

Executive Committee Minutes

March 22, 2023

The Executive Committee met Wednesday, March 22 at Bluegrass Area Development District offices. Vice Chair Judge David West called the meeting to order at 4:00 p.m. The following members were present:

Anderson County	Bourbon County	Boyle County
Clark County	Estill County	Fayette County
Mayor JoEllen Reed	Judge Donnie Watson	Chris Ford
Franklin County	Garrard County	Harrison County
Judge Michael Mueller	Judge Chris Elleman	Mayor James Smith
Jessamine County	Lincoln County	Madison County
Judge David West	Judge Woods Adams	
Mercer County	Nicholas County	Powell County
Mike Sanford	Judge Steve Hamilton	James Caudill
Scott County	Woodford County	
Jared Hollon		

Others present were:

Staff	Guests
Joe Black	Mike Riley
Michael Buschmann	Celeste Robinson
David Duttlinger	Kelly Rode
Logan Hart	Donald Smith
Shane New	
	Diana Caudill

A quorum was declared present.

Minutes

Vice Chair Judge David West directed the Board to pages 1-6 of the packet for the February 22, 2023 Executive Committee Meeting minutes. Judge West asked for approval of the minutes. A motion was made by Judge Donnie Watson and seconded by Mayor JoEllen Reed to approve the February 22, 2023 Executive Committee Meeting Minutes. The motion carried.

Financial Report

Treasurer Mike Sanford called on Michael Buschmann, CFO to present the February 2023 Financial Report. Michael Buschmann directed the Executive Committee to the handout available at the sign in desk. For the month of February 2023 our current year expenses exceeded revenue giving us a current year fund balance of -\$106,000. This negative fund balance is labeled on the Statement of Financial Position, as well as on the year-to-date statement of activities, where it is called "Change in Net Assets". This loss is mainly due to undrawn funds in the Workforce Program and the hold on payment in the Aging Program. Michael Buschmann expects that the Workforce Program should be caught up by either the end of March or April 2023. The Aging Program will be completely caught up as soon as the Audit is submitted to the Department of Aging and Independent Living.

For the month of February 2023, our revenues are exceeding expenses by \$131,000. During the same time period individual programs have Net Income as follows:

Program	Net Income
Aging	\$1,600
Community Planning	\$414,000
Workforce	\$131,000
Other	(-\$416,000)

As discussed before, the Workforce Program was incorrectly budgeted beginning in the year 2021, which resulted in program funds being overbudgeted from the state amount allotted. Those funds have been reported as non-grant funds and are rolled into the "other" category. This adjustment was made to ensure that the Bluegrass ADD carries the liability of expenses and are accounted for until the issue is resolved.

Mayor James Smith made a motion to approve the February 2023 Financial Report. The motion was seconded by Jared Hollon. The motion passed unanimously.

Report on Investment

Michael Buschmann gave the Report on Investments. The beginning balance was \$670,807.41 and interest earned by \$1,374.72. The investment balance at the end of February 2023 was \$679,074.77. Judge Woods Adams asked if staff were able to explore other investment options as discussed at the last meeting. Staff indicated options were explored but due to the investment account being linked to the real estate line of credit held by the ADD, we are currently receiving the best rate.

Review of Credit Card Statements

Vice-Chair Judge David West indicated that credit card statements were emailed to the group and asked for questions regarding the statements. James Caudill asked for clarification on charges from Wal-Mart for purchases of groceries and similar items. Michael Buschmann indicated that charges from Wal-Mart are typically made in the Aging Program. Celeste Robinson clarified that those charges are for Grandparents Program, which is a program in which grandparents are able to shop for clothing, bedding, etc. Mr. Caudill asked if those are annual charges and Celeste Robinson indicated it goes on monthly until funds are expended. A motion was made by James Caudill to approve the January and February Credit Card Statements. The motion was seconded by Jared Hollon. The motion passed unanimously.

Reports of Committees/Council

Homeland Security Council

Joe Black presented the Homeland Security Council report. The council met on February 15, 2023. The group is in conversations with the Kentucky Association of Public-Safety Communications Officials (APCO) to possibly form a regional group. Also discussed was a new GIS structure surveying requirements released by Kentucky 911 Services Board. The Council will meet again on April 19, 2023.

Human Services Advisory Council

Donald Smith presented the Human Services Advisory Council report. The council met on February 24, 2023. Eastman Johnson was in attendance to present information about an opioid prevention program that diverts youth to constructive activities and away from ones that may lead them into opioid dependency. The council will meet again on April 28, 2023.

District Staff Report

Vice Chair Judge David West called on David Duttlinger to review the District Staff Report. David indicated that you could find his report on page 11 of the packet. David Duttlinger officially welcomed Jared Hollon as the citizen member representing Scott County on the Executive Committee. The Office of Local Development and Community Cooperation was recently in the region at the Bluegrass Army Depot. They met with the Advisory Committee for the Economic Resiliency Plan to the Chemical Pilot Plant Destruction. David Duttlinger also told the members that April meeting will be held at the Lexington Senior Center.

