

January 8, 2024

12:00 PM CT

## **PeADD BOARD OF DIRECTORS MEETING AGENDA**

### **Call to Order**

Ms. Crissy Carter, Board Chair

### **Pledge of Allegiance & Invocation**

### **Approval of Minutes**

### **Presentation of FY '23 Audit**

Ms. Jaime Petersen, CPA, Calhoun & Company

### **Federal & State Reports**

### **Staff Reports**

- |  |   |
|--|---|
| 1. Community & Economic Development          | Ms. Amy Frogue, Comm. & Econ. Dev. Director |
| 2. Area Agency on Aging & Independent Living | Ms. Jill Collins, Pennyrile AAAIL Director  |
| 3. West Kentucky Workforce Board             | Ms. Tammy Hyde, Training/Data Specialist    |

### **New Business**

- |  |   |
|--|---|
| 1. Monthly Code of Ethics Report           | Ms. Crissy Carter, Board Chair              |
| 2. Financial Report & Budget<br>Amendments | Ms. Alisha Sutton, Chief Financial Officer  |
| • Revised Budget FY '24                    | Mr. Jason Vincent, PeADD Executive Director |
| 3. Director's Report                       |   |

### **Other Business**

### **Adjournment**

December 11, 2023

12:00 PM CT

## MINUTES

**Board Members Present** – Ms. Diane Benningfield, Ms. Crissy Carter, Ms. Amanda Davenport, Mayor Ed DeArmond, Mr. Bart Frazer, Judge Jerry Gilliam, Mayor Arthur Green, Mayor Greg Greene, Judge Garrett Gruber, Mayor Bill Hesser, Judge Stan Humphries, Judge Mack McGehee, Judge Perry Newcom, Ms. Karen Robinson, Mr. Roger Simpson, Judge Jaime Smith, Mr. Verdell Smith, Ms. Beth Sumner, Mayor Brock Thomas, Judge Jack Whitfield, Judge William “Kota” Young.

**Special Guests** – Representative Chris Freeland, Representative Rebecca Raymer, Representative Walker Thomas, Senator Whitney Westerfield, and Representative Wade Williams.

**Call to Order** – PeADD Board Chair, Ms. Crissy Carter, called the meeting to order at 12:09 pm with a quorum present. The meeting was conducted in-person at Pennyrile Forest State Resort Park in Dawson Springs, KY.

**Pledge of Allegiance & Invocation** – Judge Kota Young led the pledge and Mayor Arthur Green led the invocation.

**Approval of Minutes** – The November 13, 2023 Board of Directors Meeting Minutes were presented for review and approval.

**MOTION** – Judge Jack Whitfield made a motion to approve the minutes as presented. Judge Kota Young seconded the motion. With no questions or comments on the floor, the motion carried.

**Approval of Financial Report** – Ms. Alisha Sutton, Chief Financial Officer, presented the November 30, 2023 Monthly Expenditure Report for review and approval. Ms. Sutton stated that 32.5% of the FY24 budget has been expended and at this point in the fiscal year, around 41.82% could be expected.

**MOTION** – Judge Jaime Smith made a motion to approve the minutes as presented. Ms. Amanda Davenport seconded the motion. With no questions or comments on the floor, the motion carried.

**Monthly Code of Ethics Report** – Ms. Crissy Carter, Board Chair, stated that there had been no Code of Ethics issues or violations reported since the last meeting.

**Federal & State Reports** – Brief comments were provided by Ms. Whitney Meadows, Field Rep. for U.S. Senator Rand Paul's office, Corey Elder, Field Rep. for U.S. Congressman James Comer's office, and Martha Jane King, Field Rep. for Department for Local Government.

**2024 Kentucky Legislative Outlook** – A panel discussion moderated by Mr. Jason Vincent, PeADD Executive Director, with topics, provided in part by the PeADD Executive Committee, including the outlook of the 2024 session of the KY General Assembly, transportation projects, Governor's discretionary funds, distribution of coal and mineral funds, among others. Senator Whitney Westerfield (District 3) and Representatives Walker Thomas (District 8) Chris Freeland (District 6), Rebecca Raymer (District 15), and Wade Williams (District 4) took part in the discussion.

### New Business

1. **Director's Report** – Jason Vincent, PeADD Executive Director, Mr. Jason Vincent, PeADD Executive Director, thanked Pennyrile Forest State Resort Park for their hospitality and expressed his appreciation to the legislators for their continued support of the Area Development Districts. Mr. Vincent recognized the PeADD staff and declared his appreciation of their efforts over the past year.

On behalf of everyone at Pennyrile ADD, Mr. Vincent thanked Clifty Creek Restaurant staff and Park Manager Melisa Voges for a delicious meal and wished everyone a Merry Christmas and a Happy New Year.

**Other Business** – There was no other business.

**Adjourn** – With no further business, Mayor Arthur Green made a **MOTION** to adjourn the meeting at 12:56 pm. Judge Jack Whitfield seconded the motion.

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Crissy Carter, Board Chair

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William "Kota" Young, Secretary

DRAFT

## **Grant Funding Opportunities Available**

The application period is currently open for the Land and Water Conservation Fund, Recreational Trails Program, Recycling and Household Hazardous Waste (HHW) Management Grants Programs. Cities, counties, state and federal agencies are eligible to apply for funds under these programs.

The **Land and Water Conservation Fund (LWCF)** provides federal grant funds to protect important natural areas, acquire land for outdoor recreation and to develop or renovate public outdoor recreation facilities such as campgrounds, picnic areas, sports and playfields, swimming facilities, boating facilities, fishing facilities, trails, natural areas and passive parks. The minimum request is \$25,000 and the maximum is \$250,000. The LWCF is a 50/50 matching reimbursement program. **Applications are due May 2024.**

The **Recreational Trails Program (RTP)** is funded by the Federal Highway Administration. It can be used to provide assistance for acquisition of easements, development and/or maintenance of recreational trails and trailhead facilities for both motorized and non-motorized use. The RTP benefits communities and enhances quality of life. All trails that receive money under this program must remain open to the public and maintained for perpetuity. The minimum request under this program is \$25,000 and the maximum is \$250,000. The RTP is an 80/20 matching reimbursement program. **Applications are due May 2024.**

The **Recycling and Household Hazardous Waste (HHW) Management Grants Program** is funded by the Kentucky Division of Waste Management. The funds are to develop an integrated recycling infrastructure, manage Household Hazardous Waste and provide recycling and HHW public education programs. Any county, waste management district, city, urban-county government or to other political subdivision of the state or any combination of the above, including school districts, shall be eligible to apply. The grant is a 75/25 match grant. **Applications will be due in April 2024.**

Interested parties may contact Jared Nelson, Jessica Kaminski, or Brian Jones at the PADD office at (270) 886-9484 for application information.



