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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 – November 13, 2020

The Executive Committee of the Green River Area Development District (GRADD) and the Executive Committee of the Green River Area Council on Aging met on Friday, November 13, 2020, at 10:30 a.m., via Zoom and teleconference. A quorum was present with the following members in attendance:

GRADD EXECUTIVE COMMITTEE MEMBERS PRESENT

DAVISS COUNTY:	Al Mattingly, Jr. Henrietta Harris Robert Howard
HANCOCK COUNTY:	Johnny Roberts
HENDERSON COUNTY:	Brad Schneider William Markwell
McLEAN COUNTY:	Curtis Dame
OHIO COUNTY:	David Johnston
UNION COUNTY:	None present
WEBSTER COUNTY:	Steve Henry

EXECUTIVE COMMITTEE MEMBERS ABSENT

DAVISS COUNTY:	All present
HANCOCK COUNTY:	All present
HENDERSON COUNTY:	*Janeth Nicolas
McLEAN COUNTY:	All present
OHIO COUNTY:	All present
UNION COUNTY:	*Adam O’Nan
WEBSTER COUNTY:	All present

*Excused absence

GREEN RIVER AREA COUNCIL ON AGING EXECUTIVE COMMITTEE MEMBERS

DAVISS COUNTY: (Henrietta Harris)
HANCOCK COUNTY: None present
HENDERSON COUNTY: Connie O’Leary
McLEAN COUNTY: Jim Toler
OHIO COUNTY: None present
UNION COUNTY: None present
WEBSTER COUNTY: Tracy Henry

GREEN RIVER AREA COUNCIL ON AGING EXECUTIVE COMMITTEE MEMBERS ABSENT

DAVISS COUNTY: All present
HANCOCK COUNTY: Franklin Powers
HENDERSON COUNTY: All present
McLEAN COUNTY: All present
OHIO COUNTY: Mary Young
UNION COUNTY: Gayle McLeod
WEBSTER COUNTY: All present

GUESTS AND STAFF PRESENT

Mayor Vicki Hughes, City of Island
Michelle Smith, Kemper CPA Group LLC
Joanna Shake, Executive Director, GRADD
Blake Edge, Director for Community & Economic Development, GRADD
Jennifer Williams, Director of Social Services, GRADD
Mariah Myres, Director of Finance, GRADD
Jodi Rafferty, Director of Workforce Development, GRADD
Tom Massie, IT Manager, GRADD
Gina Boaz, Economic Development Specialist, GRADD
Leslie Wilson, Community Services Manager, GRADD
Lisa Flahardy, Aging Contracts Specialist, GRADD
Amber Phelps, In-Home Services Manager, GRADD
Paula Payne, Workforce Development Program Assistant, GRADD
Kim Wells, Executive Assistant/Communications Manager, GRADD

I. CALL TO ORDER

Chairman David Johnston called the meeting to order and asked Henrietta Harris to lead everyone in the Pledge of Allegiance.

II. SECRETARY’S REPORT

Secretary Al Mattingly, Jr., presented the minutes of the October 14, 2020, GRADD Board of Directors meeting.

A motion was made by Al Mattingly, Jr., and seconded by Brad Schneider to approve the minutes of the October 14, 2020, GRADD Board of Directors meeting. A vote was taken and the motion carried.

III. FINANCE REPORT

Treasurer Steve Henry presented the treasurer's report for the period of July 1, 2020 – September 30, 2020.

A motion was made by Steve Henry and seconded by Brad Schneider to approve the treasurer's report for the period of July 1, 2020 – September 30, 2020, which is subject to audit. A vote was taken and the motion carried.

IV. NEW BUSINESS

A. Proposals for Aging Services

Chairman Johnston asked Jennifer Williams to present the Proposals for Aging Services.

Ms. Williams directed the Evaluation Committee's attention to the Conflict of Interest Statement. She asked each member to sign the form and return to the GRADD office.

Ms. Williams gave an overview of the program proposals that were received for Legal Services and In-Home Services to be provided in Fiscal Years 2022, 2023, and 2024. She explained that the bid associated with each service is for three years but due to state guidelines, the contracts are renewable each of the following two years. Staff has reviewed the proposals, determined that they qualify as responsive bids, and are making the following recommendations.

