

## Executive Committee Minutes

October 25, 2023

The Executive Committee met Wednesday, October 25, 2023 at the Kentucky Community and Technical College System. Chair Mayor Robert Blythe called the meeting to order at 4:11 p.m. The following members were present:

<b>Anderson County</b>	<b>Bourbon County</b>	<b>Boyle County</b>
	Judge Mike Williams	Judge Trille Bottom
<b>Clark County</b>	<b>Estill County</b>	<b>Fayette County</b>
Mayor JoEllen Reed	Judge Donnie Watson	Chris Ford
<b>Franklin County</b>	<b>Garrard County</b>	<b>Harrison County</b>
Judge Michael Mueller	Judge Chris Elleman	Mayor James Smith
<b>Jessamine County</b>	<b>Lincoln County</b>	<b>Madison County</b>
Judge David West		Mayor Robert Blythe
<b>Mercer County</b>	<b>Nicholas County</b>	<b>Powell County</b>
Mike Sanford	Judge Steve Hamilton	James Caudill
<b>Scott County</b>	<b>Woodford County</b>	
Jared Hollon	Mayor Brian Traugott	

Others present were:

<b>Staff</b>	<b>Guests</b>
David Duttlinger	Jon Gay
Greyson Evans	Judge Les Yates
Shane New	
Mike Riley	
Celeste Robinson	
Kelly Rode	

A quorum was declared present.

### Minutes

Secretary Judge Steve Hamilton directed the Board to pages 1-3 of the packet for the September 27, 2023 Executive Committee Meeting minutes. Judge Hamilton asked for approval of the minutes. A motion was made by Mayor JoEllen Reed and seconded by Mike Sanford to approve the September 27, 2023 Executive Committee Meeting Minutes. The motion carried.

### Financial Report

Treasurer Mike Sanford called on David Duttlinger, Executive Director, to give the Financial Report. David Duttlinger directed the Executive Committee to the Financial Report that was available at the sign in table. For the month of September 2023 our current year revenue exceeded expenses giving us a current year fund surplus of \$845,000. 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 additional revenue in the Participant Directed Services (PDS) program.

The Statement of Activities shows our revenue exceeding expenses for the month of September by \$565,000. During the same period individual programs have Net Income as follows:

Program	Net Income
Aging	\$852,000
Community Planning	(\$89,000)
Workforce	(\$202,000)
Other	\$4,000

A motion was made to accept the September 2023 Financial Statements by Judge Mike Williams. The motion was seconded by Judge Chris Elleman. The motion carried.

### **Report on Investments**

David Duttlinger indicated that the Bluegrass Area Development District has been successful in negotiating a better rate on our investment accounts. The beginning balance was \$739,388.84 and interest earned by \$1,914.24. Rent paid by the tenant was \$7,471.90. The investment balance at the end of September 2023 was \$748,774.98. Mayor James Smith made a motion to approve the September 2023 Report on Investments. The motion was seconded by James Caudill. 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 Judge Williams to approve the August 2023 and September 2023 Credit Card Statements. The motion was seconded by Judge Chris Elleman. The motion passed unanimously.

### **District Staff Report**

Chair Mayor Robert Blythe called on David Duttlinger to review the District Staff Report. He indicated that the full report can be found on pages 4-18 of the packet. The first order of business the committee needs to consider is an ADF Application received from Powell County. \$3,556 to help purchase material to construct a recycling center. The funds will be matched with EPA money. Mayor Blythe asked for a motion to approve the ADF Application for the Powell County Recycling Center. The motion was made by Judge David West and seconded by Judge Donnie Watson. The motion passed unanimously.

### **Aging Department Report**

David Duttlinger 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. The department has been working on the vaccine grant they received. They have had two vaccine drives and have several more planned. The department continues to work with other grants and training programs. The Aging staff has also completed Bridges out of Poverty Training with Tiffanie Reeves.

### **Community Planning Department Report**

David Duttlinger called on Shane New to give the Community Planning Department Report. Shane indicated that the department has been successful in receiving grants. One of which is a \$158,000 Local Development Districts (LDD) from the Appalachian Regional Commission (ARC). This money will help in our ARC counties. David Duttlinger and Logan Hart have also been working on the Office of Local Defense and Community Cooperation (OLDCC) grant. The focus will be on workforce. Shane also indicated that we have hired a new Transportation Planner to fill Alex Sergeant’s position.

David Duttlinger called on Greyson Evans to give an update on the Comprehensive Economic Development Strategy (CEDS). The CEDS plan is required to be rewritten every five years. We are not yet to the end of our five-year time frame, however, there have been some updates and we wanted to share those changes with you. The changes include four federal mandates that are required nationwide. Those are: broadband, workforce, equity and inclusivity, and climate resiliency. Our plan already included broadband and workforce. We have added the other mandates of equity and inclusivity. The other substantial section added was housing.

#### **Workforce Department Report**

David Duttlinger called on Mike Riley to give the Workforce Department update. He indicated that September was a very busy month for the Workforce Department. The Department is always looking to work with community partners. This past month they had the privilege of working with the Wanda Joyce Robinson Foundation in Franklin County. Mike reported that the Department partnered with other community partners to purchase bicycles to help with transportation difficulties. The Virtual Reality Program continues to be in demand and growing. He also indicated that a committee has been formed to hire a new workforce director.

David Duttlinger indicated that he has been working with other Area Development Districts to study best practices for board governance of the ADDs. There may be a need to update the by-laws and governance structure of the Bluegrass ADD. David asked for comments from the committee to gauge interest. Many committee members indicated that the idea should be explored. Chris Ford suggested that new efforts include diversity and equity measures. Judge Mike Williams made a motion to approve having legal counsel, Jon Gay, work on suggestions to by-laws to improve governance of the Bluegrass Area Development District. The motion was seconded by Judge Chris Elleman.

James Caudill made a motion to approve the District Staff Report. The motion was seconded by Judge Mike Williams. 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 Mayor Brian Traugott. The motion carried. The meeting was adjourned at 5:22 p.m.



These minutes and attachments having been approved by the Executive Committee of the Bluegrass Area Development District on December 13, 2023 are hereby made part of the permanent records of the district.

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

Chair  
Mayor Robert Blythe