Gateway Area Development District
Board of Directors' Meeting
February 24, 2026 | 10:30 AM
110 Lake Park Drive | Morehead, Kentucky 40351

Meeting Minutes

1. INVOCATION AND PLEDGE OF ALLEGIANCE

Judge Chris Haddix gave the invocation. Board members, staff, and guests in attendance joined Chairman Jim Gazay in the Pledge of Allegiance.

2. CALL TO ORDER

The meeting was called to order by Chairman Gazay.

3. ROLL CALL

Mayor Stacy Smallwood, Secretary, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County Members	Menifee County Members	Montgomery County Members
☒ Judge Forrest McKenzie	☒ Judge Hector Alcala	☒ Judge Chris Haddix
☒ Mayor Gary Hunt	☒ Mayor Stacy Smallwood	☒ Mayor Al Botts
☐ Ms. Jacky Watson	☒ Ms. Phyllis Lawson	☒ Ms. Taunya Jones
Morgan County Members	**Rowan County**	**Regional**
☒ Judge Jim Gazay	☒ Judge Harry Clark	☐ Mr. Quentin Murphy
☐ Mayor Kyle Risner	☐ Mayor Laura White-Brown	
☒ Ms. Regina Thomas	☐ Mr. Bill Redwine	

4. CONSIDERATION OF MEETING MINUTES

a. The December 16, 2025, Board of Directors' Meeting Minutes were presented for consideration. Judge Forrest McKenzie moved, and Mayor Gary Hunt seconded that the minutes be approved as presented. Motion carried.

5. FINANCIAL MATTERS

a. January 2026 Finance Report – The January 2026 Finance Report was presented to the Board, and Ms. Diann Donaldson detailed the document. No questions or concerns were addressed. Judge Harry Clark moved to accept the Finance Report as presented, with a second by Mayor Al Botts. Motion carried.

b. January 2026 Fundraising Account Report – Ms. Donaldson presented the January 2026 Fundraising Account Report. No questions or concerns were addressed. Judge McKenzie made a motion to approve the report as presented. Ms. Phyllis Lawson seconded. Motion carried.

c. Fiscal Year 2026 Budget Revision – The Fiscal Year 2026 Budget Revision document was provided to the Board. Ms. Donaldson explained that the revised budget reflects additional revenues and actual expenses throughout the first six (6) months of the fiscal year. Ms. Donaldson noted that the changes are highlighted in a peach color on the spreadsheet. Judge Haddix moved to approve the Fiscal Year 2026 budget revision, with a second by Mayor Botts. Motion carried.

6. KENTUCKY INTERGOVERNMENTAL REVIEW PROCESS (KIRP) REPORT

A document was provided to the Board. Mr. Joshua Farrow presented and detailed the projects included in the KIRP report. Mr. Farrow noted the new format of the KIRP Report, which is due to a change in the state reporting system. The KIRP Report included: (1) Bath County Fiscal Court – The project proposes to construct a continuous, ADA-

compliant pedestrian sidewalk along the east side of KY 965 in the community of Preston. (2) Sharpsburg Water District – The project proposes to enhance water quality and operational efficiency by replacing and retrofitting outdated water meters, rehabilitating two aging water storage tanks, and installing ultrasonic master meters to support system-wide leak detection and water loss control. (3) Menifee County Fiscal Court – The project proposes to construct a new wellness center and splash pad at the Menifee County Sam Swartz Memorial Park. (4) Community Ventures Corporation – The project is a newly built meat processing facility that will be used to process mostly beef and hogs. The recently finished project includes a 22,000 square foot processing building, a 3,600 square foot stock barn, and a 7,200 square foot warehouse. (5) City of Mount Sterling – The project proposes to construct a section of new sidewalk infrastructure along Main Street and South Bank Street. (6) Morgan County Water District – The project proposes to expand water service to 69 currently underserved households across various regions of Morgan County. (7) Rowan County Fiscal Court – The project proposes to construct a new outdoor amphitheater within the Harry T. Clark Community Park, located off Kentucky Route 801. Judge McKenzie moved to approve the projects as presented, with a second by Mayor Hunt. Motion carried.

