

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

February 27, 2023

The Purchase Area Development District Board of Directors met on Monday, February 27, 2023, at 3:00 p.m., in the conference room of the PADD office. Webex was available for public viewing. Board members in attendance either in person, by phone or Webex (asterisk denotes absence):

Ballard

Judge/Executive Todd Cooper, Secretary
Cathy Pigg*
Justin Puckett

Calloway

Judge/Executive Kenny Imes*
Mayor Bob Rogers
Sue Outland
Mark Manning*

Carlisle

Judge/Executive Greg Terry
Nancy Henley
Bill Fraser

Fulton

Judge/Executive Jim Martin*
Mike Gunn*
Perry Turner
Greg Curlin
John Wiley Gannon

Other guests present:

Sheila Clark
MaryAnn Medlock
Alex Caudill
Lanny White

Graves

Richie Galloway
Mayor Kathy O’Nan*
Mayor Charles Shelby*
Tamie Johnson
Pete Galloway
Monica Jackson

Hickman

Judge/Executive Kenny Wilson, Chairman
Mayor John Kelly*
Wynita Dillard
Ethan Cunningham

Marshall

Judge/Executive Kevin Spraggs
Mayor Rita Dotson, Vice-Chair*
John Ward
Martie Wiles

McCracken

Judge/Executive Craig Clymer*
Mayor George Bray
Arthur Boykin, Treasurer*
Bill Bartleman
Matt Snow

Jim Osborne
Morgan Alvey
Doug Taylor
Andrew Tolbert

Judge/Executive Kenny Wilson, Chairman of the PADD Board of Directors, called the meeting to order at 3 PM, conducted attendance in person and on Webex and introduced the guests. The group then performed the Pledge of Allegiance.

I. OLD BUSINESS

- A. Chairman Wilson stated that there were minutes from the October 2022 and December 2022 meetings that would need approval and the notes for November 2022 were listed in the packet but without a quorum, no business had been conducted at that November meeting. **Mr. Bill Fraser motioned for the approval of the minutes from the October 2022 meeting, Mr. Pete Galloway seconded, and the motion passed unanimously. Mr. John Ward made a motion to approve the minutes from the Special Called December 2022 meeting. Ms. Pete Galloway seconded the motion and it passed unanimously.**
- B. Chairman Wilson called on Ms. Alana Champion, Associate Director of Finance who summarized the Budget-to-Expense report for the month of January 2023.
- C. Chairman Wilson asked Judge Executive Todd Cooper to give the report for the Personnel and Finance Committee. Judge Cooper reported that the Personnel and Finance Committee met at 1 pm on February 27, 2023, and heard updates on personnel, administrative and programmatic matters. The Committee reviewed the Executive Director's timesheets and the line-item monthly budget to expense reports.

There were eight contracts with three of those needing full Board approval. Two of these contracts are for Professional Services rendered for DRA assistance. The last one is a Resiliency project from the Office of Energy. The Personnel and Finance committee is recommending approval of these three contracts. **Ms. Monica Jackson made a motion to approve the three contracts. Mayor George Bray seconded the motion and it passed unanimously.**

The Personnel and Finance Committee also reviewed the Cost Allocation Plan for FY 2024. After review, the Cost Allocation Plan was approved by the Committee. The committee is recommending approval by the Board. **Judge Executive Greg Terry made a motion to approve the Cost Allocation Plan for FY 24. Ms. Martie Wiles seconded the motion and it passed unanimously.**

The Personnel and Finance Committee approved a resolution for a Joinder Agreement with Kentucky Deferred Compensation. This is a resolution that is presented every 5 years to state our intention to allow our employees to participate in the 401(k) and 457 compensation plans. The committee recommends approval of this resolution. **Mr. Pete Galloway made a motion to approve this resolution. Mr. Greg Curlin seconded the motion and it passed unanimously.**

Judge Executive Cooper stated that no Code of Ethics violations were reported in the last month.