Kentucky Legal Aid is the current provider and is the sole bidder to provide legal services at a unit cost of \$50 per unit of service.

A motion was made by Steve Henry and seconded by Bill Markwell to approve Kentucky Legal Aid as the legal services provider for Fiscal Years 2022, 2023, and 2024. A vote was taken and the motion carried.

Ms. Williams went on to explain that Help at Home is the current provider and is the sole bidder for in-home services. Help at Home has submitted a slight increase per unit of .25, bringing the unit cost to \$10.24 per half hour unit.

A motion was made by Brad Schneider and seconded by Curtis Dame to approve Help at Home as the in-home services provider for Fiscal Years 2022, 2023, and 2024. A vote was

taken and the motion carried.

B. Fiscal Year 2020 Audit Report

Chairman Johnston introduced Michelle Smith with Kemper CPA Group LLC and asked her to review the Fiscal Year 2020 Audit.

Ms. Smith gave an overview of the audit that was recently conducted at GRADD. The audit expressed an unmodified opinion with no findings or questioned costs. She noted that she has not received final approval from the Kentucky Auditor of Public Accounts.

A motion was made by Al Mattingly, Jr., and seconded by Curtis Dame to approve the Fiscal Year 2020 Audit.
A vote was taken and the motion carried.

C. Revolving Loan Fund (RLF)

Joanna Shake presented two revolving loan summaries for approval.

Hollison, LLC is requesting \$200,000 to assist in retaining employees and to continue to develop new technologies pertaining to the use of probiotic for human, pet, and environmental needs.

A motion was made by Steve Henry and seconded by Brad Schneider to approve Hollison, LLC for a \$200,000 Revolving Loan Fund loan. A vote was taken and the motion carried.

The Burkins Financial Group LLC is requesting \$17,500 to obtain a standalone business location to further enhance services. The goal is to obtain a securities license to offer greater capital market participation.

A motion was made by Brad Schneider and seconded by Bill Markwell to approve Burkins Financial Group LLC for a \$17,500 Revolving Loan Fund loan. A vote was taken and the motion carried.

D. CARES Act RLF Amendment

Joanna Shake requested that the Board authorize the Executive Director to replicate COVID loan protocols that were implemented during the beginning of the pandemic. This request includes authorizing the Executive Director to review and approve microloans totaling \$25,000 or less. The impetus for the request is to expedite the loan process for small businesses in dire need of economic relief and to allow for timely approval of fund disbursements.

A motion was made by Steve Henry and seconded by Henrietta Harris to approve the CARES ACT RLF Amendment allowing the Executive Director to review

and approve loans totaling \$25,000 or less. A vote was taken and the motion carried.

E. Nominating Committee Report

Judge Johnny Roberts explained the nomination letters had been sent and are due back to GRADD the first week of December. Once received the committee will review the nominations and make recommendations at the December 9, 2020, GRADD Board of Directors meeting.

F. Annual Regional Awards Update

Vice Chairman Brad Schneider reported the committee had reviewed the award applications and selected the winners. Those will be released in early December, and the winners will be asked to join the December 9, 2020, GRADD Board of Directors meeting to be recognized.

V. OTHER BUSINESS

Joanna Shake explained the new phone system by RingCentral had been installed and activated on November 10, 2020. The staff has been very pleased with the system and its ability to transform how the staff does business. Also, Tom Massie will take over maintenance on the building and create a building operation manual, including a calendar of items such as carpet cleaning and overhead lights replacement. Tom Lovett will be taking over the maintenance on the fleet of GRADD cars. Ms. Shake also announced she has been asked to chair a group created through the Division of Water/Kentucky Infrastructure Authority to review and assist in making critical decisions for infrastructure planning in Kentucky.

Vice Chairman Brad Schneider reported the November 12, 2020, meeting of the West Kentucky Coalition was a successful one. The group discussed legislation priorities for 2021 and the distribution of the Joint Funding Association's allocations for the area development districts.

Secretary Al Mattingly, Jr., discussed membership for the Workforce Development Board. Currently the group has three vacant positions that need to be filled by the end of January. Secretary Mattingly asked that if any of the committee members have recommendations for membership on the Workforce Development Board to please contact Jodi Rafferty.

VI. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned.

/kw

Secretary

Chairman