

Lake Cumberland Area Development District, Inc.  
Special Called  
Executive Committee  
November 21, 2019

### Call to Order

Judge John Frank, LCADD Vice- Chairman, in the absence of Judge John Phelps, Jr., called the meeting to order at 9:35 a.m. central time in the large conference room of the ADD office in Russell Springs, Kentucky.

Judge Mike Anderson blessed the food and the meeting convened after the meal.

Judge Randy Dial led the Pledge of Allegiance.

Members of the Executive Committee present were Ms. June McGaha, Mr. Curtis Hardwick, Mayor Robert Lawson, Judge Mike Anderson, Mayor Brenda Allen, Judge Randy Dial and Judge John Frank. Executive Director Darryl McGaha, Deputy Executive Director Nick Hazel, Mr. Tony Meeks, Mr. Chris Ford, Mr. Jeric DeVore, Ms. Marsha Wells, Ms. Kasey Hoskins, Ms. Susan Taylor, Ms. Gwen Landis, Mr. Neal Cundiff, Ms. Judy Keltner, Ms. Jean Wilson, Mr. Derrick Helm, attorney and guest Ms. Betty Kidwell.

### Approval of Minutes

Judge John Frank asked if anyone had any questions/comments regarding the minutes of the previous meetings (11/21/19). There being none, Mayor Brenda Allen offered the motion to approve the minutes as e-mailed. The motion was seconded by Judge Mike Anderson and motion carried.

### P&F Committee Report

Executive Director Darryl McGaha informed the committee that Ms. Carman Anderson was hired as a Participant Directive Service Advisor (PDS). Ms. Amanda Lindsey, Wayne County Attendant Care, worked a week and is no longer employed with the ADD. Ms. Heather Stevenson's, (Water/Wastewater Coordinator) last day was November 15<sup>th</sup>. Interviews are in process for this position.

Executive Director Darryl McGaha stated that the second year for the three (3) year procurement for the cleaning services were up for renewal. He said we were pleased with the services. B&H has asked to have their payment raised to include cleaning the carpet and the tiles. The payment would be raised from \$1,581.66 monthly to \$2,250.00 monthly. After discussion Judge Randy Dial made a motion to renew the contract with the change in price. Mr. Curtis Hardwick seconded and motion carried.

Executive Director Darryl McGaha stated that the second year for the three (3) year procurement for the lawn care services were up for renewal. He said we were pleased with the services from

Riddle's Lawn Care and Landscaping. After discussion Judge Mike Anderson made a motion to renew the contract Mr. Curtis Hardwick seconded and motion carried.

Deputy Executive Director/HR Coordinator Nick Hazel presented an updated job description for the Participant Directed Services (PDS) Service Advisor/Case Manager, Home Community Based Waiver Attendant Care Aide and Attendant Care Coordinator. After discussion Mr. Curtis Hardwick made a motion to accept these updates. Judge Mike Anderson seconded and motion carried.

Deputy Executive Director/HR Coordinator Nick Hazel presented a job description for an Office Manager-Career Manager for the Campbellsville Career Center. He explained that there would not be anyone hired for this position, but someone would be moved into this position. Mayor Brenda Allen made a motion to accept this job description as presented and Judge Randy Dial seconded. Motion carried.

Mr. Derrick Helm has reviewed the Policy and Procedure Manual and it follows the Overtime Rule. Executive Director McGaha stated that there had been forms created for the Overtime Rule. This discussion was for information only.

#### Approval of RLF Loan

Mr. Waylon Wright, Economic Development Specialist, presented a Revolving Loan Fund (RLF) application from the RLF Committee. The request was for the Whitaker Group II to borrow \$70,607. Mr. Wright stated that the Whitaker Group II had borrowed before and paid on time. After discussion Judge Mike Anderson made a motion to loan the money from the RLF to the Whitaker Group II. Mayor Brenda Allen seconded and motion seconded.

#### Surplus Equipment

Executive Director Darryl McGaha presented a list of surplus equipment that needed to be disposed of. (List of said equipment is attached to and is a part of these minutes). Following review and discussion, Judge Randy Dial made a motion to declare this list as surplus equipment to be properly disposed of. The motion was seconded by Mr. Curtis Hardwick. Motion carried.

#### KIRPS

There were two (2) KIRPs presented for Committee endorsement, that being KY201910161242 and KY201911011262. Following review Judge Mike Anderson made a motion to endorse KIRPs as presented. Second was made by Judge Randy Dial. Motion carried.

#### Executive Director's Report

Executive Director advised that the audit is ready for closeout and will be sent to the State Auditor's office. He is hoping that it will be back by December 18<sup>th</sup> P&F Meeting.

He stated that our Indirect Rate has dropped by 5%.

Adjourn

With no other business Mr. Curtis Hardwick made a motion to adjourn at 10:15 am. CT. and Mayor Brenda Allen seconded. Motion carried.

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Judge John Phelps, Jr., LCADD Chairman

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June McGaha, LCADD Secretary