# Project Summary Report

**KY202312071768**

Title: TCWD - Water Meter Enhancement Project-Cellular Endpoints

Project Information		Applicant Information	Submitter Information	Funding Information	
WRIS:	WX21219046	Todd County Water District		Federal:	\$0.00
Status:	Under Review			Applicant:	\$0.00
Federal:	State Funds	John Haley	Chris Wilcutt	State:	\$260,320.00
CFDA:	00.000	(270) 265-2229	(270) 426-9143	Local:	\$489,680.00
County:	Todd	jqhaley@hotmail.com	chris.wilcutt@mcgheeengineering.	Program:	\$0.00
(List):				Other:	\$0.00
				TOTAL:	\$750,000.00

Desc.: The proposed project offers a solution for enhancing the District's ability to read and monitor all water meters by installing cellular endpoints to their existing inventory of water meters. With this upgrade, water meters can be monitored on a daily basis to quickly alert their maintenance staff of an issue plus give the customer an early warning. Additionally, the improvement will give all customers access to an iCloud based portal to self-monitor consumption., similar to features provided by other utilities (power, phone, etc.) The work would be self-performed by utility staff.

**KY202312071770**

Title: Master Meter Additions

Project Information		Applicant Information	Submitter Information	Funding Information	
WRIS:	WX21141081	Todd County Water District		Federal:	\$0.00
Status:	Under Review			Applicant:	\$0.00
Federal:	State Funds	John Haley	Chris Wilcutt	State:	\$185,150.00
CFDA:	00.000	(270) 265-2229	(270) 426-9143	Local:	\$0.00
County:	Todd	jqhaley@hotmail.com	chris.wilcutt@mcgheeengineering.	Program:	\$0.00
(List):				Other:	\$0.00
				TOTAL:	\$185,150.00

Desc.: The Todd County Water District (TCWD) is comprised, in total, of just over 454 miles of water line and five water storage tanks, totaling 1,300,000 gallons, serving approximately 3,524 customers. These numbers include approximately 35 maintained miles and 600 customers in Logan County. As of the Spring of 2003, the Todd County Water District began to purchase all of their treated water from the completed water system of the Logan Todd Regional Water Commission (LTRWC). The 2020 average daily LTRWC usage within the Todd County system was approximately 565,000 gallons per day. Todd County has four meter stations with the Commission, one located near Guthrie for Novelis, one near the Trenton community, one at their Allender's Hill water tank, and one at the base of LTRWC's Todd County tank.

The Todd County Water District is a relatively large water system covering most of Todd County plus the northwest corner of Logan County including the Lake Malone area. The majority of roads within the TCWD boundary have water service. Presently, the District's biggest problems or needs are in three parts: 1) cutting water losses in the distribution system as well as assisting customers with identifying their own problems and high usages; 2) filling out the distribution system with short, small-diameter waterline extensions to fulfill a lengthy list of service requests; and 3) installing additional master meter vaults in various points of the county to remotely measure flows and pressures for early leak/problem detection via SCADA.

## KY202312071773

Title: Eddyville - Water Treatment Plant Rehabilitation Project

Project Information		Applicant Information	Submitter Information	Funding Information	
WRIS:	WX21143016	City of Eddyville		Federal:	\$41,304.00
Status:	Under Review			Applicant:	\$0.00
Federal:	State Funds	Greg Greene	Kyle Cunningham	State:	\$0.00
CFDA:	20.027	(270) 388-2226	(270) 886-9484	Local:	\$0.00
County:	Lyon	eddyville@vci.net	kyle.cunningham@ky.gov	Program:	\$0.00
(List):				Other:	\$0.00
				TOTAL:	\$41,304.00
Desc.: This project will rehab at the Water Treatment Plant that includes the replacement of pumps, turbidimeters, processors, and other various parts that are outdated and starting to fail. This project will be able to supply water more efficiently to the two other systems that purchase water from Eddyville, Fredonia Water & Sewer, and Lyon County WD. The estimated cost of the WTP rehab is \$75,000.					

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## KY202312071774

Title: Eddyville - CWP WWTP Improvements Project

Project Information		Applicant Information	Submitter Information	Funding Information	
WRIS:	SX21143023	City of Eddyville		Federal:	\$20,000.00
Status:	Under Review			Applicant:	\$0.00
Federal:	State Funds	Greg Greene	Kyle Cunningham	State:	\$0.00
CFDA:	21.027	(270) 388-2226	(270) 886-9484	Local:	\$0.00
County:	Lyon	eddyville@vci.net	Kyle.Cunningham@ky.gov	Program:	\$0.00
(List):				Other:	\$0.00
				TOTAL:	\$20,000.00
Desc.: This project will utilize Cleaner Water Grant Funds to make improvements to the WWTP by replacing parts and electrical components.					

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KY202312071775

Title: LCWD - Lamasco Pump Station Rehabilitation and Tank Riser Liner

Project Information		Applicant Information		Submitter Information	Funding Information	
WRIS:	WX21143024	Lyon County Water District			Federal:	\$100,000.00
Status:	Under Review				Applicant:	\$0.00
Federal:	State Funds	Mathew Blane		Kyle Cunningham	State:	\$0.00
CFDA:	21.027	(270) 388-0271		(270) 886-9484	Local:	\$0.00
County:	Lyon	blanemathewlcwd@gmail.com		kyle.cunningham@ky.gov	Program:	\$0.00
(List):					Other:	\$0.00
					TOTAL:	\$100,000.00
Desc.: This project will use Cleaner Water Grant Funds to repair the Lamasco Pump Station and install a new liner in the Jack Thomason Tank riser.						

KY202312071776

Title: LCWD - CWP Equipment Purchase

Project Information		Applicant Information		Submitter Information		Funding Information	
WRIS:	WX21143025	Lyon County Water District				Federal:	\$164,595.00
Status:	Under Review					Applicant:	\$0.00
Federal:	State Funds	Mathew Blane		Kyle Cunningham		State:	\$0.00
CFDA:	20.027	(270) 388-0271		(270) 886-9484		Local:	\$0.00
County:	Lyon	blanemathewlcwd@gmail.com		kyle.cunningham@ky.gov		Program:	\$0.00
(List):						Other:	\$0.00
						TOTAL:	\$164,595.00
Desc.: This project will use Cleaner Water Grant Funds to purchase a directional boring machine for the water district to run new waterlines as well as a new meter reading vehicle, and billing software and server.							

