



## **GREEN RIVER AREA DEVELOPMENT DISTRICT EXECUTIVE COMMITTEE MEETING**

**TO:** Green River Area Development District Board of Directors

**FROM:** Joanna Shake  
Executive Director

**SUBJECT:** Minutes of the GRADD Executive Committee – July 14, 2021

The Executive Committee of the Green River Area Development District (GRADD) met on Wednesday, July 14, 2021, at 10:30 a.m., at the GRADD office in Owensboro. A quorum was present with the following members in attendance:

### **GRADD EXECUTIVE COMMITTEE MEMBERS PRESENT**

DAVIESS COUNTY:	Al Mattingly Henrietta Harris
HANCOCK COUNTY:	None present
HENDERSON COUNTY:	Brad Schneider Janeth Nicolas
McLEAN COUNTY:	Curtis Dame
OHIO COUNTY:	David Johnston
UNION COUNTY:	Adam O’Nan
WEBSTER COUNTY:	None present

### **EXECUTIVE COMMITTEE MEMBERS ABSENT**

DAVIESS COUNTY:	Robert Howard
HANCOCK COUNTY:	*Johnny Roberts
HENDERSON COUNTY:	*William Markwell
McLEAN COUNTY:	All present
OHIO COUNTY:	All present
UNION COUNTY:	All present
WEBSTER COUNTY:	*Steve Henry

\*Excused absence

GUESTS AND STAFF PRESENT

Mayor Randy Greenwell, City of Morganfield

Mayor Betty Howard, City of Sacramento

Tammy Belt, Green River Economic Development Corporation

Joanna Shake, Executive Director, GRADD

Blake Edge, Director for Community & Economic Development, GRADD

Mariah Myres, Director of Finance, GRADD

Jodi Rafferty, Director of Workforce Development, GRADD

Jessie Howard, Public Administration Specialist, GRADD

Tom Massie, IT Manager, GRADD

Kim Wells, Executive Assistant, GRADD

I. CALL TO ORDER

Chairman Brad Schneider called the meeting to order and asked everyone to join in the Pledge of Allegiance.

II. SECRETARY'S REPORT

Chairman Brad Schneider presented the minutes of the June 9, 2021, GRADD Board of Directors meeting.

A motion was made by David Johnston and seconded by Adam O’Nan to approve the minutes of the June 9, 2021, GRADD Board of Directors meeting. A vote was taken and the motion carried.

III. FINANCE REPORT

Treasurer Adam O’Nan presented the Treasurer’s Report for the period of July 1, 2020 – May 31, 2021.

A motion was made by Adam O’Nan and seconded by Curtis Dame to approve the treasurer’s report for the period of July 1, 2020 – May 31, 2021, which is subject to audit. A vote was taken and the motion carried.

IV. NEW BUSINESS

A. Revolving Loan Fund (RLF) Loan Review

Tammy Belt reported the Green River Economic Development Corporation had met on July 7, 2021 and are submitting the following loans for consideration:

1. Carrico Therapy Services, LLC

Kelsey Carrico is requesting \$210,000 of COVID-19 Coronavirus Aid, Relief, and Economic Security Act (CARES) funding to purchase an existing building in Owensboro to relocate her therapy services to better serve her clients and make the business more profitable.

A motion was made Al Mattingly and seconded by Curtis Dame to approve the Carrico Therapy Services, LLC loan in the amount of \$210,000. A vote was taken and the motion carried.

2. The Skin Therapist, LLC

Madlyn Murphy is requesting \$250,000 of COVID-19 Coronavirus Aid, Relief, and Economic Security Act (CARES) funding to purchase an existing building in Owensboro for new business start-up.

A motion was made by Al Mattingly and seconded by Curtis Dame to approve the Skin Therapist, LLC loan in the amount of \$250,000. A vote was taken and the motion carried.

3. O'Bryan's Bar & Grill, LLC

Alex and Ann Michael Hamilton are requesting \$250,000 of COVID-19 Coronavirus Aid, Relief, and Economic Security Act (CARES) funding to purchase O'Bryan's Bar & Grill in Owensboro.

A motion was made by Al Mattingly and seconded by Curtis Dame to approve the O'Bryan's Bar & Grill, LLC loan in the amount of \$250,000. A vote was taken and motion carried.

4. Integrated Therapy Solution, PLLC

Kalin Phelps is requesting \$65,000 of Coronavirus Aid, Relief, and Economic Security Act (CARES) funding to purchase therapy equipment and a vehicle for mobile therapeutic services.

A motion was made by Al Mattingly and seconded by Curtis Dame to approve the Integrated Therapy Solutions, PLLC loan in the amount of \$65,000. A vote was taken and the motion carried.

B. Data Breach Review

Joanna Shake explained GRADD's auditors had recommended GRADD adopt the Security and Incident Investigation Procedures and Practices utilized by the Department for Local Government (DLG). DLG's procedures will strengthen and enhance GRADD's policies.

A motion was made by Al Mattingly and seconded by Curtis Dame to adopt the Security and Incident Investigation Procedures and Practices. A vote was taken and the motion carried.

