

Lake Cumberland Area Development District, Inc.
Executive Committee
October 4, 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, Mayor Tony Young, Judge John Phelps, Jr., Mr. Eddie Wesley, Ms. Yvette Haskins and Judge Gary Robertson. Staff present included Executive Director Darryl McGaha, Deputy Executive Director Nick Hazel, Ms. Judy Keltner, Mr. Neal Cundiff, Ms. Charla Sands, Ms. Jean Wilson and Mr. Tony Meeks.

Approval of Minutes

Mr. Eddie Wesley, asked if anyone had any questions or comments regarding the minutes of the previous meeting (08/16/17). There being none, Mayor Bill Dick made a motion to approve the minutes as e-mailed. The motion was seconded by Ms. Yvette Haskins and motion carried.

P & F Report

Mr. Tony Meeks, Director of Finance, presented the Financial Report. Mr. Meeks informed the committee that there were issues receiving funds for the Aging Program. After discussion Mayor Tony Young made a motion to accept the recommendation of the P&F Committee and accept the financial report. Ms. Yvette Haskins seconded and motion carried.

Executive Director Darryl McGaha informed the committee that Ms. Heather Stevenson, Water/Waste Water Coordinator, has completed her six (6) months' probation. Ms. Yvette Haskins made a motion to take Ms. Stevenson off probation and make her full time. Mr. Allan Chapman seconded and motion carried. Director McGaha stated that Mr. David Rowland, CDBG Specialist, retirement date will be September 30th. Director McGaha also added that Ms. Gina Gee', ICC/Case Manager, last day would be October 13th. Ms. Pamela King and Ms. Tracey York -Murrell were hired as ICC/Case Managers. Ms. King started October 2nd and Ms. York will start October 10th. Ms. Barbara Wilham was moved from the Russell County Senior Center as driver/ aid to Social Service Assistant and Ms. Whitney Gonzales will be the new driver/aid for the Russell County Senior Center. Director McGaha advised that two (2) Personal Care Attendants for PDS have been hired and they are Ms. Karena Howard and Ms. Sue Bumgardner. They will start October 16th.

Director McGaha stated that Ms. Charla Sands, HR Director/ Finance EEO Officer, will be leaving October 31st and her job has been posted.

Director Darryl McGaha ask for clarification on a section of the Policy and Procedure. Director McGaha stated that when a new employee is hired 5% is taken from the original salary and after six (6) months when they come off of probation it is added back to their salary.

Director Darryl McGaha stated that in the Policy and Procedure Manual under Section H-Minimum Salary it states:

- 1. Newly employed personnel shall receive the minimum salary for the class to which the position is allocated. Subject to approval of the Executive Committee, appointments**

may be made at a salary above the minimum, but not more than the maximum, for a class of unusual filing the position, or if necessary in order to hire exceptionally qualified personnel.

Section III: Conditions of Employment, Section A: Probation

- 2. Upon confirmation by the Executive Committee following successful completion of the probation period, employees serving an original probation period shall ~~may~~ receive a *up to a five percent increase in pay.***

Ms. Yevette Haskins made the motion to change the word shall to *may* and add *up to a* five percent increase in pay. Mr. Allan Chapman seconded and motion carried.

Executive Director Darryl McGaha updated the committee regarding the Employee Health Insurance. Brown Insurance Company has asked for all employees to complete a survey for their self and any dependents that may be taking the insurance. The survey will need to be completed by October 6th. With the survey being completed they will compile a quote. Also the Houchens Group is in the process of compiling a quote for the ADD. Director McGaha stated the committee may need to have a Special called meeting when the quotes are received. Director McGaha said he would keep the committee informed.

Director McGaha advised that the Department of Aging & Independent Living (DAIL) requires mandatory training for the Full Board of Directors in Governance Training/ Board Development. The training will be at the Lake Cumberland ADD. After discussion it was decided to see if the training could take place on November 30th, before the Full Board meeting.

Director McGaha ask about retaining an attorney since Ms. Charla Sands was leaving. After discussion Judge John Phelps, Jr. made a motion for Director Darryl McGaha to retain an attorney for the LCADD. Judge Gary Robertson seconded and motion carried.

RFP for WIOA Direct Services

Executive Director Darryl McGaha informed the Executive Committee that there was a RFP going out for Direct Services for WIOA.

Lease for Printers

Executive Director Darryl McGaha updated the committee regarding the leasing of printers. Integrity One Technologies had given a quote on the lease of printers. (There is a proposal attached). The quote will save the agency approximately \$5,000 a year. The quote includes the maintenance and ink for each printer.

Title VI Update—Transportation

Ms. Charla Sands, HR Director/ Finance EEO Officer, advised that several people from the agency had met with Vincent Thomas of the Transportation Cabinet regarding a Title VI Plan for Transportation. The plan we have needs to be updated. Mr. Thomas stated the most important was to adopt assurances. Mr. Thomas said he would help in any way to make sure we were in compliance. Ms. Sands stated she would have this done and sent to Mr. Thomas before she leaves. This was for information only.

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. Mr. Allan Chapman seconded and motion carried.

KIRPS

Eddie Wesley presented ten (10) KIRPS: (1) KY201708311055, (2) KY201709011066, (3) KY201709111087, (4) KY201709151118, (5) KY201709261166, (6) KY201709271172, (7) KY201709271173, (8) KY201708301047, (9) KY201710021195, (10) KY201710021196. Mayor Nicky Smith made a motion to accept the KIRPS as presented and Mayor Bill Dick seconded. Motion carried.

1st Annual Commonwealth of Kentucky Bowl

Mr. Nick Hazel, Deputy Executive Director, Director of Senior Services, informed the committee regarding the 1st Annual Commonwealth of Kentucky Bowl. Each of the ADDs will compete and put containers in the courthouses, city halls, senior centers and any other place that wants to participate. This will be the weeks of October 16th through October 27th. The containers are for donations of food. The Food Banks in each county will get to keep the food in their counties.

Other

Ms. Susan Taylor, PDS (Participant Directive Services), Coordinator updated the committee that the ADD had signed a contract with Pennyriple ADD to serve veterans with the Nashville Veterans Administration. The contract will be for Tennessee and also will cover Clinton and Cumberland Counties. We have five veterans signed up in upper Tennessee. Ms. Taylor stated that we are looking to enhance our PDS program.

Adjourn

With no further business Judge John Phelps, Jr. made a motion to adjourn at 9:32 am and Ms. Yevette Haskins and Judge Gary Robertson seconded. Motion carried.

Eddie Wesley, Chairman

Judge John Phelps, Jr.