## KY202312121787

Title: Marketplace Commons

Project Information	Applicant Information	Submitter Information	Funding Information
WRIS:	Marketplace Commons LLLP		Federal: \$7,000,000.00
Status: Under Review			Applicant: \$0.00
Federal: KHC	Aaron Burnett	Anna Wendt	State: \$1,800,000.00
CFDA: 00.000	(314) 304-2440	(651) 343-5641	Local: \$0.00
County: Hopkins	aaron@bywaterdevelopment.com	anna@bywaterdevelopment.com	Program: \$2,000,000.00
			Other: \$6,300,000.00
(List):			TOTAL: \$17,100,000.00
Desc.: Bywater Development Group is proposing Marketplace Commons, a 48-unit Multifamily project utilizing tax-exempt bonds and low-income housing tax credits, both issued by Kentucky Housing Corporation. It will also use federal funding sources such as HOME, CDBG, Rural Housing Trust Fund, and Affordable Housing Trust Funds. The site is located on the parcel east of 15 Industrial Park, Rd, Dawson Springs, KY, and is in response to the December 2021 tornadoes which destroyed a great deal of structures within the area, and has displaced many residents. Construction is projected to begin approximately 9/1/2024.			

## KY202312201824

Title: Woodland Heights Apartments

Project Information	Applicant Information	Submitter Information	Funding Information
WRIS:	Virginia Street Baptist Church Home, Inc.		Federal: \$5,940,000.00
Status: Under Review			Applicant: \$0.00
Federal: HUD	Hayden Lockhart	Hayden Lockhart	State: \$0.00
CFDA: 20.235	(703) 861-8943	(703) 861-8943	Local: \$0.00
County: Christian	hlockhart@alliedargenta.com	hlockhart@alliedargenta.com	Program: \$0.00
			Other: \$0.00
(List):			TOTAL: \$5,940,000.00
Desc.: Woodland Heights Apartments, 2850 Greenville Rd, Hopkinsville, Ky 42240 is an existing multifamily affordable housing project. The property is currently subsidized by HUD. Virginia Street Baptist Church Homes Inc. is submitting and application to HUD for the Green and Resilient Retrofit Program.			

## PENNYRILE AAAIL WAITING LIST

January 2nd, 2024

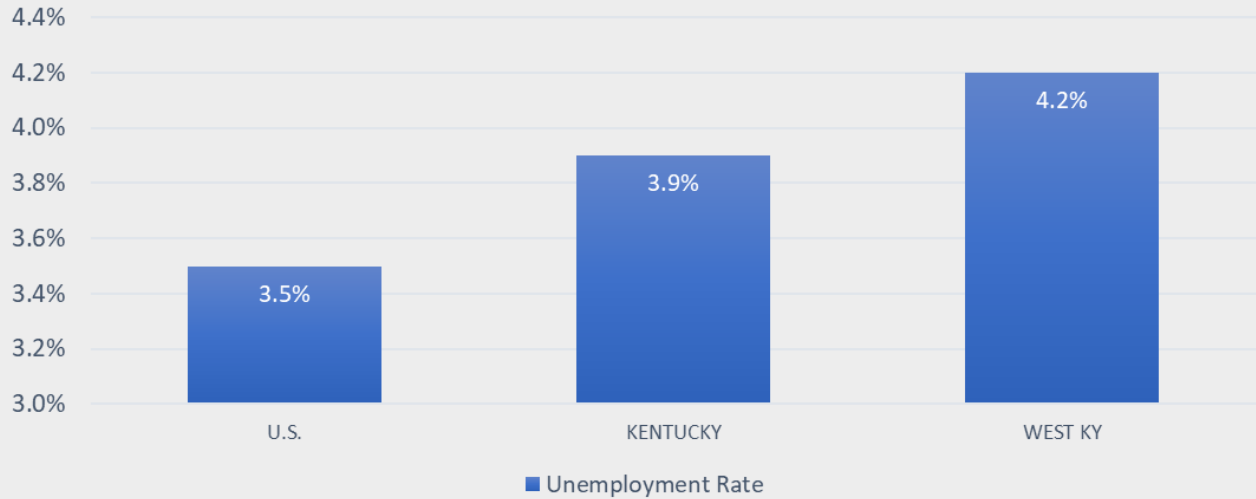
	Home Delivered Meals	Homemaking	Personal Care
Caldwell	37	19	3
Christian	118	133	40
Crittenden	7	3	1
Hopkins	62	75	9
Livingston	17	5	3
Lyon	14	4	3
Muhlenberg	70	46	10
Todd	14	10	1
Trigg	26	12	3
Totals	365	307	73

