

Audubon Area Community Services, Inc.
Administrative Support Committee Meeting
MINUTES

May 23, 2008

At 11:50 a.m., following lunch, Judge Whitaker called to order the May 23rd, 2008, meeting of the Administrative Support Committee of the AACS, Inc. Board of Directors.

Members Present (5 Members/5 Voting):

Rev. David Combs	Mr. Jerry Manning	<i>Mr. J.D. Meyer</i>
Ms. Betty J. Rucker	<i>Mr. Keith Sanders</i>	<i>Mr. Doug Smith</i>
Mr. M. Douglas Smith	Hon. Larry Whitaker	

Staff Present:

Ms. Cheryl Gatton, HR Director	Ms. Denise Marcum, Executive Assistant
Mr. Dan Lanham, GRITS Director	Mr. Terry Payne, Chief Financial Officer
Mr. Ronald Logsdon, Executive Director	

PRIOR MINUTES.

Mr. Whitaker noted the Committee's February minutes and asked whether everybody had a chance to look them over. Observing that the minutes were, as always, accurate and correct, he called for a motion to approve them.

Mr. Manning made a motion to approve the Committee's minutes from its February 5th, 2008 meeting. Mr. M. Douglas Smith seconded the motion. Motion approved.

BOARD-REFERRED "OLD" BUSINESS.

The executive director noted that there were a couple Board-referred business items that needed to be reviewed for recommendation to the June Board meeting...

Criminal Records Checks – "General Hiring Policies," Section 2.5 and "HS Child Development Hiring Procedures" Section 13.4. The April Board deferred action on the proposed new, more demanding policy on criminal records checks. The Board had supported the stricter policy, but it deferred the implementation of that proposed policy pending HR determining how to actually implement it. Mr. Logsdon stated that the AACS Human Resources Department (HR) had figured that out, so HR was ready to bring that policy forward for final approval.

Ms. Gatton said that upon Board approval that HR was now prepared to start implementing the policy. Mr. Logsdon stated for Rev. Combs, a proponent of the new policy who was present at the April Executive Committee meeting but not the April Board meeting, the Board did defer that for 60 days until they figured out how to handle it. The policy itself was *not* ratified at the April Board but now need the Administrative Support Committee's recommendation to approve.

Mr. M. Douglas Smith made a motion to recommend that now with HR's criminal records check implementing study completed that the Board approve the "Criminal Records Checks – "General Hiring Policies," Section 2.5 and "HS Child Development Hiring Procedures" Section 13.4. Ms. Betty Rucker seconded the motion. Motion approved.

“Unpaid Leave of Absence,” Family Medical Leave Act (FMLA), Section 5.8. Mr. Logsdon advised the Committee that the other item referred from the April Board meeting was the Board’s involvement in FMLA extension requests. The Board said that there were so many of these in recent months and that the Board did not need to be concerned with those. Rather, those FMLA extensions should be determined by the staff, with the involvement of the HR director and the approval of the executive director. So the agency’s FMLA leave extension policy was being amended so the executive director no longer has to bring the FMLA extension requests to the Board.

Ms. Rucker made a motion to recommend for Board approval of the newly revised Section 5.8 FMLA policy granting the executive director discretionary authority to approve FMLA leave extension requests. Mr. M. Douglas Smith seconded the motion. Motion approved.

NEW BUSINESS.

GRITS “5311” Operating Grant Resolutions. Mr. Logsdon informed the Committee that the GRITS FY2009 refunding proposals had been submitted in April. However, the Kentucky Transportation Cabinet’s Office of Transportation Delivery (OTD) had sent them back to AACS because the requisite Resolutions were not included. The Board Resolutions are a requirement for the funding. Those Resolutions were included in the Committee packet mailed to each Committee member. The first Resolution “commits the local share,” which is 10% for the “5310” capital assistance and 50% for the “5311” operating assistance. Mr. Logsdon stated the other Resolution was to authorize him to do what he has already done, that is, execute all of the OTD grants paperwork.

