GATEWAY
AREA DEVELOPMENT DISTRICT

Board of Directors' Meeting

August 29, 2023 | 10:30 AM

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

Meeting Minutes

1. Invocation – Judge Rick Stiltner
   Judge Rick Stiltner gave the invocation to the meeting.

2. Pledge of Allegiance to the Flag – Mayor Gary Hunt, Chairman
   Board members and all guests in attendance joined Chairman Gary Hunt in the pledge to the flag.

3. Call to Order – Mayor Gary Hunt, Chairman
   The meeting was called to order by Chairman Hunt.

4. Welcome and Introduction of Staff and Guests – Mayor Gary Hunt, Chairman
   Chairman Hunt welcomed all in attendance and went over various housekeeping items. Everyone in attendance introduced themselves and their affiliation.

5. Swearing in of Fiscal Year 2024 Citizen Members
   Chairman Gary Hunt administered the oath of office to the Citizen Members in attendance.

6. Roll Call – Judge Jim Gazay, Secretary
   Judge Jim Gazay, Secretary, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County
Judge Forrest McKenzie
Mayor Gary Hunt

Menifee County
Judge Rick Stiltner
Mayor Edward Bryant
Phyllis Lawson, Citizen Member

Montgomery County
Judge Chris Haddix
Mayor Al Botts
Taunya Jones, Citizen Member

Morgan County
Judge Jim Gazay
Mayor Kyle Risner
Regina Thomas, Citizen Member

Rowan County
Judge Harry Clark
Mayor Laura White-Brown
Bill Redwine, Citizen Member

Regional Citizen Member

Ex-Officio Members
Representative Richard White
Senator Greg Elkins
Mayor Deborah Cole
Mayor Bill Unchester

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

7. Board Minutes Review, Discussion, and Possible Action
   The June 27, 2023, Board of Directors' Meeting Minutes were presented for consideration. Judge Stiltner moved, and Judge Harry Clark seconded that the minutes be approved as presented. Motion carried.

8. TENCO Workforce Program Overview and Discussion
   Chairman Hunt stated that the Executive Committee convened on August 3, 2023, and met with Buffalo Trace Area Development District (BTADD) and TENCO Workforce Investment Board representatives to discuss taking over Workforce Contracts for the TENCO area for the remainder of Fiscal Year 2024. Mr. Joshua Farrow provided additional background information to the Board members. He stated that the TENCO Workforce Development Board serves 10 counties: Bath, Boyd, Bracken, Fleming, Greenup, Lewis, Mason, Montgomery, Robertson, and Rowan Counties. FIVCO ADD, GADD's sister organization to the east, resigned the contracts and gave 30 days-notice on Thursday, July 27, 2023. FIVCO held both the direct services and one-stop operator contracts for several years. Upon FIVCO providing the TENCO Workforce Investment Board notice, BTADD Executive Director, Ms. Amy Kennedy, reached out to determine if GADD had any interest in assisting them and taking over the contracts. BTADD serves as the fiscal agent for TENCO. On Monday, July 31, 2023, Ms. Emily Jordan, Ms. Olivia Glover, and Mr. Farrow met with Ms. Kennedy and Ms. Denise Dials, TENCO's Director, for several hours discussing the contracts, programs, and job descriptions – to gain a better understanding of GADD's involvement and TENCO's expectations. On August 3, 2023, the Executive Committee met to discuss taking over the contracts. Ms. Kennedy

and Ms. Dials were both in attendance for the meeting to help answer questions. The contracts were offered to GADD under emergency procurement with approval from the state to ensure uninterrupted services. After a lengthy discussion, the Committee voted to approve the Direct Services and One-Stop Operator contracts, effective August 28, 2023, through the end of the fiscal year, June 30, 2024. Since the contracts were awarded under emergency procurement, TENCO plans to go out for standard procurement for a multiple-year contract in the spring of 2024.

In closing, Mr. Farrow added that in the 10-county TENCO area, there are three (3) career centers (Ashland, Maysville, and Morehead) and one (1) access point (Mount Sterling). Each career center location will have a Career Center Counselor, Business Services Coordinator, and Resource Room Assistant. The access point will have a Resource Room Assistant. In working with TENCO, GADD has already made some minor changes to the operations/staffing. The biggest change is a full-time Workforce Development Manager position to oversee the four (4) locations and staff.

Mr. Farrow thanked Ms. Dials and Mr. Justin Suttles, TENCO's Assistant Director, for their assistance.

9. Financials
    - July 2023 Finance Report – The July 2023 Finance Report was presented to the Board. Chairman Hunt commented that the Executive Committee reviewed the report in detail during the Executive Committee Meeting earlier in the morning. Mayor Edward Bryant moved for approval, with a second by Ms. Phyllis Lawson. Motion carried.
    - July 2023 Fundraising Account Report – The July 2023 Fundraising Account Report was presented to the Board. Judge Stiltner motioned to accept the fundraising account report as presented. Judge Gazay seconded. Motion carried.
    - Fiscal Year 2024 Budget and Staffing Amendment – Executive Committee Recommendation – Chairman Hunt stated that given the Workforce contracts and the additional staffing, the Board shall amend the Fiscal Year 2024 Budget and Staffing document. The Chairman reviewed the impact that the Workforce Direct Services and One-Stop Operator contracts have made on the budget and stated that the overall annual budget has increased to just under $5.4 million. Mr. Bill Redwine motioned, with a second from Mayor Al Botts. Motion carried.

