

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

September 25, 2023

The Purchase Area Development District Board of Directors met on Monday, September 25, 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, Vice-Chair
Cathy Pigg
Justin Puckett

Calloway

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

Carlisle

Judge/Executive Greg Terry
Nancy Henley
Phillip Bean

Fulton

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

Other guests present:

Michael G. Adams, Secretary of State
Sheila Clark
Morgan Alvey
Christina Petersen

Graves

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

Hickman

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

Marshall

Judge/Executive Kevin Spraggs*
Mayor Rita Dotson, Chair
John Ward
Andrew Pagel

McCracken

Judge/Executive Craig Clymer*
Mayor George Bray
Arthur Boykin
Bill Bartleman

Ed West
Alex Caudill
Brad Rodgers
Jim Osborne

Mayor Rita Dotson, Chair of the PADD Board of Directors, called the meeting to order at 3 PM, confirmed attendance in person and on Webex and introduced the guests. The group then performed the Pledge of Allegiance.

I. OLD BUSINESS

- A. Chair Dotson stated that there were minutes from the August 28, 2023, meeting that would need approval. **Mr. Pete Galloway motioned for the approval of the minutes from the August 28, 2023, meeting, Judge Greg Terry seconded, and the motion passed unanimously.**
- B. Chair Dotson called on Ms. Alana Champion, Associate Director of Finance who summarized the Budget-to-Expense report for the month of August 2023.
- C. Chair Dotson asked Mr. Pete Galloway to give the report for the Personnel and Finance Committee. Mr. Galloway reported that the PADD Personnel and Finance Committee met today at 1 pm and reviewed the Executive Director's monthly timesheet, travel voucher, office credit card bill and the monthly budget to expense report. The Committee also approved the staff insurance policy for the next year.

There were five total contracts and one of those needed full Board approval. A listing is included in your packet on page 16. Judge Cooper invited Mr. Jeremy Buchanan to talk about the contract that needed approval. Mr. Buchanan stated that the contract was for Safe Streets for All. He stated that it had been previously approved, but we have received the contract and resolution to be approved.

In conclusion, Judge Cooper stated that no Code of Ethics violations were reported in the last month. He also recognized Mr. Arthur Boykin, Board member, who had just finished his term on the Personnel and Finance Committee and as an officer of the PADD Board of Directors. Judge Cooper thanked Mr. Boykin for his service to the Committee and service as an officer.

- D. Chair Dotson introduced the guest speaker for the day, Secretary of State, Mr. Michael G. Adams. Secretary Adams spoke on issues such as the changes in legislation that would protect and support those who suffer from domestic violence, he stressed how secure the election process was with this being the first election with a statewide paper ballot to allow for a paper trail and audit possibility. Secretary Adams spoke regarding voter turnout and how that is typically 40% for Kentucky in a general election year and 60% for a Presidential year. He thanked the Board for the invitation to speak.

II. NEW BUSINESS

A. STANDING COMMITTEES

1. AGING COMMITTEE

Chair Dotson called on Ms. Cissy Fox for the Aging report. Ms. Fox stated that in the packet and on the screen were the Payment Reports for each of our Subcontractors for the month of August. These reports include monthly payments to each Subcontractor, the percentage of allocations spent by the end of the month, and the target expenditure percentage for each month to ensure funds are expended by the end of the fiscal year.

Also in the packet was the Long-Term Care Ombudsman's report.

Lastly, Ms. Fox reported the Aging Department has recently received additional funding in through the Aging and Disability Vaccine Collaborative. This funding is targeted toward providing COVID-19, flu, shingles, and pneumonia vaccines to seniors. Ms. Fox stated staff has been tasked with setting up outreach events, providing supportive services and vaccination education. For additional information please contact her at the PADD office.

2. REGIONAL TRANSPORTATION COMMITTEE

Chair Dotson called on Mr. Jim LeFevre for the Transportation Committee Report. Mr. LeFevre reported that staff are scheduling meetings with local officials for the FY24 Local Road Update Program and that there is a meeting in Hickman County on Wednesday of this week.

Also included in the packet, the minutes of the Regional Transportation Committee meeting that was held on Thursday, August 31, at 10:00 a.m. here at the PADD. The committee assigned ten (10) boost points to eighteen (18) regional projects as part of the SHIFT process. Pages 28-30 are the draft minutes from that meeting and Pages 31-34 show the projects selected for boost points highlighted in yellow as well as the final SHIFT scores.