Mr. Manning made a motion to recommend Board approval of the GRITS “5310” capital assistance and “5311” operating grant Resolutions. Mr. M. Douglas Smith seconded the motion. Motion approved.

FY2009 Indirect Cost Pool Budget. Mr. Logsdon advised the Committee that the FY2009 Indirect Cost Pool (IDC) budget supports the *operating* budget for the administrative core component of the agency. Mr. Logsdon reported that CFO Mr. Payne has done significant work in gathering together and projecting the FY2009 revenues that AACS will receive under the new 15.5% Indirect Cost Rate approved by DHHS’ Division of Cost Allocation. Mr. Payne has proposed a budget that Mr. Logsdon stated to be \$1.65 million. Mr. Logsdon said that he and Mr. Payne had gone over the budget and are in agreement with it. The budget was included in the Committee’s handout packet. If there were any questions, Mr. Logsdon said that he would answer those he could and refer the rest to Mr. Payne.

Rev. Combs asked what the auto reimbursement revenue line item was. Mr. Logsdon stated that he had a company car and that the IRS required him to pay a daily fee for the use of it. Rev. Combs stated the amount just looked low for a reimbursement type thing. Mr. Payne mentioned that the auto policy in general was being looked at. Mr. Logsdon advised the Committee that the drift of that review had to do with perhaps instituting a travel allowance in place of a provided automobile. That new line item is also included in the expenditures section of the FY2009 IDC budget, the first time that’s ever been in there, he said; we’re getting very close to not having any cars assigned to anybody, although there may be some extremely limited exceptions for true business reasons. We’re talking about transportation, where there might be a legitimate business need for a person to have a vehicle. For example, if they have to go out and start cars early in the morning or pull somebody out of a snow bank or whatever else. We are looking at that. Mr. Logsdon stated that in this FY2009 budget, he was looking at converting from an agency car to perhaps providing a travel allowance. The Board may want to discuss that, and AACS staff probably needs to do some further research on it — having a travel allowance in lieu of actually having an agency

car; it is just problematic these days for government-funded vehicles to be assigned to a private individual. Mr. Payne stated there would be some research done and then, of course, that issue would come before the Board for needed changes in agency policy.

Mr. Logsdon advised the Committee that the proposed FY2009 IDC budget incorporates an 8% increase in the salary/wage line item, although there will be some instances where a particular individual won't be recommended to get an 8% increase where performance and other factors don't justify it. As far as the line item amount itself is concerned, though, it is 8% larger than last year. Mr. Payne stated that this line item would also fund one additional employee, an internal auditor for the Finance Department. Mr. Logsdon advised that the position Mr. Payne was referring to came up in the Audit Review Committee's discussion with the FY2008 auditor; it would do much of the preparatory work agreed upon with the auditor for the FY2008 and subsequent audits.

Mr. Payne explained this new staff person would closely monitor AACS contracts and work closely with the auditors. Mr. Logsdon stated that has been budgeted at \$35,000. Mr. Manning asked if the internal auditor would be working on compliance monitoring. In response to the question from Mr. Manning, Mr. Payne said that actual agency "compliance" was not an issue. But the thing that is becoming more prevalent as a federal requirement is that while the required compliance testing is being done on a regular basis, the *agency policy* or *procedure* requiring those tests aren't themselves documented in writing. One of the things that this person will do is spend some time going through every contract and saying, "OK, a report is due to the state on the 10th of each month. We can show you that we do that by signing it, but what's the AACS *procedure* in doing that?"

Mr. Logsdon stated that we would ask that the FY2009 IDC budget be recommended to the Board for approval.

Mr. M. Douglas Smith made a motion to recommend Board approval of the FY2009 Indirect Cost Pool budget. Ms. Rucker seconded the motion. Motion approved.

