

Audubon Area Community Services, Inc.
Executive Committee (for the Board of Directors) Meeting
MINUTES
October 20, 2009

The AACS, Inc. Board of Directors gathered for dinner at 5:15 p.m., Tuesday, October 20, 2009, at the 1700 West Fifth Street office in Owensboro. At 5:55 p.m., following dinner, AACS, Inc. Board Chairperson Judge Reid Haire called the meeting to order and welcomed the Board and staff.

Members Present (13):

Hon. Reid Haire	Mr. Paul Lashbrooke	Mr. M. Douglas Smith
Mr. Paul Hart	Mr. Jerry Manning	Ms. Henrietta Taylor
Mr. Marshal Hatfield	Mr. Thomas Platt	Ms. Vicki Tinsley
Ms. Daisy James	Ms. Betty Rucker	
Ms. Joanne Kendall	Mr. David Scott	

BOLD=Executive Committee Members

Ex-Officio Members (5):

Ms. Margaret Bailey, Early Childhood Development Advisor/Consultant
Mr. J.D. Meyer, Ex-officio Vice Chairperson for Substance Abuse/Owensboro Regional Recovery
Mr. Jesse Mountjoy, Board Counsel, Sullivan Mountjoy Stainback and Miller, PSC
Mr. Keith Sanders, Ex-officio Vice Chair for Strategic Thinking
Mr. Douglas Smith, Ex-officio Vice Chair for Community Reinvestment

Alternates Present with Member (3)

Mr. Frank Craig	Dr. Sandra Obilade	Mr. Hugh Smith
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Staff Present:

Ms. Carrie Blackham, CCAP/KWP Director	Ms. Denise Marcum, Executive Assistant
Ms. Cheryl Gatton, HR Director	Ms. Robyn Mattingly, SSC Director
Mr. Dennis Hagan, Chief Information Officer	Mr. Byron Mayes, Chief Financial Officer
Ms. Sheila Harper, Weatherization Director	Mr. Aubrey Nehring, Head Start Director
Mr. Dan Lanham, GRITS Director	Ms. Cathy Spires, CSBG Director
Mr. Ronald Logsdon, Executive Director	

Guest Present:

Mr. Gregory Black, Director, H.L. Neblett Center

Judge Haire welcomed and thanked everyone for attending the meeting and said the meeting was one member short of a full Board quorum, but a quorum of the Executive Committee was present, so the meeting would proceed as an Executive Committee session with only Executive Committee members voting.

The Executive Committee's actions would then be ratified at the Board's December (Annual) meeting.

CONSENT AGENDA

Judge Haire called for approval of the Consent Agenda. The only items on the Consent Agenda were the minutes from the Board's August 18, 2009 meeting and the July 2009 Financial Statement.

Rev. Manning made a motion to receive the Consent Agenda items, the August 18, 2009 Board Meeting minutes and the July 2009 Financial Statement. Mr. Smith seconded the motion. Motion approved.

NEW BUSINESS.

Administrative Support Committee. The minutes of the Administrative Support Committee's September 30, 2009 were included in the October Board Booklet. The following items came to the Board with recommendations for approval:

Travel Policy Revisions, *Financial Policies and Procedures Manual* — Section 3.2 and Section 24. Judge Haire stated for the most part the recommended policy changes simply put into policy form some agency practices over few years. The Senior Staff thought it was necessary to take a look at what the agency was doing with the Purchase Cards and commit those practices to formal Board-approved provisions and standards in the agency's *Financial Policies and Procedures Manual*. In summary, the changes would authorize the individual under certain limited circumstances to utilize the agency Purchase Card (upon prior approval of the employee's supervisor) in lieu of a travel advance.

Ms. James made a motion to accept the Section 3.2 and 24 Financial Policies and Procedures Manual changes relative to travel policy and the related use of agency Purchase Cards. Mr. Smith seconded the motion. Motion carried.