# LABOR MARKET SNAPSHOT

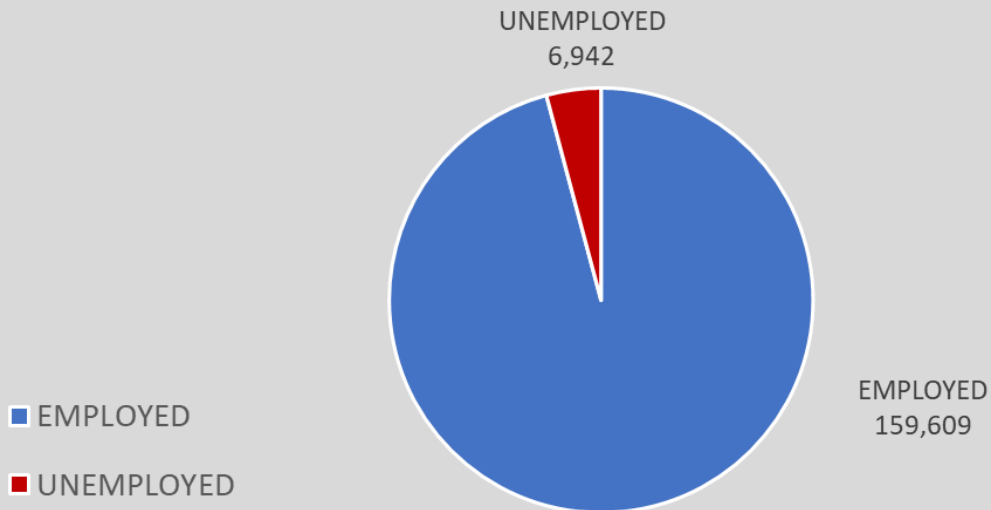
*November 2023*

*Released January 4, 2024*

## Overall View of Unemployment Rates November 2023



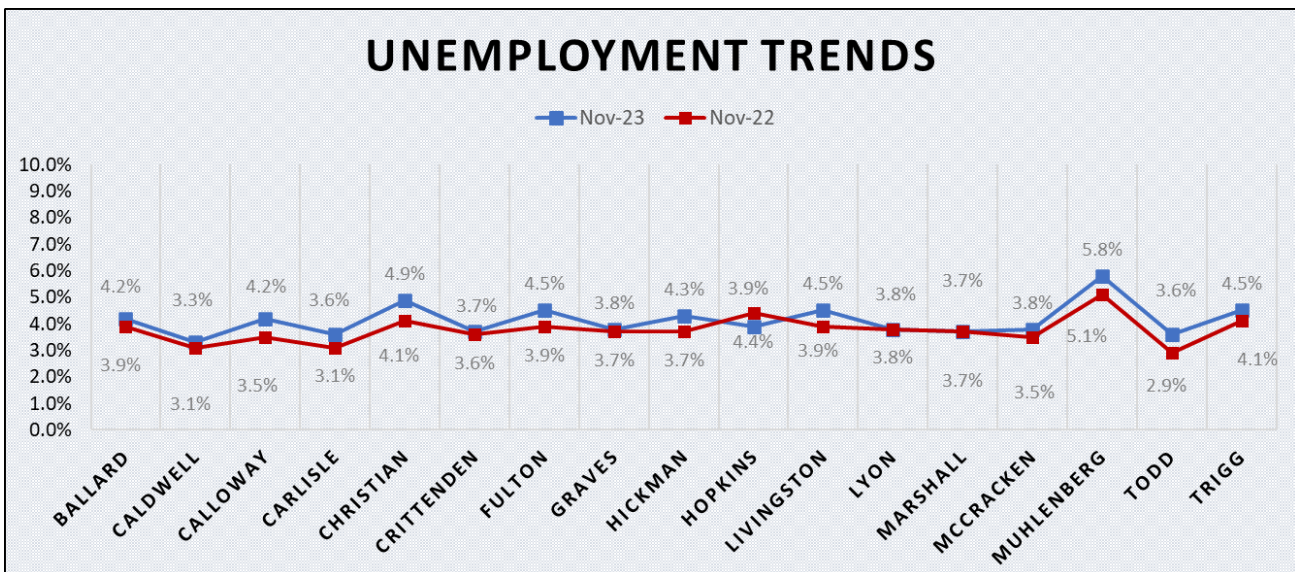
## Purchase / Pennyrile Local Workforce Area



# West Kentucky Unemployment Rates

November 2022 – November 2023

COUNTY	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23
Local Area	3.8	3.9	4.6	4.9	4.1	3.7	4.4	5.0	5.0	4.5	4.5	4.3	4.2
BALLARD	3.9	4.1	5.1	5.3	4.7	4.9	4.4	5.3	5.1	5.1	4.6	4.0	4.2
CALDWELL	3.1	3.2	3.6	4.0	3.5	2.5	3.7	4.0	3.9	3.5	3.6	3.4	3.3
CALLOWAY	3.5	3.5	4.8	4.9	4.1	3.5	4.3	5.2	5.5	4.9	4.5	4.1	4.2
CARLISLE	3.1	2.7	3.6	4.4	3.2	3.3	3.2	4.0	4.0	3.8	3.7	3.6	3.6
CHRISTIAN	4.1	4.5	4.9	5.1	4.5	4.1	4.8	5.4	5.6	5.2	5.1	5.6	4.9
CRITTENDEN	3.6	3.7	4.2	4.5	3.7	3.1	3.9	4.4	4.7	4.0	4.1	3.8	3.7
FULTON	3.9	3.6	4.8	4.9	5.1	3.8	4.9	5.8	5.7	4.9	5.2	4.6	4.5
GRAVES	3.7	3.6	4.5	4.7	4.0	3.6	4.1	4.5	4.7	4.2	4.2	3.8	3.8
HICKMAN	3.7	3.4	4.3	4.9	4.5	3.2	4.1	5.2	5.4	4.9	4.8	4.2	4.3
HOPKINS	3.7	3.9	4.3	4.8	4.0	3.5	5.4	5.7	4.9	4.5	4.4	4.2	4.1
LIVINGSTON	3.9	4.4	5.6	6.0	5.0	4.2	4.7	5.2	5.1	4.7	4.8	4.2	4.5
LYON	3.8	4.1	5.0	5.5	4.1	3.4	4.4	4.4	4.4	4.1	4.3	3.8	3.8
MARSHALL	3.7	3.9	4.6	4.9	4.0	3.4	3.8	4.4	4.4	4.1	4.0	3.5	3.7
MCCRACKEN	3.5	3.6	4.0	4.4	3.6	3.2	3.9	4.3	4.4	4.1	4.0	3.6	3.8
MUHLENBERG	5.1	5.7	6.2	6.7	5.5	5.1	6.0	6.7	6.8	6.4	6.3	5.6	5.8
TODD	2.9	3.1	3.7	3.9	3.6	2.7	3.4	3.9	4.1	3.7	3.8	3.9	3.6
TRIGG	4.1	4.3	5.1	5.3	4.6	3.5	4.3	5.0	5.0	4.3	4.5	4.6	4.5



Source: Kentucky Center for Statistics (KYSTATS)

**Pennyrile Area Development District  
Financial Report  
July 1, 2023 to December 31, 2023**

	<b>Revenue Budget</b>	<b>YTD</b>	<b>% Budget</b>	<b>YTD</b>	<b>% Budget</b>
	<b><u>FY 2024</u></b>	<b><u>Revenue</u></b>	<b><u>Received</u></b>	<b><u>Expenses</u></b>	<b><u>Expended</u></b>
<b>Area Agency on Aging &amp; Independent Living</b>	\$ 19,841,553.00	\$ 6,950,766.07	35%	\$ 7,598,838.62	38%
<b>Training &amp; Workforce Development</b>	4,026,695.00	1,042,331.19	26%	1,285,866.55	32%
<b>Community &amp; Economic Development</b>	1,659,343.00	369,814.72	22%	492,031.57	30%
<b>Local Projects</b>	101,766.00	161,260.13	158%	43,556.50	43%
<b>Shared cost not yet applied</b>	-	-	0%	71,191.23	0%
<b>Total</b>	<b><u>\$ 25,629,357.00</u></b>	<b><u>\$ 8,524,172.11</u></b>	<b><u>33%</u></b>	<b><u>\$ 9,491,484.47</u></b>	<b><u>37%</u></b>

**PENNYRILE AREA DEVELOPMENT DISTRICT**  
**Monthly Expenditure Report**  
as of  
**December 31, 2023**

	<u>Annual Budget</u>	<u>This Month</u>	<u>Year To Date</u>	<u>% Expended</u>
<b>PERSONNEL</b>				
Total Salaries	2,476,352.00	178,636.04	1,057,422.99	42.70%
Total Benefits	1,454,984.00	102,952.05	621,682.36	42.73%
<b>TOTAL PERSONNEL</b>	<b>3,931,336.00</b>	<b>281,588.09</b>	<b>1,679,105.35</b>	<b>42.71%</b>
<b>TRAVEL</b>				
Staff Travel	165,000.00	2,736.29	65,036.54	39.42%
Board Travel	65,000.00	12.69	11,910.52	18.32%
<b>TOTAL TRAVEL</b>	<b>230,000.00</b>	<b>2,748.98</b>	<b>76,947.06</b>	<b>33.46%</b>
<b>OPERATING EXPENSES</b>				
Operating Expense	762,652.00	18,448.51	337,410.65	44.24%
Service Expense	20,320,539.00	983,268.44	7,398,021.41	36.41%
<b>TOTAL OPERATING EXPENSES</b>	<b>21,083,191.00</b>	<b>1,001,716.95</b>	<b>7,735,432.06</b>	<b>36.69%</b>
<b>GRAND TOTALS</b>	<b>25,244,527.00</b>	<b>1,286,054.02</b>	<b>9,491,484.47</b>	<b>37.60%</b>