Mileage Reimbursement Rate Policy Change. Mr. Logsdon stated something "odd" had happened within the past month. That is, the approved state mileage rate exceeded the mileage rate approved by the agency Board. Heretofore, AACS has always had *two* different mileage reimbursement rates. There was an agency rate, which is always pretty much tied to the allowable *federal* rate, except AACS didn't quite go up to the full federal allowance the last time it went up. Then there was the state rate that AACS' state contracts had to follow *by contract*. When the allowable state mileage reimbursement rate went up to \$.45, which was in excess of the agency-approved \$.43 rate, that presented a new situation requiring Board action.

Mr. Logsdon said that the senior management staff had discussed the matter and were recommending that from this point forward the agency follow the state's *quarterly fluctuating* mileage reimbursement rate, which is presently \$.45 per mile. Mr. Logsdon said that he thinks this action gets AACS away from another situation where the state rate (required for many AACS programs) may exceed the agency-approved rate. The current federal mileage reimbursement rate is \$.50½ cents, but the senior Staff didn't think the programs could afford to pay that rate. So what the staff recommends is to follow the quarterly state rate. This will apply agency-wide, so Board members will get that same rate. AACS will publish the allowable reimbursement rate every quarter, and, in fact, he said, it is published already on all three of the agency's websites.

Mr. Manning made a motion to recommend Board approval of the state's quarterly fluctuating mileage reimbursement rate and to amend all AACS mileage reimbursement rate policy procedures and policy statements to reflect this change. Mr. M. Douglas seconded the motion. Motion approved.

Selection of FY2008 Audit Firm. Mr. Logsdon informed the Committee that the Audit Review Committee had been working hard, having met twice and actually gone over the prospective audit firms' proposals and then interviewed the two finalists for the FY2008 audit work. Included in the Committee's meeting packets are the Audit Review Committee's two sets of minutes documenting the Committee's meetings. That Committee was coming forward with its recommendation.

Mr. Manning stated the fact that was brought up several times that Alexander and Company, the current audit firm, does produce a good product. It's just the lacking-in-communication factor that was troublesome to the agency. The Committee met with them and came up with some agreements, and there has been a letter issued and generally agreed upon confirming both parties' new understandings. AACS is going to send that letter to Alexander and Company to confirm the new commitments both sides agreed were missing. Hopefully, the letter will be accepted by Alexander and Company. Mr. Logsdon stated that AACS is hopeful in getting an audit engagement letter from Alexander & Company by the end of the month.

So pending that letter of agreement, the recommendation of the Audit Review Committee is that Alexander and Company be AACS' FY2008 auditor. What AACS will be offering in the letter is a *one-year* commitment, then see how that new working arrangement works out over the next year.

Ms. Rucker made a motion to accept Alexander and Company to be AACS' FY2008 auditor. Mr. M. Douglas Smith seconded the motion. Motion approved.

Judge Whitaker thanked everyone that participated in the discussions with the auditors.

Revised Salaried Position Classification Chart and Updated Position Descriptions. Mr. Logsdon informed the Committee of the only change pertaining to the Salaried Positions Classification Chart was where Ms. Blackham was asking for a title change from "Family Resources Director" to "Family Assistance Director." It seems that people out and around the state think that her title implies to her being director of a family resource center at one of the local schools. She has decided that the old title wasn't working for her and has asked for that change.

Mr. Manning made a motion to recommend Board approval of the Revised Salaried Position Classification Chart changing the position title of Family Resources Director to that of Family Assistance Director. Mr. M. Douglas Smith seconded the motion. Motion approved.

Mr. Logsdon advised right behind the position classification chart were some new job descriptions that he's providing for informational purposes. There doesn't need to be an action on these, he said.

Judge Whitaker asked when writing a job description with duties and responsibilities, how do staff come up with these? Do you copy and paste from someone else? Mr. Logsdon said it is an elaborate process. In general, the way we have historically done it, though, is to keep the job descriptions as very fluid documents that may change at any time. The thing the Board approves is where a position gets posted on the salary and wage classification charts. That's about all the Board does. The rest of it is handled administratively by staff because AACS does change job descriptions as needed in the agency.

