

Lake Cumberland Area Development District
Executive Committee
December 16, 2020

Call to Order

Judge John Frank, Chairman, called the meeting to order at 8:30 a.m. central time at the Lake Cumberland ADD office in Russell Springs. A copy of the roster is attached to and made a part of these minutes.

Judge Mike Anderson opened the meeting with prayer.

The Pledge of Allegiance was led by Executive Director Darryl McGaha.

Roll Call

Ms. Jean Wilson called the roll and there was a quorum:

Mayor Robert Lawson, Judge Mike Anderson, Ms. Sharon Payne, Mayor Brenda Allen, Mr. Douglas Stephens, Judge John Phelps, Jr., Judge Randy Dial, Ms. June McGaha and Judge John Frank joined by zoom and Mr. Curtis Hardwick joined in person. Staff that joined in person: Executive Director Darryl McGaha, Mr. Chris Ford, Mr. Waylon Wright, Mr. Tony Meeks, Ms. Susan Taylor and Ms. Jean Wilson. Staff that joined by zoom: Ms. Marsha Wells, Mr. Derek Aaron, Mr. Neal Cundiff and Mr. Derick Helm, LCADD Attorney.

Audit Approval

Mr. Skip Campbell, Campbell, Myers and Rutledge, CPA, thanked the LCADD staff for being so cooperative. Mr. Campbell presented a draft of the FY'20 Audit to the Executive Committee advising them of the Independent Auditors Report, the Management Discussion and Analysis, the Schedule of Operations and reported there were no questioned costs or findings making this a very good audit. A copy of the draft is on file in the Finance Department of the LCADD and a copy of the draft audit is at the Auditor of Public Accounts (APA) for review. Following discussion Judge John Phelps, Jr. made a motion to approve the draft of the FY'20 Audit Report. Ms. Sharon Payne seconded and motion carried.

Approval of Executive Committee Minutes

Mayor Robert Lawson asked if there were any questions/comments regarding the Executive minutes of the previous meetings (11/19/2020). There being none Judge John Phelps, Jr. made a motion to accept the minutes as e-mailed. Mr. Doug Stephens seconded and motion carried.

P&F Committee Report

Mayor Robert Lawson stated the P&F Committee met prior to the Executive Committee meeting and the following was brought before the committee.

Mr. Tony Meeks, Director of Finance, presented the Financial Report of expenditures and revenues through November 30th; a copy is attached. After discussion Judge John Frank made a motion to approve the financial report and Ms. Sharon Payne seconded. Motion carried.

Executive Director Darryl McGaha stated the following:

- Ms. Shelby Williams, PDS Service Advisor, has fulfilled the six month probationary period, Executive Director McGaha and her supervisor recommends she be removed from probation and placed on full time permanent employment. Mr. Curtis Hardwick made a motion to remove Ms. Shelby Williams from probation and place on full time permanent employment. Ms. Sharon Payne seconded and motion carried.
- Ms. Jill Bertram has been hired as a Senior Service ICC/Case Manager.
- Ms. Kelly Bryant has been hired as the Pulaski County Senior Center Director.
- Ms. Tracy Murphy has been hired as the Casey County Senior Center Director.
- Ms. Sherry Spoon has moved into the position of PDS Waiver & Eligibility Coordinator.

Mayor Robert Lawson stated that the hiring of Cleaning Services had been tabled at the November 19th meeting until the committee could review the bids. He asks if everyone has looked over the Building Cleaning Bids. Mayor Lawson stated that one bid included cleaning the carpet and tile twice a year; with this included it would be considered the low bid.

- Lake Cumberland Cleaning Services, LLC \$1,700 per month
- B&H Cleaning Services, LLC \$2,250 per month (including the cleaning of the carpet and tile twice a year)
- J&F Janitorial Services, LLC \$2,267 per month

After discussion Judge Randy Dial made a motion to accept the bid from B&H Cleaning services with a three (3) year annual renewal option. Judge John Frank seconded and motion carried.

Mr. Jeric DeVore, Senior Service Director, presented a temp service individual (Mr. Brian McGaha) for the position of Pulaski County Senior Assistant Director/Van Driver. Mr. DeVore stated this individual had been working since April as a temp employee during the pandemic. He has done a good job during this time. This individual is the nephew of an employee and it is in the LCADD Policy to bring it before the P&F Committee. After discussion Ms. Sharon Payne makes the motion to hire Mr. Brian McGaha. Judge John Phelps, Jr. seconded and motion carried.

A plumber is scheduled to renovate the bathrooms and utility room in the main building, beginning December 28th.

After researching for an outside source it was going to be a large expense for the ADD. Executive Director McGaha spoke with Ms. Anna Ford, IT Assistant and she has agreed to create and maintain a website.

A plumber is scheduled to renovate the bathrooms and utility room in the main building, starting December 28th.

Approval of RLF Loans

Mr. Waylon Wright, Director of Community/Economic Development, stated that the new CARES Act Revolving Loan has received two proposals and the Revolving Loan Committee met and are recommending the following loans:

- A loan for \$100,000 for working capital. After discussion Judge John Phelps, Jr. made a motion to approve this request. Mr. Doug Stephens seconded and motion carried.
- A loan for \$50,000 working capital. After discussion Judge John Phelps, Jr. made a motion to approve this request. Ms. Sharon Payne seconded and motion carried.

Senior Services Update

Mr. Jeric DeVore, Senior Service Director presented the following report:

- Total meals 282,684
- Total Volunteers 3,400
- Total Calls 11,627

Mr. DeVore stated LCADD was holding the 3rd spot behind Bluegrass and KIPDA ADDs with 275,715 meal deliveries thru December 4th.

Judge John Frank thanked Mr. DeVore and his staff for the work they are doing.

Waiver Changes

Ms. Susan Taylor, LCAAAIL Co-Director-Social Service Division presented an update on Electronic Visit Verification. Ms. Susan Taylor informed that the 21st Century Cures Act (Cures Act), was signed into law on December 13, 2016. The Cures Act is bringing technology to the fore front. Beginning January 1, 2021 an electronic system will be implemented for Direct Care and this includes PDS and Attendant Care.

Disposal of Surplus Equipment

Executive Director Darryl McGaha presented the committee with a list of equipment that needed to be disposed of due to condition. List of said equipment is attached to and made a part of these minutes. Following review and discussion Mr. Curtis Hardwick made a motion to dispose of said equipment. Mr. Doug Stephens seconded and motion carried.

KIRPS

Ms. Jean Wilson, Executive Assistant, presented four (4) KIRPs for Committee endorsement, that being KY202011301302, KY2012041321, KY202012101340 and KY202012101342. Following review Ms. Sharon Payne made a motion to endorse the KIRPs as presented. Second was made by Mayor Robert Lawson. Motion carried.

Executive Director Report

- The LCADD has volunteered the ADD'S zoom services for the County Budget Workshop.
- Will know more about the Legislative Breakfast in January.
- A House Bill has been passed to move the licensing from the Circuit Court Clerk's office to the Regional Offices.

Executive Director McGaha stated that the employees have worked as a team and whatever is needed to be done they stepped up and made it happen. He also thanked the Committee for working with the ADD.

Adjourn

With no further business Judge John Frank wished everyone a Merry Christmas and adjourned the meeting at 9:30 am.

DocuSigned by:



Judge John Frank, LCADD Chairman



June McGaha, LCADD Secretary