**SUBJECT TO AUDIT**

**Pennyrile Area Development District**  
**Revised Budget**  
**July 1, 2023 - June 30, 2024**

PROGRAM	FEDERAL	STATE	LOCAL	TOTAL BUDGET	SERVICE BUDGET REV/EXP	FY2024 OPERATING BUDGET
<b>AREA AGENCY ON AGING AND INDEPENDENT LIVING</b>						
1 Nutrition & Supportive Services (Title III)	\$ 2,278,206	\$ 265,745	\$ 24,104	\$ 2,568,055	\$ 2,230,509	\$ 337,546
2 Expanded Senior Meal Program	\$ 1,522,407	\$ -	\$ -	\$ 1,522,407	\$ 1,331,803	190,604
3 USDA - Commodities	95,950	-	-	95,950	95,950	-
4 Senior Employment (Title V)	154,072	-	-	154,072	144,667	9,405
5 Family Caregiver	276,980	58,069	4,311	339,360	242,555	96,805
6 Ky Caregiver	-	111,993	-	111,993	63,643	48,350
7 Long Term Care Ombudsman/Elder Abuse	63,254	57,105	3,678	124,037	-	124,037
8 State Health Ins Assistance Program/Ben Counseling	46,000	-	-	46,000	44,450	1,550
9 Homecare	-	614,566	9,831	624,397	435,943	188,454
10 Home Community Based Waiver PDS	-	12,513,461	-	12,513,461	11,307,685	1,205,776
11 Home Community Based Waiver Traditional	-	215,888	-	215,888	52,956	162,932
12 Aging Disability Resource Center	38,750	38,750	-	77,500	-	77,500
13 Veterans Directed Care Program	2,351,578	-	-	2,351,578	2,066,198	285,380
14 Medicare Improvements for Patients & Providers Act	25,116	-	-	25,116	12,475	12,641
15 Excess Food Program	-	-	8,400	8,400	8,400	-
16 Bridge the Gap Pilot Program	-	75,000	-	75,000	25,000	50,000
17 National Strategy for Suicide Prevention (DAIL)	4,301	-	-	4,301	-	4,301
18 National Strategy for Suicide Prevention	116,667	-	-	116,667	16,667	100,000
19 US Aging Vaccination Grant	77,000	-	-	77,000	-	77,000
<b>TOTAL</b>	<b>\$ 7,050,280</b>	<b>\$ 13,950,577</b>	<b>\$ 50,324</b>	<b>\$ 21,051,181</b>	<b>\$ 18,078,901</b>	<b>\$ 2,972,280</b>
<b>TRAINING AND WORKFORCE DEVELOPMENT</b>						
20 Workforce Innovation and Opportunity Act (WIOA) Admin	\$ 315,678	\$ -	\$ -	\$ 315,678	\$ 92,678	\$ 223,000
21 WIOA Adult	793,560	-	-	793,560	353,218	\$ 440,342
22 WIOA Youth	633,026	-	-	633,026	587,667	\$ 45,359
23 WIOA Dislocated Worker	1,135,592	-	-	1,135,592	692,453	\$ 443,139
24 WIOA Local Rapid Response	29,604	-	-	29,604	21,498	\$ 8,106
25 Trade Training	187,296	-	-	187,296	187,296	\$ -
26 TRADE - Case Management	178,755	-	-	178,755	138,984	\$ 39,771
27 Drug Court Staffing	33,995	-	-	33,995	-	\$ 33,995
28 Project Twister	826,092	-	-	826,092	778,199	\$ 47,893
<b>TOTAL</b>	<b>\$ 4,133,598</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,133,598</b>	<b>\$ 2,851,993</b>	<b>\$ 1,281,605</b>

Increase (Decrease) in Total Budget	Increase (Decrease) in Service Budget	Increase (Decrease) in Operating Budget	
\$ 152,666	\$ 244,389	\$ (91,723)	1 3
(0)	(84,389)	84,389	1
(16,190)	(16,190)	-	1
4,003	5,455	(1,452)	1
(7,485)	(10,233)	2,748	1
(0)	3,643	(3,643)	1
5,821	-	5,821	1
20,000	20,000	-	1
3,486	(32,058)	35,544	1
802,156	727,107	75,049	4
4,946	(7,458)	12,404	4
2,500	-	2,500	1
137,070	148,467	(11,397)	4
(14,132)	(5,059)	(9,073)	1
-	-	-	
66,820	20,000	46,820	2
(45,699)	-	(45,699)	1
66,667	16,667	50,000	2
27,000	-	27,000	2
<b>\$ 1,209,628</b>	<b>\$ 1,030,341</b>	<b>\$ 179,287</b>	
\$ 33,066	\$ 33,066	\$ -	1
14,065	14,065	-	1
(2,123)	(2,123)	-	1
36,704	36,704	-	1
-	-	-	
(62,704)	(62,704)	-	1
61,803	61,803	-	1
-	-	-	
26,092	26,092	-	1
<b>\$ 106,903</b>	<b>\$ 106,903</b>	<b>\$ -</b>	