7. WALK-IN COOLER AND FREEZER EQUIPMENT RESOLUTION

A document was provided to the Board. Mr. Farrow reported that he met with the Executive Committee during its January 2026 meeting to discuss GADD's role in maintaining and repairing equipment used in senior center operations across the region, including equipment not owned by GADD. This includes, but is not limited to, the walk-in cooler and freezer at the Menifee County Senior Center/Regional Kitchen, which are owned by the Menifee County Fiscal Court. He further noted that, as the entity utilizing the equipment, it is reasonable and appropriate for GADD to assume responsibility for its maintenance and necessary repairs to equipment across the region. Judge Clark moved to approve the resolution, with a second by Mayor Smallwood. Motion carried.

8. BROWNFIELDS ASSESSMENT STEERING COMMITTEE BY-LAWS

A document was presented to the Board for review. Mr. Benjamin Hamm explained that, as part of the EPA Brownfields Assessment Grant requirements, a Steering Committee must be established. He noted that the Steering Committee will consist of the GADD Board of Directors and will convene on a quarterly basis in conjunction with regular Board meetings. Judge Haddix moved to approve the by-laws as presented, with a second by Ms. Taunya Jones. Motion carried.

9. GATEWAY AREA PLAN ON AGING FISCAL YEARS 2027 – 2029

Chairman Gazay explained that every year, the ADD has an opportunity to make minor updates to the Area Plan. However, every three (3) years, the ADD must complete a major update to the Area Plan for the services provided to older adults, caregivers, and those with disabilities. This year, a major update was completed to the plan. Mr. Jason Boggs provided a brief overview of the planning process and key findings. He reported that GADD received a total of 168 responses to its Needs Assessment survey, reflecting valuable input from individuals across the region. Based on the survey results and supporting data, the top three (3) priority needs identified and incorporated into the plan are: (1) Transportation, (2) Housing, and (3) Chronic Disease Improvement. Mr. Boggs noted that these focus areas will help guide program development and resource allocation over the next three-year planning cycle to better serve the region's aging population. Judge Hector Alcala moved to approve the Area Plan. Judge Clark seconded. Motion carried.

10. NATIONAL SOCIAL WORKER MONTH PROCLAMATION – MARCH 2026

Chairman Gazay informed the Board that March is National Social Workers' Month. To honor the social work profession and GADD's social workers for their commitment and hard work to the individuals within the Gateway region, a National Social Worker Month Proclamation was presented to the Board. Judge McKenzie moved to approve the Proclamation with a second by Mayor Smallwood. Motion carried.

11. EXECUTIVE DIRECTOR REPORT

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

Area Development Fund (ADF) Report – A document was provided to the Board. No changes have been made.

Revolving Loan Fund (RLF) Report – A document was provided to the Board. Mr. Farrow informed the Board that GADD has 21 active loans with an outstanding balance of $1,979,979.02. There is currently $127,311.10 available to lend in the RLF. GADD closed the following loans on February 18, 2026: Freedom Select Foods $40,000.00 (Legacy RLF), Freedom Select Foods $80,000.00 (ER RLF), and The Vine Early Learning Center $60,000.00 (ER RLF).

Personnel Update – Mr. Farrow outlined the various personnel changes that occurred, which are all outlined in the Executive Director report. Ms. Sara Pelfrey was hired as the Career Counselor – Morehead, effective January 5, 2026. Ms. Katie McCord was hired as the Business Services Coordinator – Maysville, effective January 22, 2026. Ms. Isabella Huseman was hired as the Aging Support Associate, effective February 2, 2026. Ms. Helena Stern was hired as the Montgomery County Senior Center Assistant, effective February 3, 2026. Ms. Meredith Fruth's temporary employment was extended through February 28, 2026 (Waiver Finance Assistant). An offer of employment has been extended for the Regional Kitchen Stock Clerk position.

Ms. Kristen Royse, GIS Specialist, resigned effective January 16, 2026. Mr. Rick Back, Regional Kitchen Stock Clerk, resigned effective January 16, 2026. Mr. Brady Lawson, Local Government Advisor, resigned effective February 10, 2026. Mr. Keegan DeVore, ADRC Associate, resigned effective February 20, 2026.

