



GREG WILSON, Chief
MARK D. RATTON, Vice Chief
STEVE THURMOND, Secretary
TOMMY KILBERT, Treasurer
RODNEY KIRTLEY, Executive Director

BRADD BOARD OF DIRECTORS
Wednesday, February 24, 2016, 1:00 p.m.
BRADD Conference Center
Bowling Green, KY

- I. **Call to Order - Judge/Executive Greg Wilson**
- II. **Pledge to the Flag -**
- III. **Guest Speaker - Ms. Kristena Morse, State Director, Marsy's Law for Kentucky**
- IV. **Approve Minutes**
- V. **Old Business**

Reports:

- 1. Officers/Board Member
Judge/Executive Michael Hale
- 2. Council
Jessie Varner, Aging Council
- 3. Special Advisors
- 4. Staff
Brittany Fisher, Transportation Coordinator
Katie Ford, Community Development Specialist
Susan Taylor, ED/CD Assistant
Terryn Varney, Public Administration Specialist
Sharon Woods, WIA Director
Rodney Kirtley, Executive Director

- VI. **New Business**
 - Executive Council Report**
 - 1. Approve Clearinghouse Projects
 - 2. Approve Executive Council's Report on Aging Proposals

- VII. **Adjournment**



MINUTES
BRADD BOARD OF DIRECTORS
FEBRUARY 24, 2016

TIME & PLACE:

The Barren River Area Development District Board of Directors met Wednesday, February 24, 2016 at the BRADD Office, Bowling Green, KY. The BRADD meeting was called to order by Chairman Judge/Executive Greg Wilson.

The Pledge of Allegiance to the Flag was led by Mr. Michael Stoyonovich, Board Member.

Chairman Wilson recognized Ms. Kristena Morse, State Director, Marcy's Law for Kentucky. Ms. Morse explained that Marcy's Law is made of up a group of Kentucky advocates to work with victims bill of rights. There are six other states that are working to pass Marcy's Law in 2016. This will help ensure that victims are treated with respect.

ATTENDANCE:

It was determined that a quorum and welcomed all guests and representatives of the news media. (See attached attendance Record).

MINUTES:

With no corrections or additions the minutes of the January 27, 2016 meeting was approved. (See attached)

OLD BUSINESS:

Council:

Ms. Jessie Varner, Aging Council, reported the Aging Council met on Wednesday, February 17th. The Aging Council members reviewed and approved the Aging Services Review Committee's report. BRADD/AAAIL staff partnered with Home Instead to submit 90 names of needy elderly individuals in our community who could benefit from this program, which provides Christmas gifts to those seniors in need. On December 17th, these requested items were delivered to BRADD from Home Instead, and these gifts were delivered to seniors by our BRADD/AAAIL case management staff. Mr. Varner reported the 504 Loan and Grant Housing Repair Program through the USDA Rural Development Office can assist elderly and low income individuals with repairs who live in Warren, Allen, Butler, Logan and Simpson Counties. The

next Aging Council meeting is scheduled for Wednesday, March 16, 2016 at 10:00 a.m. at the BRADD Office.

Special Advisors:

Mr. Jon Crosby, Senator Rand Paul's Representative, reported on legislation that Senator Paul has submitted.

STAFF:

Ms. Brittany Fisher, Transportation Coordinator, reported approval has been received from the Office of Transportation Delivery to proceed with a regional feasibility study for transit. Four municipalities and two counties have expressed an interest in transit options and availability of funding. Five of the six jurisdictions were most concerned with transporting the elderly and disabled to and from groceries, doctors offices and senior centers. The other jurisdiction was concerned with job access issues. The staff will be proceeding with an RFP/RFQ to select a consultant for the study. We hope to select the consultant no later than April.

Ms. Katie Ford, Community Development Specialist, reported that the 2016 Kentucky Community Development Block Grant Program will be accepting applications March 1 through the end of August. A maximum of \$500,000 can be applied for Community Projects and a maximum of \$1,000,000 for public facilities and economic development. Staff is available to assist with the application process. If interested in applying, contact Katie Ford, Amy Scott or Gene Becker as soon as possible.