Judge Cooper then turned the meeting over to Mr. Jeremy Buchanan to introduce Mr. Lanny White. Mr. White is with Carr, Riggs & Ingram, CPAs, and he presented the FY 2022 Audit. He reported that the audit contained an unmodified opinion which is considered a clean audit. He explained the 4 material weaknesses that were found and discussed those findings and the corrective action that was being taken. He stressed that none of the findings were fraudulent or criminal in nature. Judge Cooper stated the Personnel and Finance Committee had approved the audit and making a recommendation for Board approval. **Mr. Bill Fraser made a motion to approve the FY 22 audit. Mr. John Ward seconded the motion and it passed unanimously.** Judge Cooper stated this concludes the Personnel and Finance Committee report.

II. NEW BUSINESS

A. STANDING COMMITTEES

1. AGING COMMITTEE

Chairman Wilson called on Ms. Cissy Fox for the Aging report. Ms. Fox reported that in your packet and on the screen, you will see the Payment Reports for each of the Subcontractors for the month of December. These reports include monthly payments to each Subcontractor, the percentage of allocation spent by the end of August, and the target expenditure percentage by each month to ensure funds are expended by the end of the fiscal year. The ombudsman report for January 2023 is also included in the packet on page 29.

Ms. Fox stated that items to report on were that the Family Caregiver program was in the process of adding new participants. She reported that this is not an income based program and this can be for anyone who is a caregiver for a loved one over the age of 60.

Ms. Fox also reported on the Silver Bells project. She stated that with all donations and gifts received, there had been a total of 830 participants in long-term care facilities that had received gifts during the Christmas season throughout the Purchase area. Ms. Fox stated that in the packet on page 30 was a listing of items that staff would be collecting each month to get a head start on donations for the coming year's Silver Bells project. For the month of March, the item was deodorant. We will be attaching this each month in the Board packet and on social media.

2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Wilson called on Mr. Jim LeFevre for the Transportation Committee Report. Mr. LeFevre reported the Kentucky Transportation Cabinet's Office of Transportation and Delivery has taken applications for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This program provides reimbursement funding with 80% federal and 20% local match. PADD notified all eligible agencies in the region and has received one application from Easterseals West Kentucky

Mr. LeFevre reported that PADD staff has been meeting with each county's elected officials to get their input on local road projects for the Transportation Cabinet's Strategic Highway Investment Formula for Tomorrow or SHIFT. On page 31 is the draft agenda for the next transportation committee meeting which will be on Thursday, March 16, 2023 at 10:00 a.m. The committee will review local input for road projects and select projects for sponsorship and scoring in SHIFT. On pages 32-33 are the minutes from the December 8, 2022 committee meeting.

PART (Purchase Area Regional Transits) conducted a public coordination meeting on Friday, February 24 at the PADD. The transits are asking all interested parties to complete a survey and mail or fax (270-251-6110) to the PADD. The comments and information received from the survey will assist in documenting the transportation needs of the region. The survey can be completed electronically at <https://forms.office.com/r/3ky87waC9u>.

On pages 34-36 of your online packet, you will find a resolution authorizing the PADD to file a funding application with KYTC's Office of Transportation Delivery and the Federal Transit Administration. This resolution authorizes PADD to apply for rural transit planning funds and

approves the local share required for the 80/20 match. This program provides funding that allows the PADD to assist with transportation planning efforts which includes the three local transit authorities and the Section 5310 agencies including senior centers. Mr. LeFevre requested a motion for to approve this resolution. **Mr. John Ward made a motion to approve the resolution. Ms. Tamie Johnson seconded the motion and it passed unanimously.**

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chairman Wilson called on Mr. Stacey Courtney, Associate Director of Planning and Development. Mr. Courtney reported the Division of Waste Management will have a grants training opportunity on Wednesday March 1 in Frankfort. To register, please contact Lisa Evans. Her telephone number and email are found on page 37 and a copy of the training agenda is on page 38.

