

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

Call to Order

Mr. Eddie Wesley, Chair, called the meeting to order at 8:55 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 Nicky Smith, Judge John Phelps, Jr., Mayor Curtis Hardwick, Mr. Eddie Wesley and Judge Gary Robertson. Staff present included Executive Director Darryl McGaha, Deputy Executive Director Nick Hazel, Ms. Judy Keltner, Mr. Neal Cundiff, Ms. Kim Foley, Ms. Susan Taylor, Ms. Jean Wilson and Mr. Tony Meeks, guest Madison Cash from Cumberland County.

Approval of Minutes

Mayor Curtis Hardwick asked if anyone had any questions or comments regarding the minutes of the previous meeting (06/21/17). There being none, Mayor Bill Dick made a motion to approve the minutes as e-mailed. The motion was seconded by Mr. Allan Chapman and motion carried.

P & F Report

Mayor Curtis Hardwick reported the P&F Committee had met prior to the Executive Committee and reviewed the monthly Financial Report. Tony Meeks, Director of Finance, gave an overview of the financial report. Mr. Meeks advised the committee that the handout was close to accurate for the end of FY17. The PDS Program has about \$15,000 in revenue. The Aging Department falls in line with some programs and others being overspent. There will be some carryover for the next fiscal year. Mayor Curtis 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). After discussion Mayor Nicky Smith 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 all 15 ADD's had worked on a Code of Ethics Policy and felt the ADDs needed to be consistent. Director McGaha explained that some ADDs had already adopted this policy. After discussion Mr. Allan Chapman made a motion to accept the Code of Ethic Policy (a copy is attached and made a part of these minutes) as presented and Mayor Bill Dick seconded. Motion carried.

Executive Director Darryl McGaha also informed the committee that an Executive Director Code of Ethics Policy had been adopted by the Kentucky Council of ADDs. The Directors felt all of the ADDs should have the same policy in place. After discussion Mr. Eddie Wesley made a motion to accept the Executive Director Code of Ethics Policy (a copy is attached and made a part of these minutes) as presented. Mayor Bill Dick seconded and motion carried.

Executive Director Darryl McGaha explained that our personnel policy states that an employee receives one (1) personal day each quarter, but they cannot carry them over. With our new software it is a problem because most people take their personal day at the end of the quarter. Director McGaha explained that Lincoln Trail ADD gave their employees the four (4) personal days at the beginning of the fiscal year. After discussion Judge Gary Robertson made a motion change the personnel policy to ***“each employee shall be granted four personal days per year, to be used any time during the fiscal year beginning in July for personal matters.”*** Mayor Nicky Smith seconded and motion carried.

Executive Director Darryl McGaha informed the committee that Ms. Beverly Grimes is now an employee of Lincoln Trail ADD. Ms. Grimes will stay in this office and will be doing the same job. Director McGaha advised that instead of hiring someone for WIOA Supervisor he will continue to serve in that capacity. Director McGaha changed the titles of the following employees: Ms. Melody Haynes, TAA Career Manager, Ms. Shirlene Taylor, Business Liaison/WIOA Career Manager, and Marsha Wells, Program Manager. Director McGaha advised that Candace Bridgeman was hired as Career Manager in Pulaski County. Kelly Phillips, Receptionist/KIRPS Coordinator and will be transferring to WIOA Career Manager in Adair County. Ms. Karen Burchett, Planning Administrative Assistant, will be transferring to Receptionist/KIRPS Coordinator. This move will help the Planning Department, which regularly runs over budget about \$100,000 each year. Ronda Abrell, CDBG Administrative Assistant will also serve as the administrative assistant for Planning. David Rowland will be retiring September 30, 2017 and will not be replaced. This was for information only.

Deputy Executive Director Nick Hazel informed that the drug testing will start the week of July 24<sup>th</sup>. Deputy Hazel advised that there would be approximately one hundred employees and volunteers tested. Premior Tox plans on having everyone tested by January 2018. Then the testing will become random. This was for information only.

Executive Director Darryl McGaha informed the committee that he had gotten paper work to fill out for the Government Surplus.

Director McGaha asks the committee about having a personal outing such as a picnic for all employees. Director McGaha advised the committee that the employees would do potluck. After discussion Mr. Allan Chapman made a motion for the ADD to have a picnic for all employees. May Bill Dick seconded and motion carried.

#### Employee Health Insurance Update

Tony Meeks, Director of Finance, presented handouts on the cost to the ADD of employee health insurance. After discussion Mayor Curtis Hardwick made the motion to give Mr. Meeks permission to give information to get bids on employee health insurance. Judge John Phelps, Jr. seconded and motion carried.

### Update on PDS

Ms. Susan Taylor, PDS Coordinator, gave an overview of the Veteran-Directed Home & Community Base Services (VD-HCBS) Program. Ms. Taylor presented handouts and they are attached and made a part of these minutes.

### Surplus Equipment

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, Mayor Bill Dick made a motion to dispose of the said equipment. Judge John Phelps, Jr. seconded and motion carried.

### KIRPS

Eddie Wesley presented two (2) KIRPS: (1) KY201706290837 and (2) KY201707060859. Mayor Nicky Smith made a motion to accept the KIRPS as presented and Mayor Bill Dick seconded. Motion carried.

### Other

Executive Director Darryl McGaha explained to the committee that the Russell County Industrial Authority had received a grant and CDBG will administer the grant and it would bring in \$28,500. Mr. Allen Chapman made a motion to accept this agreement with the Russell County Industrial Authority. Judge John Phelps, Jr. seconded and motion carried.

### Adjourn

With no further business meeting adjourned at 9:55 a.m. CT with a motion from Mayor Nicky Smith and a second from Judge Bill Dick. Motion carried.

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Eddie Wesley, Chairman

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Judge John Phelps, Jr., Secretary