Ms. Gatton stated that the process of writing and updating position descriptions takes a lot of research. For example, it involves interviewing the person who does the job itself and making sure that the descriptions have everything needed in them. And then HR and programs' management pull from outside sources, trying to compare and see if there's anything left out or needed to add. It takes a lot of research. It's not a quick and easy thing to do, she said. Right now, AACS has 125 different job descriptions throughout the agency.

REPORTS.

Management and General Reports.

Current Building Projects — Updates. Mr. Logsdon advised the Committee on the status and progress of agency building projects now underway.

1700 West Fifth Street Office Building. Mr. Logsdon provided in the Committee's handout packet Deig Brothers' flow chart, a Gant chart, which laid out the progression of work to construct the building. It shows how the progress is set to flow over the next several months on the office building at 1700 West 5th Street. By late March or April of next year, the building will be ready to occupy, he said.

222 St. Elizabeth Street Parking Garage. Mr. Logsdon stated that this project is underway. Mr. Logsdon stated he doesn't have a progress (Gant) chart for the GRITS parking garage, but the ground work is getting done there as well. Mr. Logsdon said that as soon as he gets a planned-work-progress chart from Hartz Contractors, he would provide that to the Board and provide progress updates throughout the year.

Owensboro Regional Recovery (ORR) Center, Higdon Road. Mr. Logsdon stated there was more information in the handout packet because there are things that are happening with the ORR. He stated that he was happy that Mr. Meyer was in attendance at the Committee meeting. Mr. Meyer is the principal person who is for three to four years running now has been directing the ORR activity. The ORR partners, Lighthouse Recovery, Inc. and AACS, Inc., are getting near to actual construction on the project.

The letter from Mr. Meyer to John Edge, President, First Security Bank, was been included in the Committee's handout packet. This letter concerns a \$1.9 million construction loan. Initially, the bank wanted AACS and "everybody in sight" (refer to the "flow chart" in the packet) to sign off on the loan. The bank wanted everybody to sign a guarantee, but the position that AACS has taken with First Security is that AACS Inc. will *not* and cannot sign its guarantee. Our subsidiary corporation, Audubon ORR LLC, which has no assets, is the actual partner in the ORR. The reason it was created was to provide some distance from and protection for AACS, Inc. That entity will sign the bank's loan commitment letter.

Mr. Logsdon asked Mr. Meyer if the bank's loan committee meeting was still set for May 29th. Mr. Meyer said yes, it would be on May 29th. The bank's loan committee will meet for its loan approval, without AACS' personal guarantee on that construction. Mr. Logsdon asked if Mr. Meyer anticipated any problem with that. Mr. Meyer simply stated, you know how bankers can be. Mr. Meyer stated that it shouldn't change. Mr. Meyer also stated that First Security could not be in any better position than what they're in with all of the various sources of funds and that this is just a construction loan. There's a lot of safety that they have that we feel should be taken into consideration when deciding to let AACS out of the personal guarantee requirements.

Mr. Logsdon said that AACS determined that the terms of the \$5.5 million bond issue with BB&T, where it built the Head Start center in Christian County, gave assurances that AACS would not make further loan commitments such as this on the agency without a consultation with BB&T. They have not been consulted. One of the issues they would probably raise is, "Well, why are you going to First Security? If you wanted a construction loan, why didn't you come to us?" Mr. Logsdon says he is sure that's why they put that provision in there that AACS had to consult with them.

Mr. Logsdon informed the Committee that a second telephone conference of all the principals — National City Bank, the equity provider; its Louisville attorneys; Mr. Meyer (for Lighthouse Recovery); PDC Companies, the builder; and AACS — occurred this week. Too, he added that Mr. Mountjoy is representing AACS as the Board’s attorney, and he, too, has been involved in those discussions. Mr. Logsdon asked if there were any questions. There were none.