C. GRADD Parking Lot Safety

Joanna Shake reported a recent incident involving an employee returning a GRADD vehicle after hours. Though the employee was unharmed, and the incident was reported to the police, it was recognized that enhanced security measures are needed. After reviewing the current Returning Vehicles Policy, the following is recommended:

*Employees should prepare the vehicle for the next employee who has it reserved. Preparation means cleaning it out of any debris, filling the gas tank if it is less than one-half (1/2) full, and recording the ending mileage on the travel form. If the car's exterior is dirty, the employee shall use the office credit card to have it washed. Employees must always lock the doors and return the keys and credit cards to their rightful place. This process applies in all circumstances except when returning vehicles late at night or inclement weather. Please note, it is imperative staff ensure vehicle is available the following morning for employees who have an early morning departure.*

A motion was by Al Mattingly and seconded by Adam O'Nan to approve the revision above for the returning Vehicles to GRADD Policy. A vote was taken and the motion carried.

D. GRADD Smoking Policy

Joanna Shake explained to receive future grants from Owensboro Health, GRADD must have an unequivocal non-smoking policy. Currently, GRADD is smoke free but has designated smoking area. If approved, the GRADD Personnel Policies will be updated to read the following:

*The use of tobacco and vaping is prohibited in the GRADD building and on GRADD property, at all times, including entryways to our buildings, parking lots and in company owned or leased vehicles. Tobacco refers to cigarettes, pipes, cigars, snuff, or chewing tobacco. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs, and e-cigars.*

A motion was made by Adam O’Nan and seconded by Janeth Nicolas to approve the revision above for the GRADD Smoking Policy. A vote was taken and the motion carried.

E. GRADD Annual Event Update

Vice Chairman Al Mattingly reported the GRADD Annual Event will take place on Thursday, September 23, 2021, at the RiverPark Center in Owensboro. There will be a reception with hors d'oeuvres. Guests will then proceed to Cannon Hall for the awards presentation. GRADD has received confirmed donations from Independence Bank - \$10,000; Atmos Energy - \$1,000; Century Aluminum - \$1,000; OMU - \$500; and Phil Brown Insurance - \$500. The Annual Event Committee is scheduled to meet on Tuesday, July 20, 2021, at 2:00 p.m. at the GRADD office. Topics of discussion will be invitations, caterer and time for the event.

V. INTERGOVERNMENTAL REVIEWS

Jessie Howard presented the following Regional Executive Orders:

**Kentucky Wesleyan College Security Camera Installation**

Kentucky Wesleyan College KY2021-0506-0791

**Fresh Start for Women Quad-Plex Construction**

Fresh Start for Women KY2021-0607-0971

**Land Release to Crabtree Holdings**

Owensboro-Daviess County Regional Airport KY2021-0624-1061

**Jude Junction Construction**

Wabuck Development Company, Inc. KY2021-0625-1079

A motion was made by Adam O’Nan and seconded by David Johnston to approve the above-stated Regional EO’s. A vote was taken and the motion carried.

VI. CHAIRMAN/EXECUTIVE DIRECTOR COMMENTS

Joanna Shake informed the Committee the Governor’s Local Issues Conference will be held August 25 – 27, 2021, in Louisville. The Department for Local Government is requesting each area development district assemble a gift basket to be given away during the conference on August 27, 2021. The Committee approved up to \$200 be spent on regional items for the basket.

A motion was made by Curtis Dame and seconded by Adam O’Nan to approve up to \$200 be spent on regional items for a basket for the Governor’s Local Issues Conference. A vote was taken and the motion carried.

Joanna Shake explained the chairs in the boardroom were purchased in 1990 and need to be replaced. Staff has reviewed several chairs and will make a recommendation to the Finance Committee its next meeting. The real question is, how to dispose of the old chairs. It was suggested to reach out to non-profits or homeless shelters to see if they could use the chairs.

VII. COUNTY ROUNDTABLE DISCUSSION

Chairman Brad Schneider opened the floor and asked the committee to discuss anything that might be on their mind.

Judge/Executive Curtis Dame reported the McLean County Fair recently took place and the largest tractor pull event ever held in the County welcomed competitors from five states. Judge Dame also discussed the retirement contributions and how to absorb them in the budget. He asked the other counties to reach out to him with their recommendations.

Treasurer Adam O’Nan announced the Sturgis Bike Rally will take place July 17 – 18, 2021, in Union County. Treasurer O’Nan reported the fiscal court has applied for a unique Community Development Block Grant (CDBG) grant which would fund the installation of an elevator at the courthouse. Also, noteworthy are the water issues at the golf course and the excitement of the senior centers reopening.

Vice Chairman Al Mattingly reported Daviess County is seeing an “economic boom,” of sorts, but is being threatened by the lack of workforce. Vice Chairman Mattingly announced ROMP will take place September 15 – 18, 2021, at Yellow Creek Park. He also noted the small up-tick in COVID numbers.

VIII. OTHER BUSINESS

None.

IX. ADJOURNMENT

There being no other business to report the meeting was adjourned.

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Secretary

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Chairman