Ms. Terryn Varney, Public Administration Specialist, reported on two grants that are currently open. First the Recreational Trails Program (RTP) which allows funds to be used in acquiring easements for recreational trails, as well as develop and renovate trails for both motorized and non-motorized use; the second is the Land and Water Conservation Fund (LWCF) which may be used to acquire land for recreational development, construct new outdoor recreational facilities or the renovation of existing facilities.

We have a training opportunity coming up in April. Attorney David Pike will be here presenting on the foundation of planning and zoning in Kentucky, and will include an overview of planning and zoning regulations, as well as other relevant planning and zoning topics. The training will be here in the BRADD conference room from 4:30pm to 8:30pm on April 12th.

Ms. Varney reported on the Green River Blueway Water Trail Master Plan. We have now finished inventorying access sites along the Green River and are

entering into a planning phase. I want to recognize those folks that volunteered to collect this information for us: Rob Rold and Eric Cummins with Fish & Wildlife, Joanna Ashford with Division of Water, and Russ Clark with the National Park Service. They went into the field and assessed over 100 sites. We are very grateful for the work they did. The next step is a strategic planning meeting on March 23rd at 1:00pm at the Mammoth Cave National Park Training Center. This meeting is meant to develop goals and objectives now that we have a good understanding of what resources are available on the Green River and how far apart the access points are.

Ms. Susan Taylor, ED/CD Assistant, reported that she and Terryn Varney and had the opportunity to attend the New Solid Waste Coordinator Training for RLA Plans, Reports, and Grants at the BRADD conference center. Representatives from the Division of Waste Management's Recycling and Local Assistance branch presented on technical issues relevant to grant applications for waste tires, crumb rubber, illegal open dumps, household hazardous waste, litter abatement, and recycling. The training also included instruction on updating 5-year plans and completing annual reports. If you have any questions regarding the training, would like assistance applying for one of the aforementioned grants, or want our help updating your solid waste 5-year plan, please contact either Terryn or Susan.

Ms. Sharon Woods, WIA Director, reported as of January 31, 2016, 1,598 customers have been seen by staff at one of the local career centers; 5,937 activities have been provided such as Career Counseling, Job referrals, resume assistance, interviewing tips, referral to partners, labor market information, workshop attendance, follow-up, etc.; 136 customers have enrolled into training this program year; 65 customers have received supportive services such as transportation reimbursement while in training, payment of certifications needed for employment, purchase of uniforms needed for employment, etc. Not all customers are eligible to receive training services. Staff has to determine the transferable skills that they have, try to match them to available employers, and if no successful matches are made then training is an option. Many customers come into the career center, update their resume, are referred to a job, receive the job and never come back. No training dollars were spent but the outcome was a success. These customers are tracked in the system but the results are delayed as we have to wait for the wages to be reported into the UI system by the employers. The employers are also the customers as I have dedicated staff networking within the ten counties explaining our services and discussing their needs and how we can help. As of January 3, 2016 only 5% of the expenditures are administrative or "oversight" costs. The Federal Regulations allow up to 10% but any administrative funding not needed for oversight can be moved back and spent as program dollars towards the

participants. The Program staff are the front line staff that meet with the customers both job seeker and employer to assist in providing whatever is necessary whether it is counseling, recruiting, job matching, job fairs, etc.

Ms. Woods has developed some goals for our department to meet by 6/30, and will be updating everyone of the progress in a weekly newsletter that she plans to start sending out next week. Job fairs are coming up in Franklin on March 22nd and in Bowling Green the first part of April. The final details for the Bowling Green job fair have not been determined yet but I will forward to everyone as soon as I receive. It is primarily for graduating high school seniors and graduating post-secondary seniors.