Davis-Bacon Act Wages, *Personnel Manual Section 3.2 and Financial Policies and Procedures Manual* — Section 25.3 and Section 43.1. Judge Haire informed the Board that AACS had to make some policy changes with regard to its Weatherization Assistance Program (WAP). Because the WAP had with its new \$6,500 per home allowance exceeded the \$2,000 plateau (dollar amount) nated in the federal Davis-Bacon Act, WAP wages now had to be paid weekly and were subject to all Davis-Bacon requirements. This means that "prevailing" wages and prescribed Davis-Bacon wage payments now have to be in place. Those pay rates differ depending upon the area that an employee is doing Weatherization work.

Contractors involved in the AACS WAP services have all been brought in to be trained. They have all agreed to comply with the Davis-Bacon Act. There is an accounting system established now. The Administrative Support Committee recommends Board approval of changes made in the personnel and financial manuals pertaining to the Davis-Bacon Act.

Mr. Logsdon noted he went to a workshop and the Department of Labor told him that the penalties were pretty severe if AACS didn't do this up to and including debarment which means the agency couldn't receive any federal funds.

Ms. James made a motion to approve the changes in the Personnel Manual – Section 3.2 and the Financial Policies and Procedures Manual – Sections 25.3 and 43.1 for meeting the Davis-Bacon Act wage requirements. Mr. Smith seconded the motion. Motion carried.

"Holidays for Part Time Head Start Employees," *Personnel Manual* – Section 5.1(4). Judge Haire said the recommended changes made in the *Personnel Manual* pertained to holidays for part-time employees. Not paying these benefits to part-time Head Start employees recently became an issue here. Under this policy revision, those Head Start part-time employees will be paid for a holiday at the rate they would normally work. Mr. Logsdon told the Board that Mr. Nehring urged the change so that AACS child care centers would be eligible to be a 4-star Early Childhood centers.

Without this policy, the AACS centers could attain no more than a 2-star or 3-star provider, which adversely affects the amount of “STARS” incentives (and money) the agency can receive.

Rev. Manning made a motion to approve the recommended Personnel Manual – Section 5.1(4) policy change to provide holiday pay for part-time Head Start employees. Mr. Smith seconded the motion. Motion carried.

Cellular Telephone Policy Revision — Personnel Manual, Section 6.20. Judge Haire advised that the proposed changes were made to clarify the use of cell phones for *business* calls and are assigned for *employee use only*. This was just to ensure that family members and other employees were not using AACS employees’ agency-provided cell phones.

Mr. Smith made a motion to accept the Cellular Telephone Personnel Manual changes. Rev. Manning seconded the motion. Motion carried.

Head Start Chapter Revisions, Personnel Manual – Child Development Credentials – Section 13.7 and Grant for College Tuition and Books – Section 13.8. Mr. Nehring explained the child development credentials. What is done with this policy revision is bring AACS policy into line with the December 2007 Head Start Act that requires by October 1, 2011, that Head Start teachers must hold a minimum of an Associate Degree.

Mr. Nehring also stated that the policy revision concerning grants for college tuition and books also reflected changes in the new Head Start Act regarding payback agreements and further clarifies and specifies the criteria for receiving the assistance.

Ms. James made a motion to approve the changes for Personnel Manual’s Head Start Chapter revisions, i.e., Child Development Credentials – Section 13.7 and Grant for College Tuition and Books – Section 13.8. Mr. Smith seconded the motion. Motion carried.

Position Classification Charts – Updates for Owensboro Regional Recovery Center (ORR): Salaried/Exempt Positions (5) and Hourly/Non-Exempt Positions (2). Mr. Logsdon stated that AACS will be the fiscal agent for ORR. ORR staff members will be on AACS’ payroll. The seven new positions needed to be created for the Center include five (5) salaried/exempt positions and two (2) hourly/non-exempt positions. The Lighthouse Recovery partners have been involved in the development of these and other ORR staff positions. The ORR structure is on AACS’ website under the Counseling Services Department.

Rev. Manning made a motion to approve the ORR position additions for the respective position classification charts – five (5) new Salaried/Exempt Positions and two (2) new Hourly/Non-Exempt Positions (2) – as graded on those respective charts. Ms. James seconded the motion. Motion carried.

We the People Town Meeting 2010 Sponsorship. Mr. Logsdon recounted for the Board that 650 people came to the 2007 “AmericaSpeaks” Owensboro town meeting to talk about community needs and priorities. This town meeting event will be repeated in 2010. In 2007, AACS was a \$5,000 sponsor and the Administrative Support Committee recommends that AACS again be a \$5,000 event sponsor.

