

Executive Committee Minutes

May 24, 2023

The Executive Committee met Wednesday, May 24, 2023 at the Bluegrass Area Development District offices. Chair Mayor Robert Blythe called the meeting to order at 4:00 p.m. The following members were present:

Anderson County	Bourbon County	Boyle County
	Judge Mike Williams	Judge Trille Bottom
Clark County	Estill County	Fayette County
Mayor JoEllen Reed	Judge Donnie Watson	Chris Ford
Franklin County	Garrard County	Harrison County
	Judge Chris Elleman	
Jessamine County	Lincoln County	Madison County
Judge David West	Judge Woods Adams	Mayor Robert Blythe
Mercer County	Nicholas County	Powell County
Mike Sanford	Judge Steve Hamilton	
Scott County	Woodford County	
Jared Hollon		

Others present were:

Staff	Guests
Michael Buschmann	Mike Riley
David Duttlinger	Celeste Robinson
Logan Hart	Kelly Rode
Karyn Leverenz	Donald Smith
Shane New	

A quorum was declared present.

Minutes

Secretary Judge Steve Hamilton directed the Board to pages 1-8 of the packet for the April 19, 2023 Executive Committee Meeting minutes and the April 19, 2023 Board of Directors Meeting Minutes. Judge Hamilton asked for approval of the minutes. A motion was made by Judge David West and seconded by Judge Mike Williams to approve the April 19, 2023 Executive Committee Meeting Minutes and the April 19, 2023 Board of Directors Meeting Minutes as a group. The motion carried.

Financial Report

Treasurer Mike Sanford called on Michael Buschmann, CFO, to give the Financial Report. Michael Buschmann directed the Executive Committee to the Financial Report that was available at the sign in table. For the month of

April 2023 our current year expenses exceeded revenue giving us a current year fund balance of -\$1,000,000. This negative fund balance is seen 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 outstanding balances in the Workforce Program and the Aging Program. There is a large Workforce draw that will be paid early next week for \$1.7 million that will catch us up through March. We will receive a large sum of outstanding Aging balances this month. When everything that is booked as receivable is received, we will have a net positive position.

The Statement of Activities shows our expenses exceeding revenue for the month of April by \$729,000. During the same time period individual programs have Net Income as follows:

Program	Net Income
Aging	(\$703,000)
Community Planning	\$72,000
Workforce	(\$73,000)
Other	(\$25,000)

Michael Buschmann thanked Kelly Rode for her help in working toward a more organized system with Community Planning invoices. David Duttlinger also emphasized the \$1.7 million draw in the Workforce Department and the great news that was the organization.

A motion was made to accept the April 2023 Financial Statements by Judge Mike Williams. The motion was seconded by Judge Donnie Watson. The motion carried.

David Duttlinger gave an update on the FY2022 Audit. There are roughly 3 items left to be completed. One of which was just taken care of moments ago with a phone call from legal counsel. The others are:

- Service Organization Control
 - This has been requested from MAINSL.
- Ensuring line items for expenses and income match.
 - David assured the committee that the cash matches, there are no instances of fraud or theft.
 - Accounting practices in the past would include adding a line item in the records without detailed explanations.
 - Some of these instances date back to 2012. The way this has been accounted for in the past has been scrutinized more this year.

David Duttlinger indicated that he hopes to have the Audit to present next week. Treasurer Mike Sanford asked if there was a feeling about how the Audit will go next year. Michael Buschmann indicated that anticipates a much smoother audit in the coming years.

Report on Investment

Michael Buschmann gave the Report on Investments. The beginning balance was \$692,629.91 and interest earned by \$1,593.04. Rent paid by the tenant was \$7,471.90. The investment balance at the end of April 2023 was \$701,694.85. Mayor JoEllen Reed made a motion to approve the April 2023 Report on Investments. The motion was seconded by Judge Chris Elleman. The motion carried.

Review of Credit Card Statements

Credit card statements have not been processed through the accounting department and are not available at this time. We will have them for review at the next meeting.

Reports of Committees/Councils

Bluegrass Area Water Management Council (409)

Karyn Leverenz presented The Bluegrass Area Water Management Council report. She indicated that the council met on April 21, 2023. Arianna Lageman with the Kentucky Rural Water Association was the speaker for the meeting. She presented the proposed SDWA Rules for PFAS and CCR Changes.

Monitoring frequency and proposed maximum containment levels are affected by the proposed rule changes. The next meeting will take place on July 26, 2023.

Homeland Security Council

Karyn Leverenz presented the Homeland Security Council report. She indicated that the council met on April 19, 2023. Mike Sunseri with the Kentucky Office of Homeland Security was the speaker for the meeting. He presented the efforts of the state to help migration of PSAPS to Next Gen 911. The next meeting will take place on July 21, 2023.

