



Board of Directors' Meeting Agenda

June 29, 2022 | 10:30 AM

Meeting Location:

Gateway Area Development District
110 Lake Park Drive
Morehead, KY 40351

Meeting Minutes

1. Invocation – Chairman Mark Walter
Chairman Mark Walter gave the invocation to the meeting.
2. Pledge of Allegiance to the Flag – Mayor Mark Walter, Chairman
Board members and all guests in attendance joined Chairman Walter in the pledge to the flag.
3. Call to Order – Mayor Mark Walter, Chairman
The meeting was called to order by Chairman Walter.
4. Welcome and Introduction of Staff and Guests – Mayor Mark Walter, Chairman
Chairman Walter welcomed all in attendance and went over various housekeeping items. Everyone in attendance introduced themselves and their affiliation.
5. Roll Call – Judge Wally Johnson, 2nd Vice-Chairman
Judge Wally Johnson, 2nd Vice-Chairman, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County

Judge Bobby Rogers

Mayor Gary Hunt

Menifee County

Judge Rick Stiltner

Phyllis Lawson, Citizen Member

Montgomery County
Judge Wally Johnson
Mayor Al Botts
Taunya Jones, Citizen Member

Morgan County
Mayor Mark Walter
Kyle Risner, Citizen Member

Rowan County
Judge Harry Clark

Regional Citizen Member
Quentin Murphy, Regional Citizen Member

Ex-Officio Members
Representative David Hale
Representative Richard White
Mayor Clayton Neal
Mayor Bill Unchester

Gateway ADD Staff
Joshua Farrow
Emily Jordan
Olivia Glover
Jason Boggs
Diann Donaldson
Riley Bailey

6. Board Minutes Review, Discussion, and Possible Action

The April 26, 2022, Board of Directors' Meeting Minutes were presented for consideration. Ms. Phyllis Lawson moved, and Mayor Gary Hunt seconded that the minutes be approved as presented. Motion carried.

7. Financials

- May 2022 Finance Report – The May 2022 Finance Report was presented to the Board. Judge Johnson moved for approval, with a second by Judge Bobby Rogers. Motion carried.
- May 2022 Fundraising Account Report – The May 2022 Fundraising Account Report was presented to the Board. Mr. Quentin Murphy motioned to accept the fundraising account report as presented. Judge Harry Clark seconded. Motion carried.
- Fiscal Year 2023 Budget and Staffing – Executive Committee Recommendation – Mr. Joshua Farrow highlighted the major items included in the Fiscal Year 2023 budget proposal. He stated that the budget accounts for two vacant positions in the Aging Department, two vacant positions in the Planning Department, and one vacant position in the Senior Center Division. Additionally, the budget includes salary adjustments for personnel across the organization. Mr. Farrow closed by stating he believed this to be a conservative budget. The Executive Committee reviewed the budget proposal in detail earlier in the week. With no questions, Chairman Walter asked for a motion to approve the budget as presented. Judge Clark motioned, with a second by Mayor Hunt. Motion carried.

8. Authorize Executive Director and/or Chairman to Execute Fiscal Year 2023 Contracts
A motion to authorize the Executive Director and/or Chairman to execute contracts for Fiscal Year 2023 was entertained. Judge Johnson motioned, and Judge Rogers seconded. Motion carried.

9. Fiscal Year 2023 Board of Directors' Officer/Executive Committee Appointments
A listing of the Fiscal Year 2023 Board of Directors' Officers/Executive Committee Members was provided to the Board. The listing is as follows:

Chairman:	Judge Harry Clark (Rowan)
1 st Vice-Chairman:	Mayor Edward Bryant (Menifee)
2 nd Vice-Chairman:	Mayor Gary Hunt (Bath)
Secretary:	Judge John Will Stacy (Morgan)
Treasurer:	Mayor Al Botts (Montgomery)
Immediate Past Chairman:	Mayor Mark Walter (Morgan)

A motion to accept the Fiscal Year 2023 Board of Directors' Officers and Executive Committee was made by Judge Rogers, and Judge Johnson seconded. Motion carried.

10. Fiscal Year 2023 Board of Directors' Citizen Member Appointments
A document was provided to the Board. Chairman Walter informed the Board that there are no changes proposed for Fiscal Year 2023.