Mr. Smith made a motion for Audubon Area Community Services, Inc. to be a \$5,000 sponsor for the We the People Town Meeting, 2010. Rev. Manning seconded the motion. Motion carried.

Judge Haire noted that this action for the Owensboro event should in no means be to the exclusion of other counties. If other counties put together a demonstration by bringing their citizens together at a certain function and talk about the needs of their community, AACS needs to open the door to be an equal participant in that as well. Mr. Logsdon stated AACS actually does this in each Green River Area county, but not on the same magnitude as this, for each county with its CSBG Needs Assessment that is done periodically.

FY2010 Federal Per Diem Schedule. Judge Haire stated that AACS goes along with the annually published federal travel per diem rates. In the mail-out packet the various per diem rates throughout the country are reflected in the FY2010 per diem chart. The minimum amount allocated for lodging is \$70 per day; the minimum standard for meals and incidental expenses (M&IE) is \$46 per day. Depending on where you go, like Phoenix, Arizona, the allowable per diem would be \$120 for lodging and \$71 for meals and incidental expenses. This chart reflects the various per diem rates throughout the country. Each October, the revised federal schedule is approved by the AACS Board.

Ms. James made a motion to accept the FY2010 Federal Per Diem Schedule. Mr. Smith seconded the motion. Motion carried.

Child and Family Services Committee. The minutes of the Child and Family Committee's September 2, 2009 meeting were included in the October Board Booklet. The following item came to the Board with recommendations for approval:

Army Child Care in Your Neighborhood Two-Year Funding Proposal. Mr. Logsdon told the Board that AACS made a two-year proposal but the Department of Defense had actually funded only a one-month extension (October), and AACS is expecting another contract extension for the month of November. There are some negotiations going on between the Department of Defense and the National Association of Child Care Resource and Referral (NACCRRA) that are responsible for the one-month extensions, but a balance-of-year extension through September 2010 is eventually expected. Ms. Blackham stated she would like to have Board approval for the whole FY2010 period of the original proposal, that is future extensions through FY2010.

Ms. James made a motion to approve the Army Child Care in Your Neighborhood contract extension through the balance of AACS' two-year funding proposal. Mr. Smith seconded the motion. Motion carried.

Ms. Blackham noted that this ACCYN program is primarily located in Christian county, around Fort Campbell, to help military families.

Community Services Committee. The minutes of the Community Services Committee's September 23, 2009 meeting were included in the October Board Booklet. The following item came to the Board with recommendations for approval:

FGP, RVSP, SCP Refunding Proposals, FY2010 – Lester E. Yeager Charitable Trust Fund Request. Ms. Mattingly – we did present to the Committee a request to the Lester E. Yeager for \$1,600 to the Foster Grandparent Program (FGP). For the Green River Area Community Foundation, a request for \$1,000 which would go into the Senior Companion Program (SCP).

Mr. Smith made a motion to approve the AACS Senior Service Corps' Lester E. Yeager Charitable Trust Fund request and the Green River Area Community Foundation request. Rev. Manning seconded the motion. Motion carried.

Community Support Committee. The Community Support Committee did not meet in September 2009, but GRITS and Housing programs' updates are included in the October Board Booklet.

OTHER NEW BUSINESS

The following business items had not been reviewed through one of the Board Committees.

Continuum of Care Grant Agreement, KHC. Mr. Logsdon informed the Board this was a homeless grant that pertains to AACS doing some publicity. Judge Haire asked how much the grant is. Ms. Harper stated the amount is \$1,875. Ms. Harper stated she would work with Kentucky Housing Corporation (KHC) and this publicity grant that would be run through AACS. KHC is also working with the “Green River Area Council.”

Ms. James made a motion to accept the Continuum of Care Grant Agreement, KHC for \$1875.00. Rev. Manning seconded the motion. Motion carried.

Owensboro Regional Recovery Agreements with KHC. Mr. Logsdon stated the Consulting and Operating Agreement is called a “replication” contract. What it does is that it provides ORR \$20,000 to contract with The Healing Place in Louisville (or some other recognized entity) to come in and teach the *Recovery Kentucky* model. KHC is funding it, but they’re also requiring that AACS spend the money with an existing approved, experienced provider to teach the “recovery dynamics” model.