**Pennyryle Area Development District  
Revised Budget  
July 1, 2023 - June 30, 2024**

PROGRAM		FEDERAL	STATE	LOCAL	TOTAL BUDGET	SERVICE BUDGET REV/EXP	FY2024 OPERATING BUDGET
	COMMUNITY AND ECONOMIC DEVELOPMENT						
29	Department for Local Government	\$ -	\$ 210,517	\$ -	\$ 210,517	\$ -	\$ 210,517
30	Economic Development Administration	92,847	23,212	-	116,059	-	116,059
31	Community Development Block Grant (CDBG)	21,243	21,244	-	42,487	-	42,487
32	Delta Regional Authority	18,000	87,000	-	105,000	-	105,000
33	Delta Regional Authority Pilot Program	51,425			51,425	-	51,425
34	Housing Programs	-	-	1,295	1,295	500	795
35	Enterprise Development	-	-	200,000	200,000	-	200,000
36	Transportation Planning	-	83,453	9,273	92,726	-	92,726
37	KY Infrastructure Authority - Water Planning	-	71,000	-	71,000	-	71,000
38	Road Centerline Updates (Transportation Cabinet)	-	19,000	-	19,000	-	19,000
39	Intermediary Relending Program Admin	-	-	35,000	35,000	-	35,000
40	Revolving Loan Fund Admin	-	-	10,000	10,000	-	10,000
41	CARES Revolving Loan Fund Admin	-		650	650	-	650
42	Christian County Planning	-	-	90,000	90,000	-	90,000
43	Campbell Strong	-	-	10,000	10,000	-	10,000
44	Hazard Mitigation	15,000	-	-	15,000	-	15,000
45	Radon Project	50,000	-	1,000	51,000	20,150	30,850
46	Safe Streets and Roads for All (SS4A) Discretionary Grant	268,754	67,188	-	335,942	294,164	41,778
47	Regional Energy Resilience Mitigation Project (BRIC)	16,347	-	-	16,347	-	16,347
48	Regional Development Agency Assistance Program (Todd County)	153,000	-	-	153,000	153,000	-
49	Regional Development Agency Assistance Program (Pennyrile WestPark)	59,075			59,075	59,075	-
50	Rural Business Energy Grant (RBEG)	50,000			50,000	50,000	-
51	Broadband Planning	45,000			45,000	-	45,000
	TOTAL	\$ 840,691	\$ 582,614	\$ 357,218	\$ 1,780,523	\$ 576,889	\$ 1,203,634
	LOCAL REVENUES						
52	Local Contributions (net) gross \$96,575	\$ -	\$ -	\$ 44,378	\$ 44,378	\$ -	\$ 44,378
53	Interest Earned	-	-	72,000	72,000	-	72,000
54	Local Computer	-	-	900	900	-	900
55	Other Local Funds*	-	-	21,675	21,675	-	21,675
	TOTAL	\$ -	\$ -	\$ 138,953	\$ 138,953	\$ -	\$ 138,953
	GRAND TOTAL	\$ 12,024,569	\$ 14,533,190	\$ 546,495	\$ 27,104,254	\$ 21,507,783	\$ 5,596,472

Increase (Decrease) in Total Budget	Increase (Decrease) in Service Budget	Increase (Decrease) in Operating Budget	
\$ (6,545)	\$ -	\$ (6,545)	2
32,725	-	32,725	2
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
-	-	-	
50,000	50,000	-	2
45,000	-	45,000	2
\$ 121,180	\$ 50,000	\$ 71,180	
\$ 37,187	\$ -	\$ 37,187	3
-	-	-	
-	-	-	
-	-	-	
\$ 37,187	\$ -	\$ 37,187	
\$ 1,474,897	\$ 1,187,244	\$ 287,654	

1 Original Budget was based on estimated allocations/carryovers. Adjustments have been made to reflect actual carryover funds/allocations.

2 Additional Funding received after Original budget was adopted

### 3 Local match adjustments for Aging ARPA funds

#### 4 Change in Clients Served

\*Other local funds include funds for events such as Pride of Pennyryle, Forgotten Angels, Disaster Relief, etc

**PENNYRILE AREA DEVELOPMENT DISTRICT  
REVISED OPERATING EXPENSE BUDGET  
FY 2024**

	FY 2024 Original	FY 2024 Revised	Increase (Decrease)	
<b>PERSONNEL</b>				
Salaries	\$ 2,239,622	\$ 2,209,622	\$ (30,000)	1
Benefits	1,434,539	1,411,675	(22,864)	1
Part-Time Salary & Benefits	257,175	273,850	16,675	1
<b>TOTAL PERSONNEL</b>	<u>3,931,336</u>	<u>3,895,147</u>	<u>(36,189)</u>	
<b>TRAVEL</b>				
Staff	165,000	165,000	-	
Board	65,000	65,000	-	
<b>TOTAL TRAVEL</b>	<u>230,000</u>	<u>230,000</u>	<u>-</u>	
<b>OPERATING EXPENSES</b>				
Legal	1,500	1,500	-	
Office Rent	69,358	69,358	-	
Printing & Legal Notices	4,000	4,000	-	
Janitorial Services	10,000	10,000	-	
Maintenance and Repairs	12,000	20,000	8,000	4
Office Supplies	35,000	35,000	-	
Duplication	22,000	22,000	-	
Postage	15,000	15,000	-	
Telephone/Email	40,000	40,000	-	
Utilities	19,500	19,500	-	
Insurance and Bonding	48,504	48,504	-	
Audit	36,790	36,790	-	
Memberships, Subscriptions & Professional Activity Exp	14,000	14,000	-	
Direct Program Expense - PADD	275,000	300,000	25,000	2
Direct Program Expense WKWB	50,000	50,000	-	
Equipment/Software Depreciation	30,000	30,000	-	
Software Maintenance, GIS & Computer Related Exp	45,000	63,500	18,500	3
Services	20,320,539	21,507,783	1,187,244	2
Miscellaneous	35,000	35,000	-	2
<b>TOTAL OPERATING EXPENSES</b>	<u>21,083,191</u>	<u>22,321,935</u>	<u>1,238,744</u>	
	<u>\$ 25,244,527</u>	<u>\$ 26,447,082</u>	<u>\$ 1,202,555</u>	

1 We removed the IT Manager Position from Personnel and added a Suicide Prevention Task Coordinator  
We increased hours for our Ky Family Caregiver Coordinator to provide some assistance with the BTG Grant

2 Due to the additional funds received for new grants and additional funding for existing grants, we have increased direct program expenses and services to reflect the amount to be used for outreach and grant specific needs.

3 We have recently entered into contract with Systems Solutions to provide IT services to our agency

4 Due to the recent remodeling project, we had some additional repairs and maintenance expenses

## **Section 9: Operating Policies**

**9.01**

### **PENNYRILE AREA DEVELOPMENT DISTRICT CODE OF ETHICS POLICY**

#### **I. Introduction**

This Code of Ethics (Code) has been adopted by the Board of Directors (Board) of the Pennyrile Area Development District (the District) this 13<sup>TH</sup> day of November 2017. The Code will be to help assure appropriate use of District funds and its proper operation, free from conflicts of interest with employees, Officers, Board Members and others who serve the District. The Code generally applies to Board Officers, Board Members, District employees and others who serve the District, such as Council and Committee members. The Code may be amended from time-to-time by a vote of the majority of the Board at a regularly scheduled Board meeting pursuant to the District's standard processes for passing resolutions or otherwise taking Board action.

The Code is not an all-exclusive, or all-inclusive list of ethical responsibilities for those who serve the District. The District expects all of those who serve it to exercise common sense and good judgment, taking into account the District's responsibility to remain faithful and responsive to public trust. The District also maintains Administrative Regulations and Personnel Policies which address the details of subjects such as disbursements, purchasing, petty cash, travel expenses, conference and meeting expenses, and other financial/conflict of interest issues. In addition, the District expects those who are associated with it to abide by whatever additional ethical rules to which they may be subject, including any local, state and federal rules. In the event of conflicts between this Code of Ethics and other ethical rules, District's Administrative Regulations or the District's Personnel Policies, those associated with the District should follow the most stringent standards applicable to them. The District will also follow in compliance to KRS 147A as established and will adhere to all regulatory statutes as addressed to Area Development Districts.