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chair Dotson called on Ms. Mattea Mitchell. Ms. Mitchell reminded the Board of the Save the date notice for the Cyber Tabletop Exercise. Join the Kentucky Office of Homeland Security here on October 25th for a training event to support local government, communities, and critical infrastructure. The exercise will be at no cost and in person only. This training is intended for, but not limited to: IT personnel, cities, counties, utilities, Police Departments, Fire Departments, EMT and Healthcare professionals, etc. This will be a great opportunity to meet federal, state, and local cybersecurity experts while drafting or testing your cyber incident response plan. For now, please save the date for this event, and we will be sending out a sign-up link soon.

Ms. Mitchell reported the application for the first round of Government Resources Accelerating Needed Transformation (GRANT) Program, also known as House Bill 9 funds, has been released. The GRANT Program is to be used for eligible recipients to support a local government's non-federal match requirement when applying for a federal government grant program. There are limited funds available in round one of this funding cycle. Please contact the community economic development staff for more information if you are interested in applying.

A list of open grant opportunities is listed on pages 36-38 of the packet. These funding opportunities are either rolling cycles or have been mentioned during recent board meetings and are still available to the public. This is not a comprehensive list, just a brief overview of what has been shared recently.

Ms. Mitchell reported in the packet was the list of projects in the region submitted to the state clearinghouse in August. This is found on page 39 of the board packet.

In celebration, Ms. Mitchell stated the Purchase Area Development District has been awarded a 2023 NADO Aliceann Wohlbruck Impact Award for the Feeding America Tornado Relief Leverage Project. For those who do not know, PADD more than doubled the impact of philanthropic donations of \$1.5 million by using the funds to leverage and match other state and federal grants. Using the funds to administer a regrating program, PADD provided applicants the opportunity to make generational investments in their programs and improve their long-term organizational resilience.

Participating communities were able to make generational investments in food pantries and other programs for vulnerable community members and improve their standing moving forward. As a result of the funding, communities were able to invest other funding outside of their regular budgets. Upon completion of these projects, the Purchase Area will have improved facilities in over half of its counties. These improvements include acquisition and renovation of two food pantries, acquisition, and new construction for two food pantries, as well as new equipment and various improvements for other existing food pantry facilities.

B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

1. COMMODITY AND FOOD BANK TASK FORCE

Chair Dotson called on Ms. Angela Jewell for the Commodity report. Ms. Jewell reported for the month of August 2023, there was a total of 499,791 pounds distributed through all food programs.

Our two USDA programs, TEFAP and CSFP had 162,554 and 58,802 pounds distributed for the month, respectively. CSFP served 2,020 participants in August.

The Feeding America program distributed 171,712 pounds for the month. This number includes 95,787 pounds from the Feeding America agency to retail pick-up program. 12,529 pounds were distributed with the Feeding America purchase program. We distributed 63,396 pounds of disaster relief donations to our agencies for the month.

Through Feeding Kentucky, in the Farms to Food Banks program, we distributed 96,288 pounds of mixed produce and cheese. Also, through Feeding Kentucky, in the LFPA program, we distributed 1,050 pounds of meat.

In the Miscellaneous Donations category, 9,385 pounds were distributed in Calloway, Fulton, Hickman & McCracken counties.

Mr. Kevin Peach, with the Kentucky Department of Agriculture, recently monitored the PADD Food Bank office and temporary warehouse. Likewise, he monitored and visited three TEFAP pantries. All agencies passed the monitoring, and all received a letter of good standing with the Kentucky Department of Agriculture. Those letters are included in the packet.

2. WATER MANAGEMENT COUNCIL

No report.

3. BUSINESS LENDING REPORT

Chair Dotson called on Mr. Mike Maxwell for the Business Lending report. Mr. Maxwell reported The Business Lending Department currently manages an overall portfolio of 83 active loans with a balance of Twelve million, four hundred eighty-six thousand, seven-hundred fifty-seven dollars and eighty-nine cents (\$12,486,757.89).

You can find the complete portfolio by program on pages 48-55 of your board packet. On page 56 of the board packet there is a summary of the PADD loan portfolio, as well as the current available funding resources in each program. In addition, you may find a listing of the loans by county on page 57.

