

## **MINUTES**

### **KENTUCKIANA REGIONAL PLANNING & DEVELOPMENT AGENCY (KIPDA)**

#### **SEPTEMBER BOARD OF DIRECTORS' MEETING**

#### **MEETING CONDUCTED THROUGH ZOOM AND STREAMED ON THE AGENCY'S YOUTUBE PAGE**

**THURSDAY, SEPTEMBER 24, 2020 – 2:00 P.M.**

The 550<sup>th</sup> meeting of the Board of Directors of the Kentuckiana Regional Planning and Development Agency met at 2:00 p.m. on Thursday, September 24, 2020 via Zoom video conference. Members in attendance were:

Mr. Kevin Baity, Vice Chairman, representing Honorable Ryan Ramsey, Town Board President, Clark County, Indiana  
Honorable David Voegele, Secretary/Treasurer, Oldham County Judge/Executive, Oldham County, Kentucky  
Honorable Dan Ison, Shelby County Judge/Executive, Shelby County, Kentucky  
Honorable Bernard Bowling, representing Honorable Rick Tonini, Mayor of St. Matthews, Jefferson County, Kentucky  
Honorable Beverly Chester-Burton, Mayor of Shively, Jefferson County, Kentucky  
Mr. Matt Meunier, representing Honorable Bill Dieruf, Mayor of Jeffersontown, Jefferson County, Kentucky  
Mr. Jeff O'Brien, representing Honorable Greg Fischer, Mayor of Louisville, Jefferson County, Kentucky  
Honorable David Eaton, Mayor of Shelbyville, Shelby County, Kentucky  
Honorable Jack Coffman, President, Clark County Commissioners, Clark County, Indiana  
Honorable Treva Hodges, Mayor of Charlestown, Clark County, Indiana  
Mr. Andy Crouch, representing Honorable Mike Moore, Mayor of Jeffersonville, Clark County, Indiana  
Mr. Keith Griffiee, Bullitt County Fiscal Court, Bullitt County, Kentucky  
Honorable Todd Pollock, Trimble County Judge/Executive, Trimble County, Kentucky

Honorable John Riley, Spencer County Judge/Executive, Spencer County, Kentucky  
Honorable John Black, Mayor of LaGrange, Oldham County, Kentucky

**OTHERS IN ATTENDANCE**

**REPRESENTING**

Mr. Jarrett Haley	KIPDA
Mr. Tom Pope	KIPDA
Ms. Rachael Miller	KIPDA
Ms. Jennifer Wahle	KIPDA
Ms. Danielle Story	KIPDA
Ms. Olivia Ranseen	KIPDA
Ms. Amanda Spencer	KIPDA
Mr. Adam Forseth	KIPDA
Ms. Stacey Burton	KIPDA
Ms. Jessica Elkin	KIPDA
Ms. Lynne Evans	KIPDA
Ms. Jennifer Craig	KIPDA
Ms. Dia Erpenbeck	KIPDA
Ms. Vesselina Romanov	KIPDA
Ms. Mitzi Wyrick	Wyatt, Tarrant, & Combs
Deputy Judge Jon Park	Shelby County, Kentucky
Mr. Joe Williams	DLG

**ROLL CALL**

Executive Director Haley called roll and stated a quorum was present.

**WELCOME**

Vice Chairman Baity welcomed and thanked everyone for attending the meeting.

**MINUTES**

Mayor Chester-Burton moved to approve the minutes of the Board of Directors' meeting held August 27, 2020. Mr. Crouch seconded. Motion carried unanimously on a voice vote.

## **AUGUST FINANCIAL STATEMENTS**

Mr. Pope presented the August financial report. The budget that is reflected on the first page of the Summary of Elements is a continuation budget. The only thing that changed from the end of fiscal year 2020 budget was the addition of one new activity in the Division of Social Services and the revenue amount so that activity could begin to be carried out. Since then, U.S. Economic Development Administration (EDA) COVID-19 revenue of \$196,000.00 has been added to the Community and Economic Development Division budget.

These budgets will have to be revised once KIPDA is notified of FY 2021 funding information, which has yet to be received for the Community and Economic Development Division funding or from the Department for Aging and Independent Living (DAIL) for Social Services. It is difficult to tell much this early in the fiscal year but spending is being watched carefully, and no salary increases will be given to staff until funding information is received. However, the Agency does not anticipate any problems.

The final part of the report is the balance sheet which shows that KIPDA is in a sound financial position.

Judge Riley moved to approve the report. Mayor Eaton seconded. Motion carried unanimously on a voice vote.

## **TRANSPORTATION POLICY COMMITTEE**

Ms. Spencer reported that the Transportation Policy Committee met on Thursday, September 24, 2020 at 12:00 p.m. The primary purpose and action item today was the approval of a Project Management Guidebook (PMG).

