

## Executive Committee Minutes

January 22, 2025

The Executive Committee met Wednesday, January 22, 2025 at the Bluegrass Area Development District. Chair Mike Sanford called the meeting to order at 12:06 p.m. The following members were present:

<b>Anderson County</b>	<b>Bourbon County</b> Judge Mike Williams	<b>Boyle County</b> Judge Trille Bottom
<b>Clark County</b> Mayor JoEllen Reed	<b>Estill County</b> Judge Donnie Watson	<b>Fayette County</b>
<b>Franklin County</b> Jack Kennedy <i>Proxy for Judge Michael Mueller</i>	<b>Garrard County</b>	<b>Harrison County</b> Judge Jason Marshall
<b>Jessamine County</b>	<b>Lincoln County</b>	<b>Madison County</b> Mayor Bruce Fraley
<b>Mercer County</b> Mike Sanford	<b>Nicholas County</b>	<b>Powell County</b> James Caudill
<b>Scott County</b> Jared Hollon	<b>Woodford County</b>	

Others present were:

Staff		Guests
Michael Buschmann	Michael Murphy	Dianna Layne – <i>City of Winchester</i>
Gene Detherage	Celeste Robinson	John Wood – <i>Walther Gay &amp; Mack PLC</i>
David Duttlinger	Mike Riley	
Greyson Evans	Tiffanie Reeves	
Logan Hart	Kelly Rode	
	Rolando Thacker	

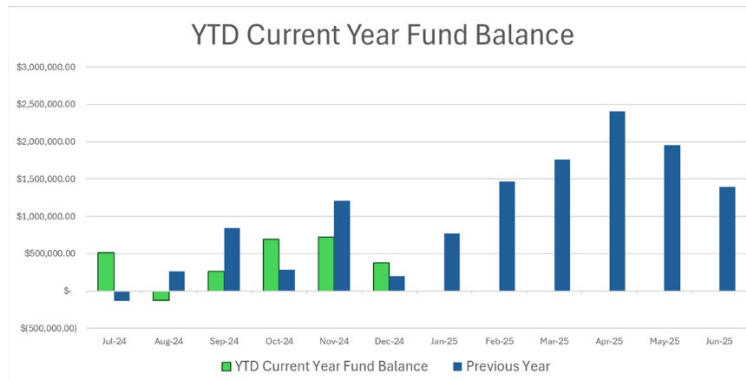
A quorum was declared present.

### Minutes

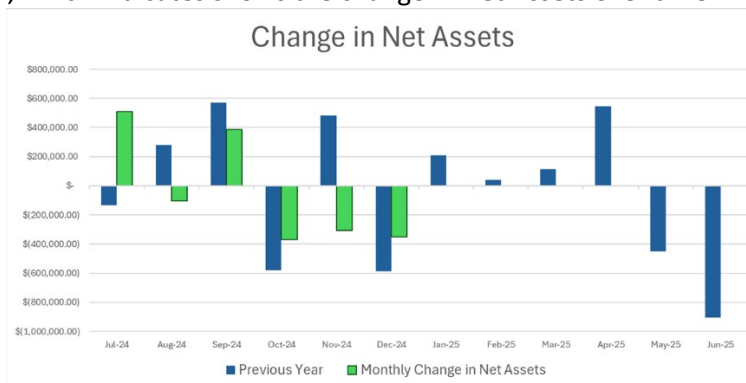
Secretary Mayor JoEllen Reed directed the committee to pages 1-5 of the packet for the December 18, 2024 Executive Committee Meeting Minutes. Mayor Reed asked for approval of the minutes. A motion was made by Judge Mike Williams and seconded by James Caudill to approve the December 18, 2024 Executive Committee Meeting Minutes. The motion carried.

**Financial Report**

Chair Mike Sanford called on Michael Buschmann, CFO, to give the Financial Report. Michael directed the Executive Committee to the Financial Report that was available on the sign in table. As of December 31, 2024 our current year fund balance is \$373,493.55. He then reviewed the chart below, detailing the Fund Balance over time:



He then indicated for the month of December the organization’s change in Net Assets was (\$349,871.32) and reviewed the chart below, which indicates shows the change in Net Assets over time:



A motion was made to accept the December 2024 Financial Statements by James Caudill. The motion was seconded by Judge Trille Bottom. The motion carried.

**Report on Investments**

The deposits and ending balance for the month of December 2024 were as follows:

Tenant Rent	\$7,471.90
Interest	\$2,218.60
Ending Balance	\$906,911.66

Mayor JoEllen Reed made a motion to approve the December 2024 Report on Investments. The motion was seconded by James Caudill. The motion carried.