Independence Heights, Strawbridge Place. Mr. Logsdon shared with the Committee a letter received from Kentucky Housing that morning after the handout packet had already been put together. The letter talks about the final reservation of housing credits for the Independence Heights project, which is a residential project for 18-21 year-old-youth that are “aging out” of the state’s foster care system. He also noted that he and the Board’s attorney had had all kinds of paper work on this project going across their desks for the past two weeks. Wabuck Development is getting ready to get construction underway on this project, which will be located behind Seven Hills Elementary School in southeastern Owensboro.

Kentucky Intensive Services Program (KISP) Funding Cut and Restructuring. Mr. Logsdon stated the KISP program has counselors and family therapists all over the state. There are offices in Louisville and Lexington, and a contractor in northern Kentucky that supports the up-till-now \$1-million-a-year program. But that program, as a result of the Kentucky General Assembly under funding of the Kentucky Justice Cabinet for the next biennium, has been cut back 50%.

As of July 1, 2008, KISP will be operating on a \$500,000 per year budget. The cut-back proposal was included in the Committee members’ handout packet, with a map depicting the limited areas to be served under the new reduced funding level. Those counties that are darkened in are the ones that will be served, he said. KISP’s management and HR have been working with the agency’s reduction-in-force (RIF) policy and receiving consultation from Dinsmore & Shohl’s RIF expert on how to approach and handle the budget-required reductions. Right now, AACS has three (3) supervisors in the KISP program; the new staffing plan calls for only one (1) KISP supervisor. Right now, there are three (3) executive assistants in the KISP program; that will be reduced to one (1) after June 2008. AACS presently has fourteen (14) KISP therapists — actually there were seventeen (17) therapists when the KISP funding reduction was first announced and three have already resigned from the agency. The agency will cut back from the current fourteen therapists to just eight (8) therapists across the state.

Mr. Logsdon said that the AACS was instituting its reduction-in-force rules as stated in the Personnel manual. The notice (included in the handout packet) has gone out to all of the staff in the KISP program notifying them of the reduction in force. Ms. Gatton worked with the RIF-specialist attorney and with Counseling Services Director Ms. Lamar coming up with the RIF document. Our attorneys understand completely with what we’re doing and are supporting what we are doing, said Ms. Gatton. It’s so unfortunate, but when you have less money, this is what you have to do. It will take effect July 1st, 2008. KISP is the major cut back that AACS has experienced this year. (A couple other programs in the \$10,000-\$40,000 range have also been eliminated.)

WellPoint Stock Update. Mr. Logsdon included a memo from CFO Mr. Payne along with other stock charts. Over the past 60 days, WellPoint has risen from the time that it “bottomed out” (lost over \$30 per share) in two days and went down to \$46 per share and has now rebounded upward about \$10.00 a share. We are hoping that trend continues, said Mr. Logsdon. Mr. Payne stated that you don’t realize how significant that \$10 is until you multiply it by 40,588 shares. AACS’ portfolio is up \$400,000.

KentuckyWorks Job Readiness Activity (JRA) Classes/Contract. Mr. Logsdon informed the Committee members of AACS receiving a notice on a possible expansion of the *KentuckyWorks* program. After a couple programs get cut you get a call that says, “Well, you folks proposed to do the Job Readiness Activity (JRA) in your original *KentuckyWorks* Program, would you be willing again to take a

look at that and do that service in the Barren and Green River areas?” It all seems to balance out, said Mr. Logsdon. Next week, Mr. Payne and Ms. Blackham are going to Bowling Green to discuss the JRA expansion there. Mr. Logsdon stated that he doesn’t know what the dollar figure was going to be, but it could probably be \$300,000-\$400,000 at least. AACS hopes it will be adding that much to its *KentuckyWorks* Program.

One-time Child Development Associate (CDA) Funding. Mr. Logsdon stated that Mr. Nehring would be applying for this one-time funding made available and AACS’ Head Start program.

