and motion carried.

### R-Tech Van Proposal

No Information

### Surplus Equipment

Executive Director Darryl McGaha presented the committee a list of surplus equipment that needed to be disposed of due to condition. Following review and discussion, Judge Gary Robertson made a motion to dispose of said equipment. Mayor Nicky Smith seconded and motion carried.

### KIRPS

Mayor Curtis Hardwick presented one (1) KIRPS: (1) KY201802090075. Mayor Tony Young made a motion to accept the KIRPS as presented and Judge Gary Robertson seconded. Motion carried.

#### Other Business

Ms. Jean Wilson, Executive Assistant, informed the committee that they would not be able to tour the White House on their trip to Washington, DC, but a tour of the Capital can be arranged.

Executive Director Darryl McGaha stated that a letter was sent to Mr. Mike Harmon, State Auditor, to see if his department wanted to do our audit this next year. The response was no. Director McGaha advised that we will proceed with the auditors Campbell, Myers, & Rutledge. The contract for Campbell, Myers & Rutledge is a five (5) year annual renewal contract.

Director McGaha informed the committee of the appointment of Judge John Phelps, Jr. to the Kentucky County Judge Executive Association as secretary. Judge Gary Robertson will be the representative for Russell County.

Ms. Judy Keltner, Director of CDBG, attended the CDBG Guideline Training. Block Grants open up March 1<sup>st</sup>. Community Facilities and Public Facilities grants will close a month early instead of August it will be July 2<sup>nd</sup>. She informed the committee that her department was available to help.

Susan Taylor, Co-Director of LCAAAIL-Social Services, gave an update on the Veterans Program.

#### Adjourn

With no further business Mr. Allan Chapman made a motion to adjourn at 9:32 am and Mr. Eddie Wesley seconded. Motion carried.