The PADD will be aiding the Kentucky Office of Energy Policy in identifying future mitigation projects that will result in data collection and analysis intended to increase the capability of and build the capacity for local governments to propose and complete mitigation project applications that either wholly or partially address power, general energy needs, and infrastructure needs. This assistance will require local stakeholder meetings, survey of needs and analysis of feedback. It will be important to get good feedback on critical facilities for energy vulnerabilities and backup generator capabilities. In the coming weeks we will be reaching out to our local officials and developing a stakeholder list for individuals and agencies that will be vital for obtaining this information from the survey. Mr. Courtney reported there was more information on pages 39 - 42 of the packet.

The CEDS committee will meet on March 8, 2023, at 10 a.m. at the PADD. The primary topic for this meeting will be workforce, which was one of the three key areas the committee listed as a focal point in the updated CEDS Plan. The agenda is on page 43 of the packet.

Mr. Courtney reported that the list of projects in the region submitted to the state clearinghouse in January are found on pages 44-46.

Mr. Courtney reported that In the coming days, there should be information to share regarding the 2023 Delta Regional Authority States Economic Development Assistance Program (SEDAP). He stated he is expecting the cycle to open the first full week of March. Watch for an email from us with this information. In addition, we should have some information on a new grant cycle DRA is making available. Due to the increase in federal funding from the Bipartisan Infrastructure Law, DRA will offer a program for developing strategic planning grants. This grant program is to help ensure communities are in best position possible to strategically plan and access resources. Comprehensive economic development plans, workforce development plans, transportation plans, broadband development plans, utility rate studies and feasibility studies are just a few examples of what this funding can be completed. Awards will range from \$25K - \$150K.

Mr. Courtney stated he wanted to make the Board aware that DLG has a link to sign up to stay informed about the Disaster Recovery Program regarding the events of December 2021. He encouraged those affected to sign up for this service. He mentioned if you visit the DLG webpage, it is very easy to find on their homepage. The grant cycle is opening in June, but there are actions that applicants can begin taking right now. Those things are outlined in the information on the website.

B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

1. COMMODITY AND FOOD BANK TASK FORCE

Chairman Wilson called on Mr. Pete Galloway for the Commodity report. Mr. Galloway reported for the month ending January 31, 2023, there was a total of 267,247 pounds distributed through all food programs.

Mr. Galloway stated the two USDA programs, TEFAP and CSFP had 72,275 and 49,001 pounds distributed for the month, respectively. CSFP served 1,960 participants in January.

Mr. Galloway reported the Feeding America program distributed 108,251 pounds for the month. This number includes 84,796 pounds from the Feeding America agency to retail pick-up program this month. 18,050 pounds were distributed through the Feeding America Purchase Program for the month. We had 2,800 pounds of donated chicken, from Feeding America, that was distributed this month. Through our backpack program for the month of January, 223 children were served—with 892 bags—totaling 2,605 pounds.

In conclusion, Mr. Galloway reported two “other” donations in the month of January:

- 160 pounds of miscellaneous items went to Graves & Hickman counties.
- 37,560 pounds of bell peppers went to Graves, Calloway & Hickman counties.

2. WATER MANAGEMENT COUNCIL

No report.

3. BUSINESS LENDING REPORT

Chairman Wilson called on Mr. Mike Maxwell for the Business Lending report. Mr. Maxwell reported the Business Lending Department currently manages an overall portfolio of 78 active loans with a balance of twelve million, four hundred forty thousand, seven hundred thirty-one dollars and seventy cents (\$12,440,731.70)

PADD staff would like to draw your attention to page 48-49 of your board packet. This page provides a summary of the PADD loan portfolio, as well as the current available funding resources in each program. This summary also includes a breakdown of the loan production by county. Mr. Maxwell reported the complete portfolio by program is on pages 55-79 of the board packet.