Certification of Eligible Meal Service Provider (Food Stamps). Mr. Logsdon also stated that AACS has been certified at ORR to receive and use food stamps to help feed the population. Some of the ORR residents will be working for the agency. AACS has also been qualified through KHC to be an on-the-job training program. These are agreements that have been provided to the agency from KHC that are standard through the Kentucky Recovery projects. Mr. Meyer stated this was an addition to help cover and off set some of the expenses of the replication contract.

Ms. James made a motion to accept the Owensboro Regional Recovery agreements with KHC: Consulting and Operating Agreement; Certification of Eligible Meal Service Provider (Food Stamps); and Qualified On-the-Job Training Program Approval. Rev. Manning seconded the motion. Motion carried.

Judge Haire asked what the anticipated opening day for ORR would be. Mr. Logsdon said there was a progress meeting the day before and everything was going great. The builders say they think the construction will be completed by mid-December. In terms of when operation starts, the staff are pushing to try and get it up and running by mid-January 2010, he said.

Judge Haire asked if there would be sessions with the local judges to make them aware of what is being offered. Mr. Meyer said yes, they are very aware and anxiously waiting for completion of the project. Judge Haire then asked if AACS was doing any outreach to ensure that McLean County, Ohio County and other counties are being made aware of ORR’s imminent opening. Mr. Meyer stated this will be part of the staff’s job. At this point in time there has not been specific contact other than those judges who are already participating in the Lighthouse program. Hancock County does send individuals into the Lighthouse program presently. The idea is to continue that and we do need to reach out to the other surrounding counties.

Ms. James asked if the judges are acutely aware of the eligibility requirements for being housed in the facility. Mr. Meyer said yes, they are aware of the requirements and the specifications. The existing program requirements probably will be adopted into the new program as far as non-violent offenders. The other requirements that the individuals have in order to maintain and to remain in the facility can’t exhibit any mental disabilities or instabilities. Judge Haire asked if anything has been done prior to opening to address the neighborhood concerns that originated at the time. Mr. Meyer stated the actual project manager onsite has done an excellent job knocking on doors and there have been no complaints. Once people start coming into the facilities, then we could hear some. It probably wouldn’t be a bad idea

once facility guidelines are actually created to disseminate those into the neighborhood, just to ease their concerns. Judge Haire suggested that since AACS is associated with this project, it would be good public relations to address those concerns. Mr. Meyer said he would make it a point to do that.

Migrant Head Start Expansion. Mr. Logsdon informed the Board of this being a new Migrant Head Start contract that came in from Lexington (Community Action Council) since the last AACS Board meeting. This contract comes through the Lexington community action agency.

Mr. Nehring explained this was an annual contract for the Migrant Head Start program for the existing migrant children. AACS is anticipating receiving the Migrant Head Start expansion, but the contract for that has not yet been issued. There are *three* Head Start expansions going on, he said. What the Board will be approving here is the annual migrant grant which includes the cost of living increase for serving 40 children.

Mr. Smith made a motion to accept the Migrant Head Start Expansion. Rev. Manning seconded the motion. Motion carried.

Ms. James asked if this program was just in Webster County. Mr. Nehring said the forty (40) children were actually being served all over Daviess County. The children have been moved from Henderson. Last year, AACS Migrant Head Start had centers in Daviess and Henderson counties, but in FY2010 they will now be served at the Killian Center, Ninth and Walnut Streets, Owensboro. The subsequent Migrant Head Start expansion will serve Webster and Christian counties, he said.

Earned Income Tax Credit (EITC) Grant, CAK. Mr. Logsdon said he received from Community Action Kentucky today a one-page agreement advising AACS that once again this year they're giving the agency \$1,000 toward EITC. This small grant has annually been given directly to Mr. Keith Sanders' Green River Asset Building Coalition, and that will be the case again this year. Mr. Sanders stated that AACS has been a wonderful partner through this grant.

Mr. Smith made a motion to accept the Earned Income Tax Credit (EITC) Grant, CAK. Ms. James seconded the motion. Motion carried.