Aging Department Report

David Duttlinger called on Celeste Robinson to give the Aging Department Report. She reported that one of the strong efforts remains getting meals out to our seniors. The Telehealth Program in Franklin County, Mercer County, Richmond Senior Centers have opened. The Annual Aging Advisory Council Member training has been conducted.

We have completed our Annual Area Revision Plan. This is considered the Strategic Plan. The revision is due in May. It was presented to the Advisory Council and approved earlier this month. The only items changed were updates to financials and staffing plan. Celeste asked for a motion to submit the plan. James Caudill made a motion to submit the Area Aging Plan. The motion was seconded by Judge Donnie Watson. The motion passed unanimously.

Community Planning Department Report

David Duttlinger called on Shane New to give the Community Planning Department Report. The Kentucky Office of Broadband Development had its stop in Central Kentucky for the Listening Tour earlier today. Most concerns voiced were availability of broadband and cost of broadband. Overall, the state is looking at getting infrastructure of \$700,000,000 for the entire state starting in June.

Workforce Department Report

David Duttlinger announced that Amy Glasscock has resigned her position as Workforce Director. In the interim, Mike Riley will be filling that position along with completing his duties as HR Director. He called on Mike Riley to give the Workforce Department Report. Mike Riley indicated that the Workforce Department is continuing to work its way through staff changes and budget reductions. Many employees at the Career Center have already received and accepted offers of employment from other

agencies. The limited staff continues to provide basic career services and managing the 1,100 active files. Staff will continue to participate in already scheduled events.

Diversity, Equity, and Inclusion Training

Mike Riley presented Diversity, Equity and Inclusion Training.

KIRPs (Kentucky Intergovernmental Review Process)

Vice Chair Judge David West directed the Board to the KIRPs contained in the packet. KIRPs in the packets were:

- University of Kentucky Center for Clinical Transitional Science (CCTS) Enterprise Data Center (EDC) Expansion – University of Kentucky
- Bright Trail Connection – LFUCG
- Harrodsburg Road Trail – LFUCG
- Recycling More and Better for Lexington-Fayette Disadvantage Communities – LFUCG
- SMWD – AMR Water Meters – Southern Madison Water District
- SMWD – Bobtown Tank Rehabilitation – Southern Madison Water District
- Ground Mount Solar PV System – MLRD Inc
- Ground Mount Solar PV Array – Parkside Hotel LLC dba Fairfield Inn Frankfort
- Rooftop Solar Array – Boyd Family Denistry PLLC
- Small Ground Mount Solar Array – James W Wade Farm
- Muddy Creek Booster Pump Station Rehabilitation & Zone Metering – East Clark County Water District
- Baughman Avenue Sidewalks – City of Danville
- Holmes Street Corridor Connectivity Project – City of Frankfort
- Unifying US60: A Complete Streets Vision – LFUCG
- Repair & Restoration of Legacy and Raven Run Trails – Tending to Urban & Natural Spaces – LFCUG – Division of Parks and Recreation
- Raven Run Meadow Trail Improvement Project – LFUCG – Division of Parks and Recreation
- Hometown Community Interpretive Park Pavilion Project – Woodford Co Fiscal Court
- Charter Anderson County Broadband Project C – Spectrum Mid-America, LLC
- West Jessamine High Shared Use Trail – City of Nicholasville
- East High Shared Use Trail – City of Nicholasville
- Restoration of Historic C&O Locomotive #2716 – Kentucky Steam Heritage Corporation
- Legacy Trail Extension: Section 1 Phase 1/07-3036 – Scott County Fiscal Court – Georgetown-Scott County Parks
- US 68 Merchants Row Stormwater Runoff Mitigation – Boyle County Fiscal Court
- Frankfort Sewer – Willow Pump Station Force Main Redirection – City of Frankfort
- Frankfort Sewer Department FSD Prevention Park Pump Station Replacement – City of Frankfort
- Castle & Key 1.1 MW Ground Mount Solar Array – A&P Investments
- Veterans Park Pickleball Courts – Lincoln County Fiscal Court
- Berea Pool – City of Berea
- Berea Trailhead Restrooms – City of Berea

Judge West asked if there were any KIRPs to be discussed. There being none, a motion was made by Mayor James Smith and seconded by James Caudill to accept the KIRPs with staff or committee recommendation given. The motion carried.

Adjournment

There being no further business, the committee asked for a motion to adjourn. James Caudill made a motion to adjourn the meeting. The motion was seconded by Judge Donnie Watson. The motion carried. The meeting adjourned at 5:15 p.m.



These minutes and attachments having been approved by the Executive Committee of the Bluegrass Area Development District on April 19, 2023 are hereby made part of the permanent records of the district.


Chair
Mayor Robert Blythe