Head Start Risk Management Review, April 30th, 2008. Noting Chairman Manning’s participation in the Head Start Risk Management Review telephone conference and maybe some others as well, Mr. Logsdon said the conference went extremely well. Mr. Logsdon stated that if he were to characterize that session, he thinks it became a “praise session” for AACS’ Head Start program. Instead of focusing on the “deficiencies” that we might have as an agency, the whole thing was the “feds” telling the Board members and everybody on the call how proud they were of all of the good things that AACS does ... and was a model program. Mr. Manning stated that the federal staff said that if anybody wants to call regarding how best to do Head Start, call AACS!

State Compliance Monitoring. Mr. Logsdon told the Committee the Cabinet for Health and Families Contract Branch annual compliance monitoring has been going on all week. He said that he had gotten nothing but positive feedback from that review. As far as Mr. Logsdon knows, the monitor was very pleased and AACS will soon get a written report. Last year, AACS had only a couple minor issues cited. Mr. Logsdon stated he has not heard of any issues from this year’s review.

Senior Community Service Program. Mr. Logsdon stated there was a letter in the handout packet on the Senior Community Service Employment Program (SCSEP). AACS is making a switch on the management of that program. SCSEP has been under Ms. Lamar’s Counseling Services Department. It was recently switched it over to Ms. Blackham’s department, which includes Child Care Assistance, Child Care Resource and Referral, and *KentuckyWorks*. SCSEP will work more closely with the *KentuckyWorks* Program, he said. There are some programmatic issues that Ms. Blackham will have to work on, but she has committed to do that and I’m confident that she will do well with that, he said.

Finance Department Reports.

Anthem 2007 Settlement: \$265,700.50. Mr. Payne reminded the Committee members that during calendar year 2007 AACS had decided on the “contingency premium” arrangement with Anthem for the agency’s health insurance plan, based on the excellent experience the year before. But, he said, AACS must have the cycle “mixed up.” If we could get on the right cycle — getting in a contingent premium arrangement at the right time and getting out at the right times, it could make some money. Unfortunately, AACS did *not* pick the cycle correctly in 2007.

The way the “contingent premium” works is that during the year the agency pays Anthem 90% of what it determines the premium to be. But if it’s a bad year on claims payouts the agency’s “exposure” (obligation to Anthem) is up to 110% of the basic premium. What AACS does is collect the full 110% from all of its programs, then at the end Anthem does a calculation and determine whether the agency’s obligation to Anthem for that year is 90% or 100% of the plan year’s stated premium, or whether it’s up to the 110% maximum.

AACS health insurance claims for 2007 were extremely high. Anthem stated it actually lost \$430,000 on AACS’ account last year. But all Anthem can charge AACS for is the maximum 110% of the premium. This means that AACS must send Anthem a check for \$265,700.50 for the balance of its obligation for its 2007 health insurance. The money has already been charged to the programs. AACS has the cash in

hand, so none of that is an issue. But that's the amount of money AACS *could have kept* if the agency's insurance claims experience for 2007 had gone really well. It didn't, so AACS ended up paying it all out. Mr. Meyer asked if that was based on AACS' claims. Mr. Payne said it was.

Financial Procedures Manual. In closing, he said that probably at the June Board meeting, he should have a draft copy of the new Financial Procedures Manual, and he'll try to get that out with the June Board packet. Mr. Payne noted that the Committee had already taken care of the audit issue.

Information Systems/"IT" Reports. Mr. Hagan was excused from the meeting. He was dealing with matters in Bowling Green related to GRITS' preparation to perform Medicaid "brokerage" services.

GRITS' Human Services Transportation Delivery (HSTD) Setup and Readiness. Mr. Lanham confessed that GRITS has been dominating the IT staff's time and efforts for about the past three to four weeks. As most everyone is aware, GRITS had expected six months to plan out its HSTD Medicaid "Brokerage" transition — and being a broker again, as well as doing it at twice the size and doubling the amount of clients as ever before. But because of all of the bid award protests, instead of six months GRITS ended up with forty-five (45) days. The state (OTD) didn't change its HSTD contract start date. GRITS has been in high gear and has been pushing pretty hard, he said.