2009 Annual Meeting – December 15th. Mr. Logsdon asked the Board members where they wanted the annual meeting to be held. The annual report is being worked on right now. Mr. Logsdon encouraged everyone to attend and to bring their spouses/significant other to the annual meeting. Among a few suggestions and little bit of discussion, Judge Haire asked for AACS to check with the Pangea Restaurant.

REPORTS

Board's Directors and Officers Liability Insurance Renewal. Mr. Logsdon stated that the Board members are once again this "bonded" with Directors and Officers' Insurance and The Hartford insurance for 2009-2010 came in at a very good rate, he said.

Lincolnshires' Vacancy/Loss Report, September 2009. Mr. Logsdon said the agency has responded to the review of Lincolnshire North and AACS' response has been accepted. The vacancy report on Lincolnshire was included in the October Board Booklet. Vacancies are down, so current occupancy at both properties was looking good, he said.

KHC Modification: *Horizon Place.* AACS had to make a modification on Horizon Place. Basically, this allowed AACS to have eligible occupants up to 60% of the median income and make a thirty-year commitment on the affordability requirements. That was reviewed through counsel, Mr. Mountjoy, and has been executed and returned to KHC.

Senior Service Corps' Program Assessments (FGP, RSVP, SCP). Ms. Mattingly advised the Board members to look in the mailed out board packet there were copies of reports that the AACS Senior Service Corps (SSC) has to submit to the Corporation for National and Community Service' Kentucky State Office to show the impact that the volunteers are making on the community.

WellPoint Stock Report. The agency's stock has gone down in the last week. Mr. Logsdon shared to the Board that AACS' stock recently got up to about \$55 per share, but it was now down to about \$45 per share, even with the 10,200 level in the Dow Jones Average.

FY2010 LIHEAP Subsidy Component Announcement. Ms. Spires stated the 2009-2010 Low-Income Home Energy Assistance Program (LIHEAP) starts November 2nd. Her office is already getting "tons" of phone calls, she said — and her staff have done some outreach. The coordinators have went to the Senior Centers to get the people pre-registered before the LIHEAP program begins. The program ends on December 11th. She asked everyone to help get the word out about LIHEAP. Ms. Spires pointed out in the mailed out October Board Booklet the sheet that contains the requirements. The office is closed on Fridays for staff to get caught up on the paperwork.

Ms. James asked if satellite areas (like the Neblett Center) were going to be set up due to a large concentration of low income people. Ms. Spires states her coordinators did the pre-registration, but she didn't believe her office has the capability of operating satellite locations. The LIHEAP computer based "applications" are *not* on a laptop, and staff must have that capability to do applications at the Neblett Center or any other site.

NCAF's FY2010 Weatherization Appropriations Update. Through the American Recovery and Reinvestment Act of 2009 (ARRA), Congress has appropriated about \$6.5 billion dollars to Weatherization this year. But the (non-ARRA) regular Weatherization appropriation for next year is quite low. For all of the fuss that is being made right now over Weatherization under ARRA, the regular funding doesn't seem to measure up, said Mr. Logsdon.

BB&T Collateralization of AACS Accounts. Mr. Logsdon stated this is basically where the bank pledges assets to cover AACS' cash deposits if they, the bank, were to go bust. The collateralization level was lowered a little bit, but it is still around \$3 million, which is adequate to cover running cash deposits.

BB&T/US Bank Bondholders Parity Agreement. Mr. Logsdon explained to the Board that the agency has been wrestling for about a month to work out a conflict with BB&T having to do with the bond issue for the new Central Office building. AACS got that bond issue through the Daviess County Fiscal Court. Those bonds were purchased by US Bank and sold to various bond holders. AACS worked with the Fiscal Court's bond counsel and AACS' own local counsel. They in turn worked with BB&T with which AACS has had a long standing financial relationship. Everyone thought everything was just fine.

But when the FY2008 audit got submitted last year, it contained a statement that said AACS' gross receipts were pledged to US Bank and their bondholders. BB&T saw that in the audit and went ballistic. BB&T felt like their prior relationship with AACS and prior commitment from AACS with the Christian County (Head Start Center) bond issue gave them at least equal claim on AACS assets. They reacted and said, "No, this is not acceptable to us; your Letter of Credit, which basically guarantees repayment of the Christian County bond issue, is in jeopardy".