Bath County:	Tim Fawns
Menifee County:	Phyllis Lawson
Montgomery County:	Taunya Jones
Morgan County:	Kyle Risner
Rowan County:	William Redwine
Regional:	Quentin Murphy

Judge Clark moved to approve the recommendations, and Mayor Al Botts seconded. Motion carried.

11. Fiscal Year 2023 Board of Directors' and Executive Committee Meeting Schedule
Chairman Walter outlined the proposed changes for the Fiscal Year 2023 Board of Directors' and Executive Committee Meeting Schedule. The full board meetings will occur every other month – on even months. The Executive Committee will begin meeting monthly to review financials and take care of other immediate needs of the organization. The December holiday meeting will be on the second Tuesday of December, and the annual meeting will be on the last Wednesday of June. All other meetings will remain on the last Tuesday of the month. A motion to accept the Fiscal Year 2023 schedule as presented was made by Mayor Hunt and seconded by Mayor Botts. Motion carried.

12. KY Intergovernmental Review Process (KIRP Report/Clearinghouse Projects)

A document was provided to the Board. Mr. Farrow presented and detailed the projects found within the KIRP report. The projects included: (1) City of Morehead – Construct 6,000 square foot regional training facility for emergency response units (law enforcement, fire departments, and emergency medical services). The estimated project cost is \$203,000. The cost was amended to \$526,000 after the KIRP had been submitted. (2) City of Salt Lick – Project to purchase and install two dome cameras within the city limits. The estimated project cost is \$7,991. (3) Menifee County Fiscal Court – Equestrian Trail Improvement Project to various trails in the Daniel Boone National Forest. The estimated project cost is \$312,500. (4) Bath County Fiscal Court – Tater Knob Fire Tower Trail improvements and repairs project. The estimated project cost is \$180,000. (5) Bath County Fiscal Court – Emergency communications project to replace existing infrastructure and equipment. The project will be divided into phases. The estimated project cost for this phase is \$997,466.32. (6) Bath County Water District – Proposes to complete work on six water tanks, a new waterline crossing, removal of one existing pump station, construction of one new pump station, and one pump station upgrade. The estimated project cost is \$1,491,477. (6) Kentucky Habitat for Humanity, Inc. – The project will make critical home repairs for residents in various counties. The estimated project cost is \$380,000. Mr. Murphy moved to approve the KIRP report, and Judge Clark seconded. Motion carried.

13. Regional Economic Development Committee Officer Appointments

Chairman Walter presented a document that proposed the Regional Economic Development (RED) Committee appointments for Vice-Chair and Secretary for Fiscal Year 2023 and 2024. Chairman Walter explained that this is not a change from the current officer structure. The Board of Directors' Treasurer serves as the Chair of the RED Committee.

Vice-Chairman: Earl Rogers III

Secretary: Erica Stacy-Stegman

Ms. Lawson motioned to approve the proposed RED Committee officer appointments as presented. Judge Rogers seconded. Motion carried.

14. Executive Director Report

- Area Development Fund (ADF) Report – A document was provided to the Board. Mr. Farrow stated that the City of Morehead has updated its project to be expended on improvements to the Women's Park. Morgan County has approximately \$5,500 remaining to obligate. No action was taken.
- Revolving Loan Fund (RLF) Report - A document was provided to the Board. Mr. Farrow noted that the ADD has loaned \$440,000 dollars (including two loans to be closed on June 30, 2022). The ADD was able to fully expend the \$700,000 in Economic Recovery/COVID RLF funds that were received two years ago.
- Personnel Update – Mr. Farrow stated that the organization currently has five openings that the ADD is looking to fill.
- GADD Employee Contact Information Document – A document was provided to the Board.