The Loan Review Committee held its regularly scheduled meeting in person and by WebEx on September 13th, 2023. At this meeting, the PADD Loan Review Committee approved two new loan applications to be funded from the Economic Development Administration Revolving Loan Fund. PADD approved a \$235,000 working capital loan for an auto custom repair shop in Kevil, Kentucky, and a \$150,000 working capital loan for inventory for a hardware store in Clinton, Kentucky. PADD also approved and closed 3 new SBA Microloans, totaling \$40,000 through its delegated authority to be funded from the Microloan #4 Program. A description of these loan requests and a copy of the PADD loan risk ratings can be found on pages 58-75 of your board packet.

The PADD would also like to update the board on the progress of the SBA 504 workout for the hog farming operation in Mayfield, KY. The business is being sold and the borrower has requested a short sale with the SBA. PADD has received an updated appraisal and has submitted a liquidation plan and a protective bid analysis to the SBA for approval.

Lastly, Mr. Maxwell reported on pages 76-79 of the board packet. As the board is aware, earlier this year, the PADD was selected by the Office of Credit Risk Management to undergo a S.M.A.R.T. Review of the PADD's SBA 504 Program. PADD has received the findings of this report. On page 76, you will find the results, with the findings from the review. PADD is in the process of reviewing the findings and preparing responses to the findings within the report. PADD is updating the PADD policies and procedures to bring the program into compliance with the findings from the S.M.A.R.T. A detailed response to the review's findings, and corrective action will be submitted to the PADD Board for review and approval at the October board meeting. Mr. Chairman, The PADD will need every board member to sign a confirmation form to confirm that the PADD has presented the report to the Board and PADD asks each board member in attendance to be sure to sign the confirmation form where indicated.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chair Dotson called on Ms. Cissy Fox for the Workforce Innovation and Opportunity report. Ms. Fox shared in the packet and on the screen, was the labor market snapshot for June 2023. It details unemployment rates for June 2023. The unemployment rate in the U.S. was 3.8%, the commonwealth of Kentucky was 4.5%, and West Kentucky was 5.0%. There were approximately 8,357 individuals in our local workforce area that were unemployed.

On the next page, you will find unemployment rates by county from June 2022- June 2023. WIOA Direct Services staff had the opportunity to participate in the Workforce Development Area plan discussion led by the KY Workforce Innovation Board staff. There was a very productive discussion with community stakeholders on service goals and strategies to move West Kentucky forward in assisting the individual customer in attaining high quality jobs and careers, and helping employers hire and retain skilled workers.

5. HAZARD MITIGATION

Chair Dotson called on Ms. Rachel Foley for the Hazard Mitigation report. Ms. Foley reported the Purchase Region Hazard Mitigation Plan drafts for each county and the region are currently under review by Kentucky Emergency Management. Once review and edits are made, the plans will be submitted to FEMA.

If you have any questions, please contact:

Stacey Courtney: 270-251-6146 or Stacey.courtney@purchaseadd.org

James Smith: 270-251-6138 or james.smith@purchaseadd.org

Rachel Foley: 270-251-6168 or rachel.foley@purchaseadd.org

Ms. Foley reported the BRIC program is still in the data collection phase so staff are currently still receiving surveys back from the region on critical facilities and their energy needs. We've had 62 responses but still have several to go. The first deadline to have surveys complete is October 9th. If you have any questions, please contact:

Stacey Courtney: 270-251-6146 or Stacey.courtney@purchaseadd.org
Rachel Foley: 270-251-6168 or rachel.foley@purchaseadd.org

III. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION

No report.

2. JACKSON PURCHASE LOCAL OFFICIAL'S ORGANIZATION

No report.

IV. EXECUTIVE DIRECTOR ANNOUNCEMENTS

Chair Dotson called on the Executive Director, Mr. Jeremy Buchanan, for announcements. Mr. Buchanan began reminding everyone about the Annual Meeting and Fish Fry on October 11, at the Joe Crease Community Center in Benton, Kentucky. Mr. Buchanan asked everyone to make plans to attend, if possible.

Mr. Buchanan reported that Mr. Robert Brown would be here on October 24 from 1pm – 3 pm for a Treasurer's meeting.

Mr. Buchanan also stated that Dr. Robert Jackson, President of Murray State University would be the October guest speaker.

In closing, Mr. Buchanan asked if any guest had anything to report.

V. IV. ADJOURNMENT

Chair Dotson asked if there was any further business for the meeting. There being no further business, Chair Dotson asked for a motion to adjourn. **Mayor Kathy O'Nan motioned to adjourn. Mr. John Ward seconded the motion, and the motion passed unanimously.**

Chair, Mayor Rita Wilson

Secretary, Mr. Pete Galloway