The Loan Review Committee met on Wednesday, February 8, 2023. The PADD Business Lending Department approved 2 applications at the February loan committee meeting. The first application that was approved for funding was a \$200,000 Economic Development Administration Revolving Loan for the purchase of commercial real estate for a mortuary service in Graves County. The borrower has since decided not to purchase this real estate and is now considering a construction loan through the SBA 504 program, which will be presented at a future Loan Review Committee.

The second loan approved was a \$60,000 request for the purchase of equipment for a recycling startup located in Graves County. The loan was approved for funding through the PADD Economic Development Administration Revolving Loan.

A summary of these two loan requests can be found on pages 50 and 51 of the board packet.

The PADD would like to request that the board turn to pages 52-54 of the packet. On page 52 you will find the loan documentation for a loan request that was approved by the PADD for funding from the PADD Small Business Administration Microloan Program. The request was for a \$10,000 loan to purchase camera and computer equipment for a photography studio in Graves County. The loan was approved using the PADD's delegated lending authority as authorized by the Loan Review Committee and PADD Board of Directors at the September 2022 board meeting. This is the first loan approved under this program. On pages 53-54 of your board packet, you will find a copy of the risk matrix used to score the risk of the loan, as well as the internal review documentation. This has been provided to give the board a better understanding of how the PADD processes these requests. After a member of the business lending department provides a preliminary analysis and approval recommendation for the loan, the application is then sent to the Executive Director for final approval before the loan is approved for funding. This provided a turnaround time of less than 2 weeks from application to funding. This loan was closed on February 3, 2023.

Since the last PADD board meeting, the PADD has closed two loans. The PADD closed a \$375,000 Economic Development Administration Revolving Loan Fund loan for the purchase of inventory and equipment for Newtons Grocery in LaCenter and Bardwell. The PADD also closed the \$10,000 microloan previously mentioned.

The PADD consulted on three SBA 504 loan inquires in January and February. One application has been submitted but the PADD requires further documentation before underwriting can begin. Details on this request will be provided at the March PADD Board Meeting.

The PADD would like to provide an update on the Business Lending Department's news and activities since the last board meeting.

PADD would like to draw your attention to the handout provided separate of your packet. PADD received an updated grant notification after the information on page 80 was provided. These pages contain information for the PADD's FY'23 SBA Microloan Technical Assistance Grant. As an SBA microlender, the PADD is eligible to apply for grant assistance for the purpose of providing technical assistance to microloan borrowers. Page 80 outlines the amount of funding that is available for PADD for FY'23. The available grant funding is based from the PADD's production in the SBA Microloan Program in FY'22. The FY'23 grant is for \$5,609 with a required match from PADD of \$1,403. The PADD has received a \$1,596 increase in grant funding over FY'22.

In conclusion, Mr. Maxwell reported the PADD would also like to notify the board that PADD has been selected to complete a Small Business Administration SMART Analytical Review. This is a review of the PADD's certification as a Certified Development Company. This is a required review. The PADD last completed this review in 2018. This is an in-depth review of the PADD's operating policies and procedures as a Certified Development Company. The report is due by March 7, 2023.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Wilson called on Ms. Cissy Fox for the Workforce Innovation and Opportunity report. Ms. Fox shared Project Twister funding is still available for those who were laid off due to the tornado. These funds can assist with employment as well as short term training opportunities. Most recently eligibility criteria have been updated allowing us to serve those who have been long term unemployed. Individuals who have now been unemployed at least 14 weeks can now be served through the grant. We have served several individuals through this program with work experiences that allow them to gain a wage, while gaining job experience that will assist them with securing long-

term employment. Staff at the Mayfield and Paducah Career Centers are available Monday-Friday, 8:00-4:30 to assist individuals with job search or training opportunities.

WIOA is a performance-based program that focuses on participants gaining a credential meaning a certificate or degree and obtaining employment following occupational skills training. Today I would like to share some of our performance data with the group. You will find more detailed information in your packets, but I will provide a summary.