The Workforce Development Board held it's first meeting last week and elected Ron Sowell of CHC as the current Chairperson. An executive committee meeting has been scheduled for March 15th at Independence Bank on Scottsville road @ 8:30 am. The full board has a lot of details to take care of with the new regulations so they will be meeting on a monthly basis for the next several months. The next meeting is scheduled for March 17th at the Barren County Extension office @ 8 am.

WORKFORCE GOALS

50 OJT contracts

75 Employer Pre-Award Checklist completed

Outreach to approximately 2,000 customers currently enrolled in the State workforce system (Focus Career)

700 referrals to workshops from the outreach to above customers

Collect 250 youth applications from individuals interested in services

125 of the above individuals to receive Career Counseling Services

80 of the above individuals to enroll into training (work experience, internship, and/or ITA)

50 internships with upcoming college graduates to help secure employment in their newly obtained field

Outreach to all local high schools about available services

Participate in high school career fairs

Judge/Executive Michael Hale reported that the South Central Kentucky Workforce Development met in the first meeting this month and elected a new chairman. Judge Hale stated there is a lot of work to do in job retention. He reported that since it was not stated in the BRLEO minutes to go out for RFP, he pulled the ad from the papers. They will be meeting again this week to make sure everything is correct. Judge Hale also reported Barren County is working with 488 seniors to get resources from WKU, SKYCTC and the Career Centers for a "Learn and Earn" program. There have been 47 students working in local

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industries and 32 have retained their jobs. He indicated there are other industries in the area that would like to be involved.

Mr. Rodney Kirtley, Executive Director, thanked Judge/Executive Michael Hale for his serving on the State Workforce Investment Board. Mr. Kirtley reported that in the federal guidelines there are 9 performance factors that we ranked on, and we exceeded 8 out of the 9. Mr. Kirtley introduced the new Aging Staff; Victoria Carmack, Kara Copas, Megan Gonzales, Ashley Pennington and Caleb Speck. Jamie Holloway was out and will introduced next month.

NEW BUSINESS:

Executive Council Report:

1. Approve Clearinghouse Projects - Regional

Mr. Steve Thurmond reported the Executive Council met prior to this meeting to consider 5 Regional projects. Upon review of the projects, the Council recommended approval.

- **A motion was made by Mr. Steve Thurmond, seconded by Judge/Executive Terry Martin to approve the 5 Regional Projects as recommended by the Executive Council. Motion carried. (See attached)**

2. Approve Executive Council's Report on Aging Proposals

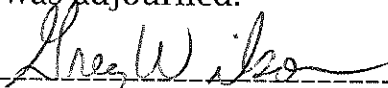
Mr. Steve Thurmond reported the Executive Council met today to review the Aging Review Committee recommendation on the Aging proposals. Upon review of the proposals, the Council recommended approval.

- **A motion was made by Steve Thurmond, seconded by Judge/Executive Tommy Willett to approve the recommendation of the Executive Council for the Aging Proposals. Motion carried. (See attached)**

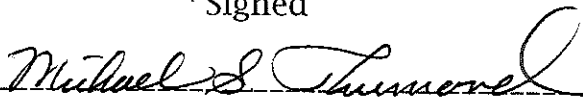
Mr. Thurmond also reported the Executive Council met to review the request from Lifeline Homecare, Inc., to retain their increased unit rate. Their unit rate was increased in October due to Governor Beshear's order to increase the minimum wage to \$10.10, then decreased to their previous rate once Governor Bevin rescinded that order. The Executive Council discussed the request from Lifeline Homecare and decided to uphold the motion made at last month's Board meeting to adjust the unit price back to the price prior to the \$10.10 Executive Order.

ADJOURN

With no further business, the meeting was adjourned.



