

Lake Cumberland Area Development District, Inc.
Executive Committee
May 17, 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, Judge John Frank, 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, Jean Wilson and Tony Meeks.

Approval of Minutes

Eddie Wesley, Chair, in the absence of Mayor Curtis Hardwick asked if anyone had any questions or comments regarding the minutes of the previous meeting (04/19/17). There being none, Judge John Phelps, Jr. made a motion to approve the minutes as e-mailed. The motion was seconded by Mayor Bill Dick and unanimously carried.

P & F Report

Eddie Wesley reported the P&F Committee had met prior to the Executive Committee and reviewed the monthly Financial Report. Tony Meeks, Director of Finance, presented the Financial Report to the Executive Committee. Mr. Meeks informed the committee that the PDS (Participant Directed Services) client participation was down from last year reducing the revenue from this program. Eddie Wesley stated the P&F Committee recommended accepting the Financial Report. A copy of this report is attached and made a part of these minutes. Mayor Tony Young made the motion to accept the Financial Report as presented and Mr. Allan Chapman seconded. Motion carried.

Judge John Frank, Audit Committee, informed the Executive Committee that they had met with Craft, Noble and Company. Craft, Noble and Company has withdrawn their proposal believing they have underestimated the hours it would take to do a correct audit. After reviewing each of the applicants the committee recommends Campbell, Myers and Rutledge. After discussion Judge Gary Robertson made a motion to accept the committee's recommendation of Campbell, Myers and Rutledge. Mr. Allan Chapman seconded and motion carried.

Executive Director Darryl McGaha explained to the Executive Committee that Ms. Charla Sands, HR Director/Finance EEO Officer, was updating job descriptions and we did not have one for the Director of Finance. Ms. Sands has put together a job description and classification for committee review. Also Ms. Donna Little does not have a job description, her work duties consist of doing the financial accounting for the Aging Department. Ms. Little's job title will be Finance Officer of Aging. Ms. Sands has put together a job description and classification for the

committee to review for this position as well. After discussion Mr. Allan Chapman made a motion to accept these job descriptions and Mayor Bill Dick seconded. Motion carried.

Executive Darryl McGaha discussed the drug policy draft and advised that there were some things that needed to be changed:

On page one of the Drug Policy—Under drug tests will/may be administered under number 1.

“~~Prior to employment~~ will be replaced with “*after a conditional offer of employment*”.

On page 7 of the Drug Policy-replace ~~10-panel~~ to *9-panel*.

After discussion Judge John Frank made a motion to accept the Drug Policy and Mayor Tony Young seconded. Motion carried.

Deputy Executive Director Nick Hazel informed the Executive Committee that the P&F Committee had opened the sealed bids on the four (4) vehicles that were advertised.

1FTNE14239DA87944 -2009 Ford 150 Cargo Van

High Bid - Darren Blair---\$2,001.50

1GDM19W7XB102395-1999 Chevy Astro Cargo

one (1) Bid \$26.00

2FAFP71W74X172489-2004 Dark Gray Crown Vic

High Bid- Darren Blair---- \$851.00

2FAFP71W64X123770-2004 Crown Vic

High Bid- Ray Barrett ---- \$802.95

After discussion Mr. Allan Chapman made a motion to accept the recommendation of the P&F Committee to accept these bids on the 2009 Ford Cargo Van, 2004 Dark Gray Crown Vic and the 2004 Silver Crown Vic and to reject the bid for the 1999 Chevy Astro Cargo Van. Mayor Bill Dick seconded. Motion carried.

Executive Director Darryl McGaha thanked the Executive Committee for purchasing the two (2) new Chevy Malibu cars. Executive Director McGaha advised when he went to ADD Directors he got 35 miles per gallon.

Executive Director Darryl McGaha discussed replacing the conference room table. Mayor Tony Young made a motion to replace the conference table. Judge John Phelps, Jr. seconded. Motion carried.

Executive Director Darryl McGaha informed the Executive Committee regarding a COLA (Cost of Living Adjustment) (2.1%) for the staff. It has been approximately five (5) years since the staff had an increase of any kind. Executive Director Darryl McGaha informed the Executive Committee that the P&F Committee ask for Mr. Tony Meeks to bring back numbers for the next meeting.

Resolution-Request for Procurement (RFP) for a Provider of One-Stop Operator Services

Executive Director Darryl McGaha informed the Executive Committee that with the policies the state has changed regarding WIOA, LCADD has put out a RFP for One-Stop Operator Services. A resolution is needed to be attached to the RFP application. Mr. Allan Chapman made a motion to approve the resolution and Mayor Nicky Smith seconded. Motion carried.

Surplus Equipment

Deputy Executive Director Nick Hazel 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 Bill Dick made a motion to declare equipment surplus to be properly disposed of. The motion was second by Mayor Tony Young. Motion carried.

KIRPS

Eddie Wesley presented three (3) KIRPS: (1) KY201704110572, (2) KY201704170596, and (3) KY201705030661. Judge John Phelps, Jr. made a motion to accept the KIRPS as presented and Judge John Frank seconded. Motion carried.

Adjourn

With no further business meeting adjourned at 9:55 a.m. CT with a motion from Judge Gary Robertson and a second from Mayor Curtis Hardwick. Motion carried.

Eddie Wesley, Chairman

Judge John Phelps, Jr., Secretary