- 77.8% of adults gained employment after receiving WIOA and co-enrollment services.
- 75.0% of adults received a nationally recognized credential in a specific skill after receiving WIOA training services.
- 90% of Dislocated Workers gained employment after receiving WIOA and co-enrollment services.
- 92.3% of Dislocated workers received a nationally recognized credential in a specific skill after receiving WIOA training services.
- 100% of low-income youth got a job or entered postsecondary education after receiving WIOA services.
- 90% of youth earned a diploma/GED or other nationally recognized credential in a specific skill area after receiving WIOA Services.

In conclusion, Ms. Fox reported that a high percentage of the adult, dislocated worker, and youth customers served have obtained credentials and employment.

5. HAZARD MITIGATION

Chairman Wilson called on Ms. Rachel Stuckey for the Hazard Mitigation report. Ms. Stuckey reported that staff has begun the draft reviewing process with Carlisle and Calloway County. As each draft is completed PADD staff will be reaching out to the mitigation planning teams to set a date to review the draft.

Per FEMA it is requirement to inform the public on the update and allow the public to review and provide feedback on the plan. PADD staff has begun coordinating with the fiscal courts to reach out to the public to inform them of the reviewal process and to listen to the feedback provided by the public.

On February 21, 2023, PADD staff attended the Carlisle County Fiscal Court and informed the public on the update and where they could review the Carlisle County Draft on the PADDs website.

On April 19, 2023, PADD staff will attend the Calloway County Fiscal Court to inform the communities within Calloway County.

During the updating period PADD staff will continue to reach out to obtain critical facility values from the county and cities. This information is vital to the updating process and puts the update at a standstill until information is collected.

The Carlisle and Calloway County drafts can be found on the PADD's website to review and provide feedback. A hard copy of the drafts can be found at the courthouse, and city halls. Feel free to review other county plans as they are added to the website, each draft will be added after the draft reviewal with each Mitigation Planning Team. Ms. Stuckey encouraged anyone with a question to reach out to her at 270-251-6183 or rachel.stuckey@purchaseadd.org

III. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION

Chairman Wilson asked Mr. John Ward for the update on the Purchase Area Housing Corporation. Mr. Ward reported that as of December 2022, the final rental properties of the Purchase Community Housing Development Corporation (PCHDC) were transferred to the Murray Calloway County Habitat for Humanity. Last week, the PADD received the Deed of Release from the Kentucky Housing Corporation. KHC has released the PCHDC of all responsibilities and obligations (including debt obligations) associated with these properties.

Mr. Ward concluded his report by stating now that there is no longer rental properties to be managed by the PCHDC, the next step for the Purchase Area Housing Corporation will be dissolving the PCHDC entity. Mr. Ward reported that the Board would be updated as this process continues.

2. JACKSON PURCHASE LOCAL OFFICIAL'S ORGANIZATION

Mr. Buchanan stated that the update on the lobby is that the insurance adjuster should be at this office this week and hopefully, construction will begin to progress.

IV. EXECUTIVE DIRECTOR ANNOUNCEMENTS

Chairman Wilson called on Executive Director, Mr. Jeremy Buchanan for announcements. Mr. Buchanan stated that on page 87 of the packet was the notice for the Cybersecurity Training that would take place at the Purchase Area Development District on March 14. This would also be offered remotely. This training would be from 10:00 a.m. through 3:00 p.m.

In conclusion, Mr. Buchanan referenced the DR-CDBG link found on the Department for Local Government's webpage and encouraged those interested to utilize that link to get the latest updates.

V. IV. ADJOURNMENT

Chairman Wilson asked if there was any further business for the meeting. There being no further business, Chairman Wilson asked for a motion to adjourn. **Mayor George Bray motioned to adjourn, Mr. Greg Curlin seconded the motion, and the motion passed unanimously.**

Chairman Kenny Wilson

Secretary, Todd Cooper