Human Services Advisory Council

Donald Smith presented the Human Services Advisory Council report. He indicated that the council met on April 28, 2023. The council reviewed and updated the bylaws. The speaker for the meeting had to cancel due to a family emergency. The next meeting will take place on June 30, 2023.

District Staff Report

Chair Mayor Robert Blythe called on David Duttlinger to review the District Staff Report. David voiced his appreciation for the Executive Committee and thanked them for their time and effort they provide to the Bluegrass Area Development District. He indicated that you could find his report on page 15 of the packet.

Aging Department Report

David Duttlinger called on Celeste Robinson to give the Aging Department Report. She reported that May is Older Americans Month. Many senior citizens have had special programs for the month. The Department is still working on the UNIPER Program. The program is slow starting due to its complexity and understanding. The program will grow as word spreads. The Telehealth Program is underway. There are slots available for the Advanced Care Directive documentation. Funding for Home Care and Home Delivered Meals programs is running very tight. Celeste also reported that a lady in Boyle County was scammed on a home repair project. She had paid a contractor upfront, and work was not completed. The state gave the ADD permission to utilize additional funds to complete the home repair project. Judge Mike Williams asked where the money comes from that finished the project and is the individual held responsible? Celeste indicated that the funds were state general dollars. Celeste is unsure if the individual is held responsible but will look further and try to find an answer.

David complimented Judge Steve Hamilton and Celeste on the recent Aging Advisory Council meeting. He indicated that he hopes all councils are able to run as well.

Community Planning Department Report

David Duttlinger called on Shane New to give the Community Planning Department Report. Shane reported that he, along with Chip Clark, were able to attend the Broadband Communities 2023 Summit in Houston, Texas. Many connections were made that will be beneficial to the ADD. Staff will be working on reapportionment for at least 10 of the 17 counties in the region. He reminded the committee that the Kentucky Product Development Initiative letters of intent needed to be sent in by April 28, 2023 and RFIs are due by June 23. Judge Mike Williams confirmed that the staff contact for reapportionment, Shane indicated that for Bourbon County it will be James Whisenhunt.

Workforce Department Report

David Duttlinger called on Mike Riley to give the Workforce Department update. He indicated that his report can be found on pages 33-38 of the packet. The report includes information from Business Services and the One Stop Operator. During the month of April staff continued to work virtual reality events, job fairs, and hiring events. There have been over 275 unique individuals enrolled in virtual reality opportunities within the last four months. There are over 500 different simulations available. It's been a great success. We would love to get them out to every county in the area.

Mike Riley specifically highlighted the reverse job fairs that the Workforce Department sets up. Just as it sounds, instead of employers sitting behind a table – job seekers are. This way employers know there will be a captive audience. They have proven to be successful.

David also reported that the BGADD has developed a new employee evaluation system. It creates a pathway for meaningful dialogue between the employee and supervisor. He credited Mike Riley for this idea that could help us retain employees. Typically, May is the month where staff would propose a budget for the coming fiscal year. It's about 99% complete and will be presented at the June meeting.

David also reported that staff is reviewing data regarding cost-of-living index and staffing promotions. He plans to discuss pay increases at the next Executive Committee Meeting. Mayor Blythe asked if the ADD is in a position to self-insure to help control insurance costs. David was unsure if the ADD is in that position, but he will look into the matter.

Jared Hollon complimented the staff at the ADD and thanked them for their hard work, especially retaining to recent grants.

KIRPs (Kentucky Intergovernmental Review Process)

Chair Mayor Robert Blythe directed the Board to the KIRPs contained in the packet. KIRPs in the packets were:

- FY2024 Unified Planning Work Program (UPWP) – Lexington Area Metropolitan Planning Organization
- Mercer Walking Track Resurfacing – Mercer County Fiscal Court
- Harrodsburg Playground and Sprinkler Systems – City of Harrodsburg
- Brooking Park Playground – Scott County Fiscal Court
- Marshall Park Lighting – City of Georgetown
- Cynthiana Fire Station CDBG Project – City of Cynthiana
- White Hall Playground – Madison County Fiscal Court
- Infrastructure Security – City of Lancaster
- Community Development Block Grant – Entitlement - LFUCG
- Planning Work Program – KYTC

Mayor Blythe asked if there were any KIRPs to be discussed. There being none, a motion was made by Judge David West to accept the KIRPs as a group. The motion was seconded by Judge Donnie Watson. The motion carried.

Adjournment

There being no further business, the committee asked for a motion to adjourn. Judge Woods Adams made a motion to adjourn the meeting. The motion was seconded by Mayor JoEllen Reed. The motion carried. The meeting was adjourned at 5:02 p.m.



These minutes and attachments having been approved by the Executive Committee of the Bluegrass Area Development District on June 28, 2023 are hereby made part of the permanent records of the district.

A handwritten signature in blue ink, reading 'Robert Blythe', written over a horizontal line.

Chair
Mayor Robert Blythe