Signed



Approved

Workforce Expenditures as of 1/31/2016

Administration

Personnel	\$ 31,927.57
Travel	\$ 1,098.20
Training	\$ 4,278.16
Office Expenses	\$ 2,576.87
Other	\$ 1,199.88
Indirect	\$ 9,262.33
Admin Total	\$ 50,343.01

Core & Intensive Services

Personnel	\$ 292,659.32
Travel	\$ 7,655.49
Training	\$ 16,665.29
Office Expenses	\$ 7,657.47
Career Center Rent	\$ 10,315.26
Contractual	\$ 40,778.50
Indirect	\$ 92,052.84
ITA training	\$ 336,660.40
OJT training	\$ 4,778.57
Work Experience	\$ 29,750.14
Supportive Services	\$ 38,190.80
Program Total	\$ 877,164.08

WORKFORCE GOALS

- **50 OJT contracts**
 - **75 Employer Pre-Award Checklist completed**
 - **Outreach to approximately 2,000 customers currently enrolled in the State workforce system (Focus Career)**
 - **700 referrals to workshops from the outreach to above customers**
 - **Collect 250 youth applications from individuals interested in services**
 - **125 of the above individuals to receive Career Counseling Services**
 - **80 of the above individuals to enroll into training (work experience, internship, and/or ITA)**
 - **50 internships with upcoming college graduates to help secure employment in their newly obtained field**
 - **Outreach to all local high schools about available services**
 - **Participate in high school career fairs**
-

INTERGOVERNMENTAL REVIEW – Regional Projects - February 2016

KY201602020075

Metcalfe County East Side Safe Rooms

Applicant: Metcalfe County

Contact: Emory Kidd

Summary: Metcalfe County is proposing to install four (4) new, stand alone, single use, FEMA 361 community safe rooms throughout the county to provide near absolute protection to 325 vulnerable occupants from straight line winds up to 250 MPH, severe storms and tornadoes. The project site locations are;

1. 2801-3079 Bridgeport Rd, Edmonton, KY 42129 (37.048182, -85.554033) Occupants 52, Safe Room dimensions 20 x 15 x 10.5 Previous disturbance- farmland is plowed several times a year at this location
2. 650 Industrial Drive, Edmonton, KY 42129 (37.001458, -85.607454) Occupants 105, Safe Room dimensions 20 x 30 x 10.5 Previous disturbance-Ambulance building was constructed in 2009
3. 6002-6198 Randolph Goodluck Rd, Summer Shade, KY 42166 (36.970291, -85.710151) Occupants 102, Safe room dimensions 20 x 30 x 10.5 Previous disturbance-this is farm land
4. 1933-2341 Cork Gascon Rd, Edmonton, KY 42129 (37.025990, -85.568694) Occupants 79, Safe Room dimensions 20 x 20 x 10.5 Previous disturbance- graded and graveled in 2000 for development, then location changed

There are no known cultural or historic resources in the project site areas. Ground disturbance is approximately 3 feet for the safe room footers and to pour the concrete pad. Roughly 30 x 40 sq foot of vegetation will be removed for safe room construction. All four (4) locations are located in zone X.

Funding:	Federal	\$ 237,000	FEMA
	State	\$ 37,920	
	Local	\$ 41,080	
	Total	\$ 316,000	

Reviewer: Susan Taylor - No conflicts or duplications. Supports CEDS Community Services & Facilities Goal 1: Construct, expand, and renovate governmental and public buildings to meet the service needs of the region, as well as Community Services & Facilities Goal 2: Enhance the effectiveness of public safety agencies in the District, including law enforcement, fire protection, emergency medical, emergency management services, E911 and other functions.

KY201602080101

Hidden River Cave Development Project

Applicant: City of Horse Cave/American Cave Conservation Association

Contact: David Foster

Summary: The City of Horse Cave and the American Cave Conservation Association are seeking ARC funds to reopen the historic sections of Hidden River Cave (119 E Main St. Horse Cave, KY 42749). The cave's largest room, Sunset Dome (one of the nation's largest cave rooms), is currently inaccessible. To reopen these sections, funds will be used to expand walking tours by adding walkways and bridges, opening up areas of the cave not seen since 1943.

A turn-of-the century hydroelectric system located in the cave will also be restored by installing a small turbine to power the cave lights; as well as the pumps to utilize the cave's own water to clean trails. The project will also build a unique underground zip line (the only one in America in a natural cavern), and develop a challenging ropes course into Hidden River Cave from the end of the current tour to Sunset Dome.