So the AACS management has been working with the attorneys from BB&T, the attorneys for the Daviess County Fiscal Court issue, Peak Shaffer in Covington, and with Mr. Charlie Kamuf, who represented AACS in that transaction, to resolve this issue. AACS has also kept Board Counsel, Mr. Mountjoy, informed if not involved. What is in the packet is a letter for AACS to commit to pay \$5,000 in "minimum fee" and maybe \$1,000 in expenses to attorney Dirk Bedarff, who is with Peak Shaffer in Covington. He is going to work out all of the necessary paperwork to grant "parity" to both bond issues.

The attorneys have already come to some kind of agreement on what that's going to look like, but AACS will still have to pay them \$5,000 to get the paperwork, because that is their *minimum fee*.

Terry L. Payne Diversion. Mr. Logsdon updated the Board that Mr. Payne had pled guilty. He has been given a five year diversion and has agreed to pay \$425 a month, which AACS will get \$400 a month. This will go on for five years, so Mr. Payne will pay AACS a total of \$24,000 in restitution.

Mr. Mountjoy said if Mr. Payne fails to meet all terms, the diversion is off, and he faces jail time or permanent conviction of a felony. If he meets the terms of his plea and the diversion, after five years, there is a good possibility that would be wiped clean. As the victim, AACS was not "directly involved" in the court proceedings, but the agency was involved enough to lend support to the Commonwealth's Attorney who negotiated with the defense attorney.

Mr. Payne's attorney's first offer was \$7,000. AACS' total loss was \$32,000 in fees. The settlement was reached at \$24,000. Under Kentucky law, if a settlement had not been reached, Mr. Payne would have gone to trial and if he got convicted all he would be *required* to pay was the sum of about \$7500 he had stolen but still had not repaid the agency. AACS always had the right, and still does, to go against Mr. Payne on any civil action if it chooses to, said Mr. Mountjoy.

Rev. Manning asked that at the end of the five years, what would be on Mr. Payne's record. Mr. Mountjoy said nothing would be on his record if he met all the terms of his diversion.

AACS Parking Garage Change Order Issue. Mr. Lanham told the Board there was an issue over a \$4,357 cost to straighten out a construction problem to do with the building's elevator shaft. When GRITS originally bid the parking garage, a lot of it had to be cut back out in order to get it within the limited Phase I budget, or at least close to it. One of the things that was done was take the elevator out of the Phase I contract. Then, there was only going to be 1½ stories. The elevator shaft was built in Phase I, but it didn't include the elevator.

When the ARRA-funded Phase II construction added the third floor, the elevator door opening on the first and second floor proved to be in the wrong place. Typically, one would go in and just knock out a chunk of wall, but the parking garage's walls are concrete, so a part of those walls has to be sawed out. When Mr. George Collignon, project architect, resolved the solution in his Change Order it turned out to cost \$4,357. Other bid prices are being sought, so the "fix" could ultimately come in at \$2,000, or less than half the change order amount.

SENIOR STAFF REPORTS

Head Start – Head Start Expansion (ARRA) and Early Head Start Expansion (ARRA). Mr. Nehring said this was well under way with all of the expansions. He said he had heard (verbally) about AACS getting both Early Head Start and Migrant Head Start expansions, but he had not yet received the official documents. Head Start is, though, well positioned to start expending dollars for the expansion, he said. His department has been working on security space for the expansion locations. It is looking very positive; AACS Head Start has great relationships with the schools, he said. Mr. Nehring stated he had been doing some calculations for the Head Start Policy Council Retreat later in the week. For a two-year period, including startup and expansion with all of the ARRA and Migrant expansion, which is not ARRA but permanent expansion, Head Start will receive over \$8.8 million dollars. With this expansion, there will be about one hundred (100) new agency/Head Start staff.

Judge Haire commented that he was glad the Head Start dollars didn't go through the state on the way here. AACS would not have received such a lucrative opportunity to put people to work. Mr. Nehring said Head Start has filed their first ARRA report. With Head Start being a *prime recipient*, Head Start's ARRA reports are filed directly to the federal government reporting site.