10. Organizational Chart and Job Descriptions

    Mr. Farrow noted the changes made to the organizational chart. He stated that the Workforce Development Manager and One-Stop Operator report directly to the Executive Director. The Workforce Development Manager supervises the Career Center Counselor, Business Services Coordinator, and Resource Room Assistant positions throughout the region. Mr. Farrow went on to discuss the new job descriptions included in the packets. Chairman Hunt asked for a motion to approve the documents as presented. Ms. Lawson moved, and Mayor Laura White-Brown seconded. Motion carried.

11. 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) West Liberty – Morgan County Airport Board –

The project will complete grading and marking improvements at the West Liberty Airport (913). The grading improvements are necessary to facilitate proper drainage away from existing hangars and the runway. Improvements to the pavement markings on Runway 7-25 and the taxiway will also be completed. Estimated project cost is $57,970.00. (2) City of Camargo – McCormick Road Sidewalk Project – the City is submitting a Transportation Alternatives Program (TAP) application to request additional funding to complete sidewalk construction along McCormick Road, adjacent to Camargo Elementary School. The project was initially funded last year by TAP, but due to construction cost increases, additional funding is needed. Updated estimated project cost is $507,141.91. (3) City of Frenchburg – The project will install an emergency back-up generator at the Suddith Pump Station. Estimated project cost is $46,550.00. (4) City of Frenchburg – The project will rehab and refurbish the 100,000-gallon Big Woods Tank. This will include painting the exterior and sandblasting and recoating the interior of the tank. The project will also replace and upgrade 550 LF of existing 3" waterline on Stone Quarry and extend waterline approximately 1,800 LF 3" waterline along the same road. Judge Clark moved to approve the KIRP report, and Judge Forrest McKenzie seconded. Motion carried.

12. EDA Revolving Loan Fund Annual Certification Resolution

Chairman Hunt reviewed the annual certification resolution affirming that the Economic Recovery – Revolving Loan Fund (ER-RLF) is being operated in accordance with the EDA-approved RLF plan for GADD. The ER-RLF plan was initially approved by the Economic Development Administration on July 6, 2020, and GADD's Executive Committee approved an amendment to the plan last month, on July 25, 2023. With there being no questions, Judge Stiltner moved to approve the resolution as presented. Judge Chris Haddix seconded. Motion carried.

13. Executive Director Report

A document was provided to the Board. Mr. Farrow updated the Board on the following items.

Area Development Fund (ADF) Report – The City of Morehead has obligated funds toward the Morehead Women's Park Beautification Project ($549.97). Morgan County Fiscal Court has a balance of $3,818.49 in unobligated funds.

Revolving Loan Fund (RLF) Report – Mr. Farrow informed the Board that GADD has 13 active loans with an outstanding balance of $1,111,025.53. There is currently $102,182.68 available to lend in the RLF.

Personnel Update – Mr. Farrow stated that Ms. Emily Green, Regional Kitchen Cook, resigned effective July 14, 2023. Ms. Tina Huff was hired as a Waiver Service Advisor, effective July 24, 2023. Ms. Ashley Bush was hired as a Regional Kitchen Cook, effective July 31, 2023. Ms. Tiffany Fannin was hired as a Waiver Service Advisor (part-time), effective August 21, 2023. Mr. Rick Back was hired as a Regional Kitchen Stock Clerk, effective August 22, 2023. GADD currently has openings for a GIS Specialist since January 31, 2023; Project Administrator since August 25, 2023; Various Workforce Department positions.

GADD Employee Contact Information Document – The contact sheet was provided to the Board.

Joanie Bernard Foundation Grant – Mr. Farrow announced that GADD has officially received a $100,000.00 grant from the Joanie Bernard Foundation for a spay/neuter cat pilot project to benefit Menifee, Montgomery, and Rowan Counties. The grant is effective January 1, 2024, for a six (6) month performance period. Other counties will be able to benefit from the grant as well.

June 26, 2023 Executive Committee Meeting Minutes – The minutes were provided to the Board.

July 25, 2023 Executive Committee Meeting Minutes – The minutes were provided to the Board.

August 3, 2023 Executive Committee Meeting Minutes – The minutes were provided to the Board.

14. Organizational Impact Reports
    - Aging & Independent Living Department – A document was provided to the Board. Mr. Jason Boggs outlined the document and gave updates regarding GADD's Aging & Independent Living Department.
    - Senior Centers Division – A document was provided to the Board. Ms. Emily Jordan outlined the document and gave updates regarding GADD's Senior Centers Division.
    - Planning Department – A document was provided to the Board. Chairman Hunt stated Ms. Jocelyn Gross could not be at the meeting due to her attending a progress meeting for a construction project that GADD is administering.

15. Guest Speaker – Flood Mitigation, GreenSinks
    Dr. Brian Storz, Licking River Basin Coordinator with the Division of Water, presented on GreenSinks Flood Mitigation and Pollution Control. He addressed the benefits of GreenSinks, which include positive impacts on the environment and lesser cost – when compared to other flood mitigation efforts, and available funding for such projects. Dr. Storz highlighted his work with the City of Morehead and addressed several questions from Board members, staff, and guests in attendance.

16. Updates and Announcements
    Representative Richard White, Senator Greg Elkins, and state and federal field representatives made comments, updates, and announcements.

17. Upcoming Regular Session Board of Directors' Meeting
    Chairman Hunt announced that the next Board of Directors' Meeting would take place on October 31, 2023, at 10:30 AM, at the ADD office.

18. Adjournment

With no further business to discuss, Chairman Hunt asked for a motion to adjourn. Mayor Botts motioned to adjourn, with a second from Judge Gazay. Motion carried.

APPROVED:

Mayor Gary Hunt, Chairman

10/31/23
Date

Judge Jim Gazay, Secretary

10/31/2023
Date