Funding:	Federal	\$ 250,000	ARC
	Local	\$ 155,900	
	Total	\$ 405,900	

Reviewer: Terryn Varney – No conflicts or duplications. Supports CEDS Economy Goal 2: Increase the availability of funding for regional economic development, as well as Community Services and Facilities Goal 3: Promote a healthier lifestyle and improve the quality of life for the residents of the region.

INTERGOVERNMENTAL REVIEW – Regional Projects - February 2016

KY201602160128

Trooper Island Safe Room

Applicant: Metcalfe County

Contact: Emory Kidd

Summary: Metcalfe County proposes to construct a new, stand alone, single use, FEMA 361 community safe room to be constructed at the KSP Trooper Island Youth Camp to provide near absolute protection of the 107 intended occupants from high winds, severe storms and tornadoes up to 250 mph. The project site locations is Dale Hollow State Park, Burksville, KY 42717 (36.626987, -85.292036).

Trooper Island was founded in 1965 and currently has a partial underground shed that is utilized as a shelter that was built in 1970. This shelter will be demolished and the new safe room will be constructed in its place. The safe room dimensions are 20 x 30 x 10.5 with 600 gross square feet, and 535 usable square feet at 5 square feet per occupant. Ground disturbance will be at a minimum to install the concrete pad, and to install footers from 24 to 36 inches in depth. No removal of vegetation, borrow and fill or a staging area is needed to complete the scope of work. There are no known cultural or historical resources in the project site location. The proposed site location is located in flood zone X.

Funding:	Federal	\$ 69,000	FEMA
	State	\$ 11,040	
	Local	\$ 11,960	
	<u>Total</u>	<u>\$ 92,000</u>	

Reviewer: Susan Taylor - No conflicts or duplication. Supports CEDS Community Services & Facilities Goal 1: Construct, expand, and renovate governmental and public buildings to meet the service needs of the region, as well as Community Services & Facilities Goal 2: Enhance the effectiveness of public safety agencies in the District, including law enforcement, fire protection, emergency medical, emergency management services, E911 and other functions.

KY201602190143

Reconstruct the Raymer Hollow Trail

Applicant: Mammoth Cave National Park

Contact: Bruce Powell

Summary: The Raymer Hollow Trail, located inside Mammoth Cave National Park, is in great need of repair. The trail is severely deteriorated and caused degradation of the water quality in the stream. There are many locations where drainage is poor or does not exist. In several locations, sloughs and berms have developed and are now impeding drainage off the trail. Funds would be used to: Install water bars, modify trail surfaces to enhance drainage off the trails, removal of unsuitable soils from mud holes and replace with filter fabric and new materials, installation of drainage structures to channel water under the trail where necessary, reinforce the bank to prevent stream bank erosion, and focus on sustainable trail principles.

The project begins at the intersection of the Collie Ridge Trail, and ends at the intersection of the Raymer Hollow Trail and the Mill Branch Trail (about 5.5 miles).

Raymer Hollow-Collie Ridge Junction: Degrees-Minutes-Seconds: 37°14'0.979" N, 86°9'27.848" W. Decimal Degrees: 37.2336052777778 N, -86.1577355555556 W. Raymer Hollow-Mill Branch Junction: Degrees-Minutes-Seconds: 37°12'55.425" N, 86°8'48.644" W. Decimal Degrees: 37.2153958333334 N, -86.1468455555556 W.

Funding:	Federal	\$ 50,000	DOT/RTP
	<u>Applicant</u>	<u>\$ 50,000</u>	
	<u>Total</u>	<u>\$ 100,000</u>	

Reviewer: Brittany Fisher - The project advances numerous goals across many disciplines within the BRADD Action Plan. In the Transportation section, it advances goal 2 by increasing and maintaining pedestrian access; goal 5 is also advanced because trails are a tourism attraction; also goal 6 is advanced by the projects focus on quality of life and environmental sustainability. In the Environment section, the project advances goal 1 in its focus to preserve the environmental integrity. Goal 3 of the Community Services section is advanced through the promotion of a healthier lifestyle.