Vacancies – GADD is currently seeking a Waiver Case Manager, Case Management Supervisor, ADRC Associate, Senior Regional Planner, Infrastructure Development Planner, Local Government Advisor, and GIS Developer (to assist with the Division of Water contract – temporary).

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

Joanie Bernard Foundation Grant Report – A document was provided to the Board.

Auditor of Public Accounts Acceptance Letter – A document was provided to the Board. Mr. Farrow noted that GADD has been selected to receive an audit for Fiscal Year 2026 from the Auditor of Public Accounts.

Area Development District Legislative Priorities – A document was provided to the Board. Mr. Farrow highlighted the funding priorities of the Kentucky Area Development Districts for this legislative session.

Operations & Maintenance – Mr. Farrow reported that construction of the new interior walls in the lower level of GADD's main office has been completed, enhancing space utilization and supporting operational needs. He also shared that all appliances at the Montgomery County Senior Center/Regional Kitchen Back-Up Site have been installed, electrical outlets updated, and both motors in the walk-in freezer replaced. Regional Kitchen operations at this site are scheduled to begin on March 4, 2026. Mr. Farrow further noted that IT upgrades have been completed at the Mount Sterling Access Point, including transitioning from a cellular phone system to GADD's VoIP system. He reported that GADD has issued a Request for Proposals (RFP) for Participant Directed Services (PDS) Electronic Visit Verification (EVV) and Financial Management Services (FMS) System, with proposals due February 20, 2026. Mr. Farrow announced that the Executive Committee approved the Review Committee's recommendation to select Mains'l. Additionally, an RFP has been released for Qualified Environmental Professional Services to conduct community-wide Brownfield Assessments, with a submission deadline of March 2, 2026. Mr. Farrow concluded by noting that GADD will host its annual organization-wide staff retreat on May 1, 2026, and that the agency's new website was officially launched on February 23, 2026.

Rowan County Senior Center – Mr. Farrow noted that the walk-in cooler, fireplace, interior signage, and plumbing fixtures have been installed, minus the kitchen sink. The target opening date is April 2026.

April 25, 2025 Executive Committee Meeting Minutes – Current – Mr. Farrow noted that all approved Executive Committee meeting minutes from April 25, 2025, through January 29, 2026, were provided in a separate packet for the Board's review. He added that, moving forward, these minutes will once again be included in the regular meeting packet.

12. ORGANIZATIONAL IMPACT REPORTS

a. Aging & Independent Living Department – A document was provided to the Board. Mr. Boggs outlined the document and gave updates regarding GADD's Aging Department.
b. 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.
c. Planning Department – A document was provided to the Board. Ms. Jocelyn Gross outlined the document and gave updates regarding GADD's Planning Department.
d. Workforce Department – A document was provided to the Board. Ms. Kendra Holbrook and Ms. Brittany Layne outlined the document and gave updates regarding GADD's Workforce Department.

13. NORTHEAST KENTUCKY AREA HEALTH EDUCATION CENTER

a. Chairman Gazay welcomed Ms. Carla Terry with UK St. Claire, who shared a PowerPoint presentation on Assessing Substance Use-Related Stigma.

14. USDA RURAL DEVELOPMENT

a. Chairman Gazay welcomed Mr. Jerrod Childers of USDA Rural Development and noted that State Director Travis Burton was unable to attend. Mr. Childers delivered a presentation on Mr. Burton's behalf.

15. UPDATES AND ANNOUNCEMENTS

Updates and announcements were provided by federal, state, and local partners in attendance.

16. OTHER BUSINESS

Chairman Gazay stated that during the months of January and February, there were three (3) employees reaching a milestone work anniversary: Benjamin Birchfield, one (1) year; Benjamin Smith, three (3) years; Lisa Martin, three (3) years. The Board recognized those in attendance.

17. UPCOMING BOARD OF DIRECTORS' MEETING

Chairman Gazay announced that the next Board of Directors' Meeting would take place on April 23, 2026, at 10:30 AM, at the ADD office.

18. ADJOURNMENT

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

APPROVED:

Judge Jim Gazay, Chairman

04/23/2026
Date

Mayor Stacy Smallwood, Secretary

04/23/2026
Date