

Lake Cumberland Area Development District, Inc.
Executive Committee
May 16, 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, Judge John Frank, Mayor Nicky Smith, Judge John Phelps, Jr., Mayor Curtis Hardwick and Mayor Tony Young. Staff present included Executive Director Darryl McGaha, Deputy Executive Director Nick Hazel, Ms. Jean Wilson, Mr. Tony Meeks, Ms. Judy Keltner, Mr. Neal Cundiff, Mr. Jeric DeVore, Ms. Susan Taylor, Ms. Gwen Landis and Attorney Derrick Helm.

Approval of Minutes

Judge John Phelps, Jr., Vice Chair asked if anyone had any questions or comments regarding the minutes of the previous meeting (04/18/18). There being none, Judge John Frank offered the motion to approve the minutes as e-mailed. The motion was seconded by Mayor Nicky Smith and unanimously carried.

P & F Report

Judge John Phelps, Jr., Committee Chair reported the P&F Committee had met prior to the Executive Committee and reviewed the monthly Financial Report. Mr. Tony Meeks, Director of Finance, presented the Financial Report to the Executive Committee. A copy of this report is attached and made a part of these minutes. PDS is at a loss of \$13,000 each month; Planning and Transportation should break even. JFA has a loss of \$52,000 in revenue due to budget cuts. A copy of this report is attached and made a part of these minutes. Mr. Allan Chapman made the motion to accept the Financial Report as presented and Mayor Bill Dick seconded. Motion carried.

Executive Director Darryl McGaha informed the committee that there are four (4) new employees Ms. Kathy England, Taylor County Senior Center Director, Ms. Charlotte Tribble, Pulaski County Senior Center Director, Ms. Judy Roarke, Pulaski County Van Driver, and a van driver for McCreary County.

Mr. Jeric DeVore, Director of Senior Services, has completed his six (6) month probation as well as Ms. Agnes Bumgardner, Attendant Care Aid. Executive Director Darryl McGaha is recommending both to be taken off of probation. Mayor Curtis Hardwick made a motion to accept the P&F recommendation and Mayor Tony Young seconded. Motion carried.

Mr. Derrick Helm, LCADD Counsel, stated a HIPPA Policy and a Nondisclosure Agreement needed to be added to the Policy and Procedures as an appendix. (A copy is attached and made a

part of these minutes). Mayor Bill Dick made a motion to add a HIPPA Policy to the Policy and Procedure Manual as well as a Nondisclosure Agreement. (A copy of the HIPPA Policy is attached and made a part of these minutes). Mayor Curtis Hardwick seconded and motion carried.

Executive Director Darryl McGaha presented an update on the By-Laws with the addition of:

Page 2 under Article III-Meeting of Membership- Add

Roberts Rules Of Order shall operate as a guideline in conducting the orders of meetings of the General Membership, Board of Directors or any subcommittees of this organization and shall be subject to suspension at any time based upon a motion and the call of the chair.

Under Article VII Committees-Add

Section 2: ***Personnel and Finance Committee***

The Personnel and Finance Committee shall be a subcommittee of the executive committee and shall consist of five (5) members, the officers of the LCADD Board of Directors and past chair. The LCADD Vice-Chairman will chair the Personnel and Finance Committee.

Change ***Section 2 to 3, section 3 to 4***

Judge John Frank made a motion to accept the recommendations of the P&F Committee on these revisions of the By-Laws. Mr. Allan Chapman seconded and motion carried.

Director McGaha advised the committee with the reorganization of the Aging department that the National and Kentucky Family Caregiver Programs job description needed to be split and revised. (A copy of these job descriptions are attached and made a part of these minutes).

Ms. Susan Taylor, Co-Director of AAAIL, Social Service Division, presented an update on the PDS/Traditional Program. A mini audit was done by the Area Agency on Aging and Independent Living. No files were audited at this time. The Agency Policy and Procedure, job descriptions and Program Policy Procedures were reviewed. (Job descriptions and Policy and Procedures are attached and made a part of these minutes). These were the recommended changes for the job descriptions and Policies and Procedures and the changes are highlighted. Director, Lake Cumberland Area Agency on Aging and Independent Living, Social Service Division, Participant Directed Services (PDS) Service Advisor, Waiver and Eligibility Coordinator, Case Manager, Traditional Home and Community Based Waiver, Attendant Care Coordinator, Home and Community Based Waiver Attendant Care Aide, Veteran-Directed Home and Community Based Services Coordinator and Veteran-Directed Home and Community Based Services Case Manager. Home and Community Based Waiver Attendant Care Aide Policies and Procedures, Home and Community Based Waiver Traditional Case Management Policies and Procedures and Participant Directed Services Policies and Procedures. Mr. Allan

Chapman made a motion to accept the recommendation of the P&F Committee in regards to these job descriptions and policy and procedure. Judge John Frank seconded and motion carried.

Insurance Update

Executive Director Darryl McGaha informed the committee that he had been working to get quotes from KACO and Kentucky League of Cities for insurance this year. Director McGaha explained with the agency coverage pool being so small rates are likely going to be higher.

Deputy Executive Director Nick Hazel presented Resolution 125 (Section 125 Premium Only Plan with HSA Module) which allows for pre-taxed medical benefit coverage and pre-taxed HSA savings. After discussion Mayor Tony Young made a motion to accept the resolution and Judge Bill Dick seconded. Motion carried.

Director McGaha presented the committee with samples of signs for the outside that Workforce had presented to him. They are asking to have the current signs replaced. Director McGaha stated that he would bring it before the committee with the understanding the Workforce pay for the sign replacement. P&F Committee recommends picture number 3. After discussion Judge John Frank made a motion to replace the signs with the understanding that Workforce pays for the signs and the placement. Mayor Curtis Hardwick seconded and motion carried.

Director McGaha told the committee that he had spoken with Judge Randy Dial about doing an Active Shooter Training for the LCADD. Director McGaha felt the agency needed a plan. After discussion Mayor Nicky Smith made a motion to proceed with scheduling an Active Shooter Training for the ADD. Mayor Tony Young seconded and motion carried.

Director McGaha explained that at the ADD Director meeting, some of the ADDs wanted to bring legal action against DLG, the reasoning being due to cuts and DLG refusing to disburse the JFA funds. LCADD's cut is \$52,000. A signed contract was not sent until January and then in May an amendment to the contract was received to decrease the contract by \$52,000 as well as the scope of work being changed. He stated that the amendment has not been signed and sent back as of yet. After discussion Judge John Frank made the motion not to pursue legal action and Mayor Bill Dick seconded. Motion carried.

KIRPS

There were eight (8) KIRPs presented for Committee endorsement, that being KY201804160284, KY20184180316, KY201804250388, KY201804250401, KY201804300443, KY20180520518, KY201805030549 and KY201805040562. Following review Mayor Nicky Smith made a motion to endorse KIRPs as presented. Second was made by Mr. Allan Chapman. Motion carried.

Surplus Equipment

Executive Director Darryl McGaha presented the committee with a list of equipment that was obsolete and not working 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, Mayor Tony Young made a motion to declare equipment surplus to be properly disposed of. The motion was second by Mayor Nicky Smith. Motion carried.

Other

Mr. Jeric DeVore invited the Executive Committee to the Annual Senior Picnic dated May 25th at the AG/Expo Center in Liberty.

Adjourn

With no other business Mayor Nicky Smith made a motion to adjourn at 9:30 am. CT and Judge John Phelps Jr. seconded.