#### **II. Standards of Conduct**

- A. District employees shall avoid any interests or activity which is in conflict with the conduct of official duties and should avoid the appearance of conflict of interest, seeking or accepting favor, benefit, profit, individually or for family members or friends, secured by privileged information or by misuse of position, public times or public resources.
- B. Board Members or District employees shall not solicit nor accept gratuities, favors, or loans from contractors, potential contractors, or parties to sub-agreements based upon the understanding that the gift was given or offered for the purposes of influencing such Board Member or District employee directly or indirectly in the discharge of his/her duties.
  - 1. No District employee, Board Member or an immediate family member (spouse, a child residing in the employee's household, or a person claimed by the employee, or the employee's spouse, as a dependent for tax purposes) of

an employee or board member of the District shall directly or indirectly or through other benefit, hold or enjoy, in whole or in part, any contract made, entered into, awarded, or granted by the District.

2. Any violations of this section will be referred to the Ethics Committee for evaluation and action which is discussed in section III. Enforcement and Compliance.
- C. District employees shall not engage in, solicit, negotiate for, or promise to accept private employment, nor shall they render services for private interests or conduct a private business, when such employment, service, or conduct presents a potential for a conflict with their duties and responsibilities.
- D. District employees should never conduct themselves in a manner that gives the impression that they can be improperly influenced in the performance of their professional duties and responsibilities, and staff members in the proper and faithful exercise of those duties and responsibilities shall maintain complete impartiality, giving no preferential treatment and showing no favoritism in any manner in conduct of work, performance of service, actions or attitude.
- E. Board Members and District employees shall familiarize themselves with and are responsible for understanding and complying with the laws and regulations to which the District are subject.

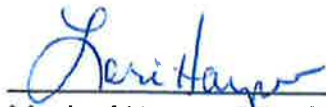
### **III. Enforcement and Compliance**

- A. Ethics Committee - The District Executive Committee and the Executive Director shall constitute the Ethics Committee. Notwithstanding the existence of an Ethics Committee, every person associated with the District maintains a continuous responsibility for compliance. The District's management staff retains, in connection with its management duties, additional responsibilities to monitor employee compliance.
- B. Training and Education- At least biennially, the District shall cause ethics training to be conducted for Board Members and employees, including training on this Code. New Board Members shall receive training on this Code as part of their initial orientation to the organization.
- C. Complaints and Reports- The District encourages complaints and reports about any and all ethics issues and suspected violations, whether under this Code or otherwise. Employees and others must report suspected violations to any member of the Ethics Committee, or to the Executive Director. All complaints and reports will be investigated and kept confidential to the extent consistent with a thorough investigation, and to the extent consistent with the law. The District will undertake appropriate steps to remedy Code violations and other District issues which can properly be regarded as presenting ethical issues in the area of District finances and conflicts of interest. The District will not undertake reprisals against an individual who has made a report, in good faith, of an alleged violation of the Code, the law or financial mismanagement.

#### IV. Definitions

- A. Ethics Committee - The District Executive Committee and the Executive Director shall constitute the Ethics Committee
- B. Family member- spouse, parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild or step family members
- C. Immediate family member - spouse, a child residing in the employee's household, or a person claimed by the employee, or the employee's spouse, as a dependent for tax purposes

The Pennyrile Area Development District Board of Directors hereby adopt these Codes of Ethics this 13<sup>th</sup> day of November, 2017.



Ms. Lori Harper, Board Chairperson

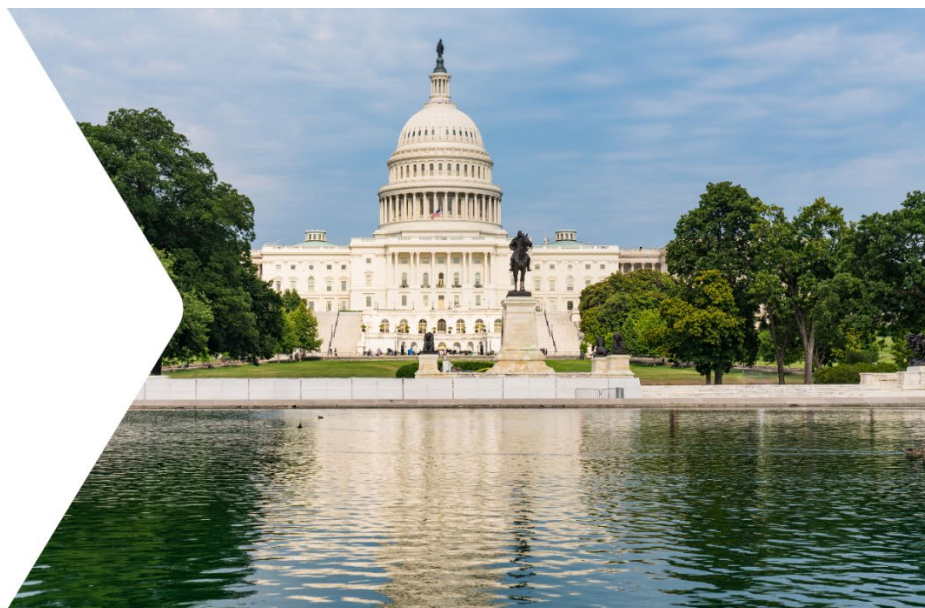


Attest



# 2024 NADO & DDAA WASHINGTON CONFERENCE

MARCH 10-13, 2024  
ARLINGTON, VA



## 2024 NADO & DDAA Washington Conference

**March 10-13, 2024 (Sunday to Wednesday)**

**Crystal Gateway Marriott**  
1700 Richmond Highway  
Arlington, VA 22202



Join the National Association of Development Organizations ([NADO](#)) and the Development District Association of Appalachia ([DDAA](#)) for sessions focused on regional development, the federal landscape, and the programs and policies that matter most to Regional Development Organizations and their stakeholders.

Conference content will begin on the morning of Sunday, March 10 for NADO Executive Committee members, NADO Board members, NADO Research Foundation Advisory Committee Members, and DDAA Board Members. On the evening of Sunday, March 10, an opening reception will be held for all conference attendees, as well as a dinner for DDAA members.

Conference plenary and breakout sessions begin at 9:00 a.m. on Monday, March 11 and continue through 11:00 a.m. on Wednesday, March 13. Stay tuned for more information about a post-conference training for the EDD Community of Practice on Wednesday afternoon from 12-5 p.m. at the conference hotel.

Board members interested in attending, please contact Melissa Thompson at [melissal.thompson@ky.gov](mailto:melissal.thompson@ky.gov) or call the office at (270)886-9484.

