

Executive Committee

Minutes

July 26, 2023

The Executive Committee met Wednesday, July 26, 2023 at Kit Carson Commons. 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 Trille Bottom
Clark County Mayor JoEllen Reed	Estill County Judge Donnie Watson	Fayette County Chris Ford
Franklin County Judge Michael Mueller	Garrard County Judge Chris Elleman	Harrison County Mayor James Smith
Jessamine County	Lincoln County Judge Woods Adams	Madison County Mayor Robert Blythe
Mercer County Mike Sanford	Nicholas County Judge Steve Hamilton	Powell County James Caudill
Scott County Jared Hollon	Woodford County	

Others present were:

Staff	Guests
Michael Buschmann	Celeste Robinson
Shane New	Kelly Rode
Mike Riley	Rolando Thacker

A quorum was declared present.

Minutes

Secretary Judge Steve Hamilton directed the Board to pages 1-4 of the packet for the June 28, 2023 Executive Committee Meeting minutes. Judge Hamilton asked for approval of the minutes. A motion was made by James Caudill and seconded by Judge David West to approve the June 28, 2023 Executive Committee Meeting Minutes. 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 June 2023 our current year revenue exceeded expenses giving us a current year fund surplus of \$241,000. This 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 surplus is mainly due to outstanding balances in the Workforce Program and the Aging Program that have been paid, as well as several large invoices in Community Planning.

The Statement of Activities shows our expenses exceeding revenue for the month of June by \$454,000. We do expect this number to improve as this reflects the preliminary close of the books. During the same time period individual programs have Net Income as follows:

Program	Net Income
Aging	(\$3,000)
Community Planning	(\$19,000)
Workforce	(\$338,000)
Other	(\$57,000)

A motion was made to accept the June 2023 Financial Statements by James Caudill. The motion was seconded by Mayor James Smith. The motion carried.

Audit Update

Michael Buschmann indicated that the FY22 Audit has been completed and submitted. In November 2022, the Audit Committee met to discuss the belief of potential findings on the Audit report. Those beliefs did turn out to be actual findings on the Audit report. Michael Buschmann reviewed findings and remedies listed below:

1. Audit Adjustments – New checklists, training protocols, and standard operating procedures have been put into place.
2. Bank Reconciliation Preparation – During FY22, we moved from CYMA to Telis for the PDS program. We have worked with MAINS’I to create reports and reconcile appropriately.
3. Segregation of Duties – Staff has been assigned duties to segregate appropriately.
4. Grant Financial Monitoring – This is specific to the Workforce Program. Procedures and policies were in place however, they were not followed. This has been built into the checklist to ensure that these procedures and policies are followed.

Report on Investment

Michael Buschmann gave the Report on Investments. The beginning balance was \$710,964.43 and interest earned by \$1,950.18. Rent paid by the tenant was \$7,471.90. The investment balance at the end of June 2023 was \$720,386.51. Judge Woods Adams asked about shopping around for better interest rates for the investment account. Mayor Smith recalled that it was shopped around somewhat recently, and it was discovered that the account is tied to a line of credit. Mayor JoEllen Reed made a motion to approve the June 2023 Report on Investments. The motion was seconded by Judge David West. The motion carried.

Review of Credit Card Statements

Mayor Robert Blythe indicated that credit card statements were emailed to the group and asked for questions regarding the statements. There being none, a motion was made by Jared Hollon to approve the May Credit Card Statements. The motion was seconded by James Caudill. The motion passed unanimously.

District Staff Report

Chair Mayor Robert Blythe called on Shane New to review the District Staff Report. Shane indicated that the full report can be found on pages 5-29 of the packet. He highlighted the District’s effort with committees and councils and encouraged the Board’s involvement.

Aging Department Report

Shane New called on Celeste Robinson to give the Aging Department Report. She indicated that you could find the full report on pages 5-10 in the packet. She also indicated that the Older Americans Act and the regulations attached to it are being rewritten. This hasn’t happened in about 20 years, so it probably should happen. However, some of the language being used is causing concern to many organizations

across the United States. We are currently in an open comment phase and are making suggestions to improve the language.

Title III Allocations and Required Match for FY 24

Celeste Robinson reviewed the breakdown of allocations and matches for each county for FY24. These were submitted and reviewed by the Aging Advisory Council during their July meeting, where it was approved. Celeste asked for final approval from the Executive Committee. James Caudill made a motion to approve the Title III Allocations and Required Match for FY 24. The motion was seconded by Mayor JoEllen Reed. The motion passed unanimously.

Community Planning Department Report

Shane New gave the Community Planning Department Report. Shane indicated that we have recently applied for an Appalachian Regional Commission (ARC) grant that will allow us to do more work with our ARC counties. We are also pursuing an Office of Local Defense Community Cooperation (OLDCC) grant that will be primarily focused on the Bluegrass Army Depot and the loss of jobs at the Depot.

Workforce Department Report

Shane New called on Mike Riley to give the Workforce Department update. He indicated that June was a very busy month for the Workforce Department. The VR Program continues to grow, in June alone, the VR headsets were used at 10 different events and served 200 individuals. The Department has participated in many job fairs recently. Mike indicated that Rolando Thacker has been very involved with closure of Bluegrass Army Depot. There will be about 1,500 displaced workers. It will happen in phases over the next six to nine months. A discussion ensued.

Judge David West made a motion to approve the District Staff Report. The motion was seconded by James Caudill. 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 James Caudill. The motion carried. The meeting was adjourned at 4:55 p.m.



These minutes and attachments having been approved by the Executive Committee of the Bluegrass Area Development District on August 23, 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