Finance – FY2009 Audit Progress. Mr. Mayes said AACS is trending toward a better year than last year. The FY2009 audit is underway and the auditors have been onsite more than last year. That has helped tremendously. In addition to what the department is already doing, there is now a Fiscal Support Manager, Mr. Brian Schneider. Mr. Schneider and Mr. Brad Trivett, Internal Auditor, have both adopted risk assessment responsibilities and have gone out and completed the CSBG Risk Assessments.

Family Support – 2008/2009 Annual Report. Ms. Blackham informed the Board members that the *2009 Annual Report* would be presented at the annual meeting in December. The Senior Staff is currently working on it.

Housing Services – Lincolnshire/Lincolnshire North Board Meeting, Presidents Place, The Learning Villa and other Tax Credit Properties, and ARRA Weatherization. Ms. Harper stated there was a Lincolnshire/Lincolnshire North Board meeting earlier in the day. There was not a quorum present to be able to vote on the revisions of the properties' new By-laws.

Also, the construction of Presidents Place has started. Presidents Place is a sixty-unit senior housing development — fourteen buildings on 12.1 acres behind The Springs on Friendship Drive (off East Parrish Avenue), Owensboro. Mr. Logsdon added that AACS received a letter from Kentucky Housing Corporation (KHC) earlier today awarding \$7.7 million in tax credits in order to build Presidents Place.

Ms. Harper continued with The Learning Villa and the other properties are doing well. Horizon Place has no vacancies including Independence Heights. The Learning Villa has only four vacancies.

Ms. Jan Johnson, a new tax credit specialist, has just started working with the Housing Services Department. Ms. Johnson will be working with the tax credit properties; she will also soon be going to tax credit training. AACS has also started spending the ARRA Weatherization dollars, she said, but there are no completed ARRA-funded jobs (houses) yet.

Counseling Services – CSBG/ARRA, and LIHEAP. Ms. Spires said that LIHEAP was the big news. Concerning the CSBG ARRA, all of the ARRA-required Risk Assessments, including all sub-recipients, have been conducted. Her department is still waiting on a couple intended and potential sub-recipients that have not yet started spending ARRA dollars. AACS has until September 2010 to expend those CSBG ARRA funds. The state held up the ARRA funds until early September.

A new CSBG supervisor, Ms. Kristi Winkler, was hired as of yesterday. AACS has an Emergency Food and Shelter Program (EFSP) federal monitor coming in on November 16th and 17th. She will be monitoring “Phases 26 and 27” and the ARRA EFSP funds.

Senior Service Corps. Ms. Mattingly only stated that her department has been busy training new volunteers.

GRITS – Parking Garage. Mr. Lanham said the parking garage is down to a small corner on the south east corner which still “to be set”. (The building is a prefabricated structure.) There still needs to be a lot of concrete poured, and a lot of site work needs to be done, he said. The builder, Hartz, says the estimated completion date is the end of February 2010. Hopefully, the weather will hold off like it has been and the weather stays above freezing. Progress is good.

The seven (7) hybrid buses that are out and running are saving a significant amount on fuel. The generator that was purchased with ARRA funds has come in within budget.

Judge Haire mentioned that GRITS was involved with the *Extreme Makeover* project. There were a lot of compliments. Judge Haire congratulated GRITS and all of the volunteers.

Information Systems. Mr. Hagan said his report was personnel related. Mr. Patrick Mason, who had been with AACCS for eleven years, had just recently left. Mr. Mason's position has been filled with Ms. Jean Dickens, formerly the "IT" person at GRITS. The ARRA one-year position has been filled with Ms. Annette Johnson.

Mr. Keith Sanders noted that Mr. Hagan was also much involved with the *Extreme Makeover*, having coordinated all the "IT" support services. He congratulated him as well.

Human Resources. Ms. Gatton stated she had no report.

ADJOURNMENT

There being no further business ...

*Rev. Manning made a motion to adjourn the October 20, 2009 Executive Board meeting.
Mr. Smith seconded the motion. Without objection, the meeting adjourned at 7:00 p.m.*

Hon. Reid Haire, Chairperson
Board of Directors