- Personnel Policies and Practices Document Update – Mr. Farrow stated that on Monday, June 27, 2022, the Executive Committee approved an update to GADD’s Employee Handbook. Some of the major changes include giving main office personnel flexible schedule options (beginning as early as 7:00 AM or as late as 9:00 AM). There will be core hours that all employees are expected to work; these will be 9:00 AM to 3:30 PM. The ADD will also be moving to a one-hour lunch break for main office personnel. The ADD will also be adding three new holidays: President’s, Juneteeth, and Columbus days. Part-time, 30-hour-per-week employees, will receive three holidays (Thanksgiving, Christmas, New Year’s) and one day for bereavement. No questions or concerns were addressed.
- Lifeline Homecare and Personal Care Services Contract Update – Mr. Farrow updated the Board that Lifeline Homecare, the organization’s personal care and homemaking service provider, has requested a 23% contractual rate increase. This equates to HC (1/2 hour per unit) \$15.50 to \$19.05 and Title III B (1 hour per unit) \$31.00 to \$38.10. The Executive Committee approved the rate increases, and it will be reflected in the FY 2023 contract.
- Water Management Council and Regional Transportation Committee Executive Reports – Documents were provided to the Board.
- Cave Run Lake Recreational Study Update – Mr. Farrow updated the Board that the ADD is still working on the project and pursuing opportunities with the Forest Service.
- SOAR Partnership – Mr. Farrow noted that the ADD has signed an in-kind lease agreement with SOAR to provide office space for an Innovation Champion, Ms. Kristin Brown.
- Other – Mr. Farrow commented on phishing emails pretending to be ADD staff that had been recently sent out to the Board and Water/Sewer utilities. He went on to say that the ADD will be replacing the top floor HVAC unit at the main office. Estimates are coming in at around \$16,000. Lastly, Mr. Farrow thanked the Party Planning Committee for their efforts in organizing and setting up the 2022 Annual Meeting event.

15. Department Impact Reports

Aging – Jason Boggs – A document was provided to the Board. Mr. Jason Boggs outlined the document and gave updates regarding Gateway ADD’s Aging Department.

Senior Centers – Emily Jordan – A document was provided to the Board. Ms. Emily Jordan outlined the document and gave updates regarding Gateway ADD’s senior centers.

Planning – A document was provided to the Board.

16. Updates and Announcements

Updates and announcements were made by federal congressional field representatives and state legislators and personnel in attendance.

17. Senior Center Acclamation

Chairman Walter commented that the organization has had two successful events within its Senior Center Operations in recent months – the Spring Fling (March) and the Derby Breakfast (May). To

show appreciation for the hard work that these individuals put forth, Judge Clark and the Executive Committee wanted to formally recognize these employees. Chairman Walter read aloud the acclamation recognizing and honoring these individuals. Judge Rick Stiltner moved to approve the acclamation, with a second by Mayor Hunt. Motion carried.

18. Presentations of Acknowledgements and Awards

Chairman Walter presented the Founders Award to Judge Wally Johnson. Chairman Walter stated that the Founders Award honors former or present Board of Directors and Elected Officials who have made significant contributions to the Area Development District, who exemplify the spirit and ideals of the founders of the organization, and who have rendered distinguished service to the organization and to the counties, cities, and communities they serve within Bath, Menifee, Montgomery, Morgan, and Rowan Counties. Chairman Walter commented that Judge Johnson has served on the ADD Board of Directors since 2011 and was Chair in Fiscal Year 2016. Additionally, he served four (4) terms as chair of the Gateway Area Water Management Council. He has been a lifelong public servant, having been elected as county coroner from 1989 to 2010 and further working as a funeral director and embalmer since 1974.

Mr. Farrow presented the 2021 Employee of the Year award to Mr. Jason Boggs. Mr. Farrow commented that Mr. Boggs has served in numerous roles and capacities since joining the organization 17 years ago. In 2021, Mr. Boggs wrote several successful grants – including receiving over \$1 million dollars in funding for the Post Clinic project in Mt. Sterling. Mr. Boggs also successfully manages the ADD's Revolving Loan Fund – loaning out more money in 2021 than in the last few years combined. Additionally, Mr. Boggs also serves as the information technology IT person for the organization.

Judge Rogers presented Chairman Walter with an honorary gavel and thanked him for his service as Chair of the Board of Directors in Fiscal Year 2022.

19. Swearing in of Fiscal Year 2023 Officers and Citizen Members

Representative David Hale administered the oath for the ADD Board of Directors to all members present. At the conclusion, Chairman Walter symbolically turned the gavel over to incoming Chairman Clark.

20. Upcoming Regular Session Board of Directors' Meeting

Chairman Walter announced that the next Board of Directors' Meeting would take place on August 30, 2022, at 10:30 AM, at the ADD office.

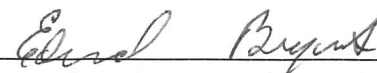
21. Adjournment

With no further business to discuss, Chairman Walter asked for a motion to adjourn. Judge Clark motioned, and Judge Johnson seconded. Motion carried.


APPROVED:




Harry Clark, Chairman



Mayor Edward Bryant, 1st Vice-Chairman



Date



Date