Today, he said, the IT department is in Bowling Green "connecting everything." Bowling Green Municipal Utilities (BGMU) just got the fiber optic set up at GRITS' office there yesterday ... or at least *started* connecting everything yesterday, he said. GRITS has got to start taking calls and scheduling rides June 1st, and we're ready, said Mr. Lanham. GRITS had its readiness test yesterday. That is a test the state employs to make sure HSTD contractors are ready to provide the "brokerage" services. If you can't pass that, you can't provide the service. The State, unfortunately, is in kind of the same situation as AACS. Neither have all of the information they need, and they understand that. They're scrambling too. It's still going to be a tough effort in the next few days to get everything up and going, he said.

Parking Garage, 222 St. Elizabeth Street, Owensboro. Mr. Lanham said the parking garage site is cleared off. He reported that he had an interesting phone call earlier that morning: There are some interested in possibly expanding the garage's size and capacity. It looks like we have a "live fish" now, he said.

There is a huge crane now at the garage construction site and they are getting ready to put in the auger-cast pilings *test* pile. That pile will be evaluated by the engineering firm to determine if it's okay. If that evaluation determines a "go ahead," then the piling firm from St. Louis, Blackhawk, will start putting in the auger-cast pilings. Mr. Lanham stated he has had people call and tell him that "the neighborhood looks better already" without the old junky building out of the way.

Human Resources Reports. Ms. Gatton stated that HR didn't have any updates other than what was discussed earlier.

CHAIRMAN'S BUSINESS ITEM.

Chamber of Commerce Leadership Circle Membership. Mr. Logsdon stated that he thought that Chairman Manning had one final item for the Committee's consideration. Mr. Manning to bring forward today as a recommendation an item that was not on the published agenda. Mr. Manning informed the Committee that Mr. Logsdon received an e-mail from the Owensboro Chamber of Commerce regarding an organization within the Chamber called the "Leadership Circle." The Chamber is asking AACS and Mr. Logsdon to be a member of the *Leadership Circle*. This will let AACS get in the inner circle on political matters going on in the state and will give the AACS a "heads up" on a lot of such things going on. These meetings are held in private without the press and make for good one-on-one discussions with

key public policy makers. Mr. Manning said he would like to recommend that AACS get involved and pay Mr. Logsdon's Leadership Circle membership cost of \$500 a year, as this would really enhance AACS' position of "being in the know" and "at the table."

Mr. Manning made a motion for AACS and Mr. Logsdon to join the Leadership Circle, an organization within the Chamber of Commerce, and that the agency provide the membership fee of \$500 a year. Mr. M. Douglas Smith seconded the motion. Motion approved.

CLOSING BRIEF REPORTS.

Western Kentucky University (WKU) Center for Community Partnerships *ALIVE* Newsletter. Mr. Logsdon shared a June article in WKU's *Alive* newsletter featuring AACS and its Board Secretary, Mr. M. Douglas Smith. This article will be in the June 2008 edition of Western Kentucky University Center for Community Partnerships newsletter, *Alive*.

Community Action Kentucky Media Spots. The state Community Action association is promoting Community Action statewide through television and radio spots. Watch for them. These spots are also posted on AACS' website at www.audubon-area.com.

Current *CAP-FACTS*. Mr. Logsdon said he received the latest *CAP-FACTS* from CAAs' national lobbying firm, the National Community Action Foundation (NCAF), that morning.

New Green River Area FPP Provider. Mr. Logsdon advised of several different articles from the *Messenger-Inquirer* concerning some of the programs. One article concerned the Family Preservation Program (FPP). There are now two FPP's in the Green River community, AACS' and a new one — that of a faith based organization called Bellwood, which is administered out of Bowling Green.

ADJOURNMENT.

There being no further business,

Ms. Rucker made a motion to end the Administrative Support Committee meeting. Mr. M. Douglas Smith seconded the motion. Motion approved.

The Committee meeting ended at 12:30 p.m.

Hon. Larry Whitaker
Committee Chairperson