**District Staff Report**

David Duttlinger indicated that his report can be found on pages 6-7 of the packet. Items of note include:

- Employee of the Quarter
  - David congratulated Ellie Wellman on being named Employee of the Quarter. Ellie is a GIS Specialist in the Community Planning Department.
- Harrison County Representative
  - David Duttlinger introduced Judge Jason Marshall to the committee. Judge Marshall will be representing Harrison County on the Executive Committee.
- KCADD Board of Directors Position
  - Former Mayor James Smith of Cynthiana has accepted another position. This vacancy leaves an open position on the Board of Directors for KCADD.
    - Judge Mike Williams made a motion to appoint Judge Michael Mueller the KCADD Board of Directors. Mayor Bruce Fraley seconded the motion. The motion passed unanimously.
- Impact Visits
  - We have currently made visits in Anderson, Garrard, and Lincoln Counties.
  - We will be contacting you soon to visit and give you more detailed information about items of note in your county.
- Department Head Retreat
  - The Department Head Retreat is scheduled for February 12, 2025.
  - Thanks to Jared Hollon and Scott County for providing space to meet.
  - The agenda includes the development of Key Performance Indicators (KPIs).
    - We will use SMART Goal setting strategies to inform our KPIs.
- Retirement
  - David congratulated Shane New on his upcoming retirement.

## **Department Head Updates**

### **Human Resources Update**

Mike Riley, HR Director, reported that two new staff members have been hired:

- Rachel Adams – Compliance & Reporting Manager
- Alex Ball – Information Technology Director

He also indicated that there are two open positions in the PDS Department and that we are working to be awarded a “Best Place to Work” in Kentucky. Also, an RFP has been released for Employee Services. The deadline for responding to that RFP is January 31, 2025.

### **Aging Department Report**

Celeste Robinson indicated that her report can be found on pages 9-10 of the packet. Items of note include:

- FFY24 OAAPS Federal Funding Report submitted to DAIL.
- Home Delivered Meals waitlist reduced by 8 people from November to December.
- RFP packets have been released for all Aging programs.
- PDS reimbursement rate increase has taken effect.
- ADRC expanding and moving to the 2<sup>nd</sup> Floor.

### **Community Planning Department Report**

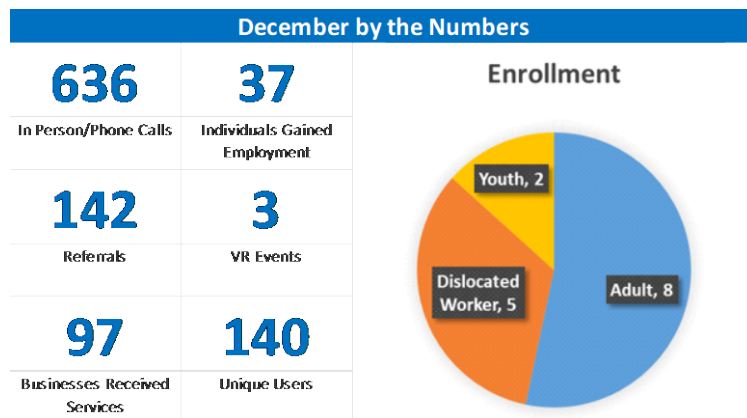
Grey Evans reported that the department’s focus, as stated in the mission statement is planning, projects, and programs.

- Planning
  - Lincoln County and Lancaster Comprehensive Plans are in process.
  - We have submitted RFP responses to advertised plans in the district.
  - Transportation SHIFT meetings are in process.

- **Projects & Program**
  - Working on 75+ open grants on construction projects
  - Several state grant programs will open in the Spring
  - CDBS are due in August, but please remember that these take at least 90 days to write.
- **Other Items of Note**
  - Greyson indicated that staff was able to visit the Life Learning Center in Covington.
    - This is a rehabilitation program for those affected by substance abuse disorders. It's a transformative center that should be the model for other centers.
    - Greyson asked for the Executive Committee to support the development of a such a center in our region as they are talking to their legislators in Frankfort.

**Workforce Department Report**

Tiffanie Reeves presented success stories for the department. She also indicated that workforce number for the month of December are as follows:



The department is also working on children care initiatives in the district. This initiative will create more opportunities to create child care resources.

**Committees & Councils**

**Natural Resources & Environmental Protection Advisory Committee**

Greyson Evans reported that the Natural Resources & Environmental Protection Advisory Committee met on December 18, 2024. The group has continued to study invasive species in the region. The committee hopes to release a white paper detailing best practices for invasive species. As the group looks to the future, they are surveying the full committee to assess interest in new topics.

**Other Business**

There was no other business for discussion.

**Adjournment**

There being no further business, the committee asked for a motion to adjourn. Mayor JoEllen Reed made a motion to adjourn the meeting. The motion was seconded by Mayor Bruce Fraley. The motion carried. The meeting was adjourned at 1:09 p.m.



These minutes and attachments having been approved by the Executive Committee of the Bluegrass Area Development District on February 19, 2025 are hereby made part of the permanent records of the district.

A handwritten signature in blue ink, which appears to read 'Mike D. Sanford', is written over a horizontal line.

Chair  
Mike Sanford