

Lake Cumberland Area Development District, Inc.
Executive Committee
October 25, 2017

Call to Order

Mr. Eddie Wesley, Chair, called the meeting to order at 8:45 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., Mr. Eddie Wesley, Judge John Frank, Judge Mike Anderson and Judge Gary Robertson. Staff present included Deputy Executive Director Nick Hazel, Ms. Judy Keltner, Ms. Kim Foley, Mr. Neal Cundiff, Ms. Charla Sands, Ms. Jean Wilson 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 (10/04/17). There being none, Judge Gary Robertson made a motion to approve the minutes as e-mailed. The motion was seconded by Judge John Frank and motion carried.

P & F Report

Mr. Tony Meeks, Director of Finance, presented the Financial Report. Mr. Meeks informed the committee that the issues regarding receiving funds for the Aging Program had been resolved. After discussion Judge Mike Anderson made a motion to accept the recommendation of the P&F Committee and accept the financial report. Mayor Bill Dick seconded and motion carried.

Deputy Executive Director Nick Hazel stated that Ms. Misty Bickers replaced Ms. Candace Bridgeman in WIOA. The HR Director Job was posted, there were four applicants and Mr. Hazel was chosen to be the new HR Director. The Director of Senior Services Position has been posted and the interviews conducted. Deputy Director Hazel advised that there was a need for a part time driver for the Clinton County Senior Center. There has been a problem finding someone. He has received information on a mother/daughter that is interested in the position. He has not met them yet, but he wanted to know what the opinion of the committee was in hiring two family members. They both have part time jobs and would work at different times. After discussion Mr. Allan Chapman made the motion to give Mr. Hazel the authority to hire them if they qualify. Mayor Curtis Hardwick seconded. Motion carried.

Deputy Executive Director Nick Hazel stated that there was not a job description for Director of Senior Services or One Stop Operator for the WIOA Department. Ms. Charla Sands and Mr. Nick Hazel created the job descriptions and ask the committee to look over and approve these.

After discussion Judge John Frank made a motion to accept these job descriptions as presented. Judge Gary Robertson seconded and motion carried.

Ms. Charla Sands, HR Director/EEO Finance Coordinator, discussed the procedure of signing the changes of personnel policies and procedures for all employees. She stated that it is a lot of trouble to receive these signed copies back. In the Personnel Policy and Procedure Manual page 6, section 2 explains how employees receive the additions to the policy and procedure manual. Ms. Sands would like to be able to send an e-mail to all employees and that be the acknowledgment that the employees received the new additions.

- d. A memorandum explaining the change(s) shall be distributed to all personnel assigned custody of a copy of the personnel policies and procedures. Each employee shall bring his/her assigned copy of the Employee Handbook to the office of the Department Director so that changes and/or additions may be inserted into the Handbook.**

After discussion Judge John Phelps, Jr. made a motion for Ms. Sands to change the wording of page 6, section 2d to state:

- d. A memorandum explaining the change(s) shall be distributed by *e-mail to all personnel* assigned custody of a copy of the personnel policies and procedures. ~~Each employee shall bring his/her assigned copy of the Employee Handbook to the office of the Department Director so that changes and/or additions may be inserted into the Handbook.~~ *This will be each employee's responsibility to print and place in their Handbook.***

Ms. Sands stated that on page 35 of the Personnel Policy and Procedure Manual section L – Insurance 3b, it states:

- 3. b. Employees may, at their discretion, choose to accept cash payment in lieu of health insurance equal to: Single Policy \$110/ All Other \$250.00.**

Ms. Sands ask how to determine what amount to allow for not taking insurance. After discussion Judge Mike Anderson made the motion to table the discussion until they discuss the Health Insurance. Mr. Eddie Wesley seconded and motion carried.

Resolution

Deputy Executive Director Nick Hazel stated that Executive Director Darryl McGaha is responding to a RFP for Direct Services for Lincoln Trail ADD. We will receive approximately \$35,000. This resolution will need to be sent with the application. Judge John Frank made a motion to adopt the resolution and Mayor Curtis Hardwick seconded. Motion carried.

Required Training/Board/DAIL

Deputy Executive Director Nick Hazel reminded the Executive Committee that the training required by DAIL is scheduled for November 30th, from 8:00 am to 11:00 am CT. The Board of Director meeting will follow.

Title VI Update—Transportation

Ms. Charla Sands, HR Director/ Finance EEO Officer, informed the Executive Committee that she had turned in a corrective action plan for Title VI to Mr. Vincent Thomas of the Transportation Cabinet.

Eligible to Use KY Surplus Property

For informational purposes Deputy Executive Director Nick Hazel reported that the agency had received the cards to use for the KY Surplus Property.

1st Annual Commonwealth of Kentucky Bowl

Deputy Executive Director Nick Hazel gave an update on the Commonwealth of Kentucky Bowl. There have been boxes placed in all the senior centers and various other places.

Employee Picnic

Ms. Jean Wilson, Executive Assistant, thanked the Executive Committee for allowing the agency to have a company picnic. It was enjoyed by all.

Employee Health Insurance Update

Mr. Tony Meeks presented a handout on the cost of insurance. Mr. Eddie Wesley made a motion to go into Executive Session per KRS 61.810, paragraph G and Mayor Curtis Hardwick seconded. Judge John Frank made the motion to come out of Executive Session and Judge Gary Robertson seconded. No action was taken. **After discussion Mr. Allan Chapman made the motion that the ADD pays a defined amount of \$770 per employee across the board, and the employee pays the difference, with this being reviewed annually.** Mayor Curtis Hardwick seconded. Motion Carried.

The discussion that was tabled regarding, (Section L –Insurance 3b), on how much cash payment to allow an employee in lieu of health insurance was brought back up. After discussion Judge John Frank made the **motion to pay \$110 only across the board.** Judge Mike Anderson

seconded. Judge John Phelps, Jr. made a motion to amend the above motion to state that it will be reviewed annually. Mayor Curtis Hardwick seconded and motion carried.

- 3. b. Employees may, at their discretion, choose to accept cash payment in lieu of health insurance equal to: Single Policy \$110/~~All Other \$250.00.~~ This will be reviewed annually.**

Mr. Tony Meeks ask if the committee would give Executive Director Darryl McGaha the authority to choose a Representative for our insurance. Judge Gary Robertson made a motion to give Director McGaha the authority to choose a Representative. Mayor Curtis Hardwick seconded and motion carried.

Adjourn

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

Eddie Wesley, Chairman

Judge John Phelps, Jr., Secretary