INTERGOVERNMENTAL REVIEW – Regional Projects - February 2016

KY201602190145

Reservoir Hill Park Improvements Project

Applicant: City of Bowling Green

Contact: Nick Cook

Summary: The City of Bowling Green plans to utilize approximately \$180,000 of its annual Community Development Block Grant from HUD for improvements at Reservoir Hill Park. The project entails the replacement of a picnic shelter roof with a new standing seam metal roof and gutters; installation of two concrete picnic tables in the picnic shelter; rehabilitation and expansion of the existing asphalt parking lot; installation of a concrete patio with decorative fencing, benches, water fountain, and barbeque grill; installation of a new concrete walking path; installation of new parallel parking spots and retaining wall with steps; rehabilitation of existing wall with addition of stucco on top and facade of wall; installation of decorative fencing behind existing wall and; installation of new bus shelter for the public transit system.

The project will be located along High St., 10th Ave., Parkway St., and Cherry Dr. in Bowling Green, Kentucky. The approximate longitude and latitude center point for the project is: 36°59'17.8"N, 86°26'14.9"W.

Funding: Federal \$ 180,000 CDBG

Reviewer: Katie Ford - No conflicts or duplication. Supports CEDS Economy Goal 2: Increase the availability of funding for regional economic development.

BRADD Aging Services Review Committee Report

The Aging Review Committee met on Friday, January 29th at the BRADD office.

Personal Care Attendant Program (PCAP)

Help at Home submitted a proposal for the PCAP program. Upon further clarification concerning their submitted unit cost, Help at Home withdrew their proposal for the program. Since no other proposals were submitted, the Review Committee made a motion for BRADD/AAAIL to continue providing PCAP services in-house for an additional three years.

Senior Center Program

Community Action of Southern Kentucky (CASKY) submitted a proposal for Senior Center services. Upon review, it was noted that the proposal packet was found to be lacking required materials which would deem the bid non-responsive. The proposal received from CASKY was missing the 501C-3 or Kentucky Business License, which verifies that the agency is able to conduct business in Kentucky. With this required documentation missing, the committee made a motion to reject the proposal from CASKY.

With no acceptable proposals received, the BRADD/AAAIL will need to request proposals for Senior Center services again.

Frozen/Shelf Stable Meals Program

Three proposals were received for the Frozen/Shelf Stable Meals Program.

Mom's Meals submitted a proposal. Upon review, BRADD/AAAIL staff noted that the proposal was for cold/fresh meals, and that those meals would be delivered via a courier service, such as UPS or Fed Ex. According to the Request for Proposal, BRADD/AAAIL would not accept cold/fresh meals, and meals delivered via a courier service.

Canteen submitted a proposal for Frozen/Shelf Stable Meals. Canteen's proposal packet was found to be lacking required materials which would deem the bid non-responsive. Canteen failed to submit a 501C-3 or Kentucky Business License, which verifies that they are eligible to conduct business in Kentucky. Without this documentation, the proposal was not reviewed further.

GA Foods was the third provider to submit a proposal. After a review of the proposed unit costs for these services, as well as the checklist which ensures that the proposal was complete, the Review Committee voted to reject the proposals from Mom's Meals and Canteen Service Company, and award the proposal to GA Foods.

Frozen Meal Program				
GA Food Service Company				
Meal Description	Current Unit Cost for FY '14, '15, and '16	Proposed Unit Cost for FY '17, '18, and '19	Price Difference	Percentage Difference
Frozen Meal Preparation Cost (without Delivery)	\$3.39	\$3.58	\$0.19 Increase	5.60% Increase
Frozen Meal Delivery Cost	\$1.79	\$2.20	\$0.41 Increase	22.91% Increase
Total Cost (Frozen Meal with Delivery)	\$5.18	\$5.78	\$0.60 Increase	11.58% Increase