# PENNYRILE AREA DEVELOPMENT DISTRICT

## EXECUTIVE COMMITTEE MEETING

December 7, 2023

2:00 PM

### MINUTES

**MEMBERS PRESENT** – Ms. Crissy Carter, Mayor Kevin Cotton, Ms. Lori Harper, Judge Stan Humphries, Judge Todd Mansfield, Judge Mack McGehee, Judge Perry Newcom, Judge Jaime Smith, Judge Jack Whitfield, Judge William “Kota” Young.

**STAFF PRESENT** – Ms. Amy Frogue, Director of CED, Ms. Alisha Sutton, Chief Financial Officer, Ms. Melissa Thompson, Communications Director, and Mr. Jason Vincent PeADD Executive Director.

**CALL TO ORDER** – Ms. Crissy Carter, Board Chair, called the meeting to order at 2:04 p.m. and recognized a voting quorum. This meeting was conducted virtually via Zoom.

**APPROVAL OF MINUTES** – Minutes of the June 20, 2023 Executive Committee meeting were presented for approval. A copy was included in the meeting packet.

**MOTION** – Judge Jack Whitfield made a motion to approve the minutes as presented. Judge Perry Newcom seconded the motion. No questions or comments were raised, and the motion carried.

**MANAGED IT SERVICES PROPOSALS** – After providing a brief background of the responsibilities of the current IT Manager, Mr. Jason Vincent presented the proposals submitted for IT Services at PeADD. He referenced the Cost Comparison Sheet (included in the packet), which detailed the costs for the personnel costs of a full-time IT Coordinator, a part-time IT Coordinator, as well as the contract quote from Cornerstone Information Systems and System Solutions. Mr. Vincent stated that both companies provided references which were contacted for their analysis of services. Taking into consideration of the information provided, cost, and analysis of the agency, Mr. Vincent recommended moving forward with System Solutions for IT Services with a yearlong contract.

Judge Todd Mansfield stated that his only question, which had already been answered, was about how other ADDs are handling IT Services; therefore, stating that he agreed with the recommendation. Judge Jack Whitfield asked what response times could be expected from System Solutions. Mr. Vincent reviewed the timelines outlined by their contract stating that depending on the circumstance, it could be from one to eight hours. Ms. Lori Harper asked how many “outside of contracted hours” were the companies referenced charged. Mr. Vincent stated that the references stated that there weren’t many instances where that was necessary.

**MOTION** – Mayor Kevin Cotton made a motion to approve the bid provided by System Solutions for IT Services as presented. Judge Mack McGehee seconded the motion. No further questions or comments were raised, and the motion carried.

**OTHER BUSINESS** – No other business was brought before the committee.

**ADJOURN** – With no further business, Ms. Crissy Carter made a **MOTION** to adjourn the meeting at 1:20 p.m. Judge Todd Mansfield seconded the motion and the meeting adjourned.

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Crissy Carter, Board Chair

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Judge William “Kota” Young, Secretary



300 Hammond Drive | Hopkinsville, KY 42240 | 270-886-9484 | [www.peadd.org](http://www.peadd.org)

300 Hammond Drive  
Hopkinsville, KY 42240  
(270) 886-9484  
TTY: 1 (800) 648-6056  
[www.peadd.org](http://www.peadd.org)

Contact:  
Melissa L. Thompson  
Communications Director  
[melissal.thompson@ky.gov](mailto:melissal.thompson@ky.gov)  
(270) 886-9484

Due to the possibility of a meeting being canceled, relocated, or rescheduled,  
please call Pennyrile Area Development District (PeADD) at (270) 886-9484 to confirm a meeting prior to attending.

## PeADD Upcoming Meetings 2024

Event Name	Date	Time (CT)	Location
<b>Hopkins/Muhlenberg Elder Abuse Council Meeting</b>	January 3, 2024	9 am	The Paragon of Madisonville – Madisonville, KY
<b>Pennyrile Area Development District Executive Committee Meeting</b>	January 8, 2024	11 am	PeADD Office
<b>Pennyrile Area Development District Board of Directors Meeting</b>	January 8, 2024	1 pm	PeADD Office
<b>Ombudsman Friendly Visitor Training</b>	January 9, 2024	9 am	PeADD Office
<b>Tri County Elder Abuse Council Meeting</b>	January 10, 2024	12 noon	PeADD Office & Zoom
<b>Pennyrile Elder Abuse Board of Directors Meeting</b>	January 10, 2024	1 pm	PeADD Office & Zoom
<b>Alzheimer's Support Group</b>	January 16, 2024	11 am	PeADD Office & Zoom
<b>Pennyrile Grandparent Support Group</b>	January 18, 2024	10 am	PeADD Office & Zoom
<b>Long Term Care Multi-Agency Meeting</b>	January 18, 2024	10 am	PeADD Office
<b>Regional Transportation Meeting</b>	January 24, 2023	10 am	PeADD Office

###

Translation services and/or auxiliary aids are available upon request. Accommodations for individuals with disabilities can also be arranged. Please allow up to seven (7) business days for implementation of all requests. PeADD will make reasonable efforts to accommodate requests when given suitable notice. Equal Employment Opportunity/ Affirmative Action Employer, M/F/D.

## A REGIONAL PLANNING & DEVELOPMENT AGENCY

Caldwell Christian Crittenden Hopkins Livingston Lyon Muhlenberg Todd Trigg

# Pennyrile Area Development District

## Board of Directors

### Meeting Dates & Locations

# 2024



300 Hammond Drive  
Hopkinsville, KY 42240  
(270) 886-9484

mail@peadd.org  
www.peadd.org  
TTY: 1 (800) 648-6056

Date	Meal	Meeting	Location
January 8, 2024	11:00 AM	12:00 PM	PeADD Office
February 12, 2024	11:00 AM	12:00 PM	PeADD Office
No March Meeting		Meeting Cancelled	
April 8, 2024	11:00 AM	12:00 PM	PeADD Office
May 13, 2024	11:00 AM	12:00 PM	PeADD Office
June 10, 2024	Annual Dinner	6:00 PM	TBD
July 8, 2024	11:00 AM	12:00 PM	PeADD Office
August 12, 2024	11:00 AM	12:00 PM	PeADD Office
September 9, 2024	11:00 AM	12:00 PM	PeADD Office
October 14, 2024	11:00 AM	12:00 PM	PeADD Office
No November Meeting		Meeting Cancelled	
December 9, 2024	Christmas Lunch & Legislative Update	12:00 PM	Pennyrile Forest State Resort Park

Due to the possibility of a canceled, relocated, or rescheduled meeting, please call Pennyrile Area Development District (PeADD) at 270-886-9484, or check our website/social media outlets to confirm a meeting prior to attending. PeADD will make every reasonable accommodation to assist qualified disabled persons in accessing available services or in attending agency activities. If there is a need for PeADD to be aware of a specific accommodation, you are encouraged to contact the agency at least one week in advance of the meeting for consideration of suitable arrangements, delivery of the service or attendance requirements.