- The PMG outlines the rules that sponsors must follow as they administer projects funded with the MPO's dedicated Federal Funds.

This includes:

- Surface Transportation Block Group (STBG) in Kentucky and Indiana
- Transportation Alternative (TA) in Kentucky and Indiana
- Congestion Mitigation and Air Quality (CMAQ) funds in Indiana
- Highway Safety Improvement Funds (HSIP) funds in Indiana
- The PMG outlines
  - how often phases can be shifted from year to year
  - limits around costs increases

- reporting requirements and more
- This document is the product of many months of work by several committee members who served on the working group.
- Our goal was to reduce administrative burdens on project sponsors while increasing accountability and ultimately project delivery.

The meeting also included the public involvement report this month. Questions and comments received recently from the public were shared and discussed. The refreshed public participation webpage was highlighted at the meeting, and this webpage outlines all the ways citizens can connect with us and includes a new interactive map application where citizens can identify location-specific concerns or ideas any time. The webpage can be accessed by visiting [Kipda.org](http://Kipda.org) under the transportation tab, then public participation option.

Elizabeth Farc presented the Draft Coordinated Human Services Transportation plan and received TPC approval to take this document out for public comment. The Coordinated Plan reflects transportation needs for older adults and individuals with disabilities in the nine-county KIPDA region. It is truly a collaborative effort between KIPDA, TARC, providers, and the public. The Federal Transportation Administration's Section 5310 funding which is awarded by the Transit Authority of River City (TARC) is tied to priorities outlined in the Coordinated Plan. The public comment window for the draft Coordinated Plan is October 19, 2020 through November 2, 2020 and will include a virtual public meeting on October 27, 2020.

The Transportation Division also updated the Committee on the Amendment 2 schedule. This is the second opportunity to make changes to the Metropolitan Transportation Plan (MTP) and Transportation Improvement Plan (TIP) which were approved by the Committee in February. There were 86 requests for new or revised projects received by the August 31, 2020 deadline.

Transportation Division employees at KIPDA are currently validating the data, following up with sponsors on questions, and determining which of these are minor changes that can be handled by administrative modification. For those that will need to be amended, air quality conformity activities will occur next, then the public comment period will take place at the same time as the coordinated plan. A recommendation will be brought to the Committee in November, and federal approval of Amendment 2 would likely take place in December.

The Committee also had the privilege of hearing a presentation on current Kentucky Transportation Cabinet riverport and truck parking planning initiatives by the Cabinet’s Freight Rail and Waterways Coordinator, Jeremy Edgeworth.

Judge Pollock moved to approve the report. Mr. Griffie seconded. Motion carried unanimously on a voice vote.

**DIVISION OF SOCIAL SERVICES BUSINESS**

The Division of Social Services is requesting approval by the Board to authorize the Executive Director signing the following for fiscal year 2021.

<b>Business Action for Consideration</b>	<b>Reason for Action</b>	<b>Action Requested by the Board</b>
<b>DAIL - State CRF (Coronavirus Relief Fund) Funds</b>	KIPDA is requesting the Board approve receiving and disbursing DAIL CRF funds for Congregate and Home-delivered Meals, potentially extending delivery during the COVID-19 Pandemic for the current title III C-1 and C-2 clients. These funds are available from a special provision through December 31, 2020, on a first-come, first-served basis to each ADD after their COVID and CARES funds are fully expended.	<b>Authorize KIPDA DSS to receive and disburse CRF funds from the Department of Aging &amp; Independent Living</b>

Mayor Chester-Burton moved to approve the request. Judge Pollock seconded. Motion carried unanimously on a voice vote.

**VOTING DURING THE COVID-19 PANDEMIC**

Ms. Romanov gave a report on the upcoming election. The General Election will take place on November 3, 2020, which is only about six weeks away. Due to the COVID-19 pandemic, there have been some changes made to the voting process. Last month, Governor Beshear and Secretary of State Adams announced the plan for the General Election.

Voting in Kentucky

- Last day to register to vote is October 5, 2020 at 4:00 p.m.
- Last day to request an absentee ballot is October 9, 2020
- First day of early voting is October 13, 2020

## Voting in Indiana

- Last day to register to vote is October 5, 2020
- First day of early voting is October 6, 2020
- Vote-by-mail ballot requests must be received by 11:59 p.m. on October 22, 2020

### **How to Vote:**

#### Kentucky

You can either vote absentee or in-person. Any voter who believes they are at risk of COVID-19 can vote via an absentee ballot. Absentee ballots must be postmarked by November 3, 2020 and received by November 6, 2020.

Every county will have at least one voting super-center where everyone from the county can go to vote, regardless of his or her precinct.

#### Indiana

Voters must have a reason to vote absentee by mail for the general election. Some of these reasons include being out of town on Election Day, being 65 or older, or having a work scheduling conflict.

## **REGIONAL WATER MANAGEMENT COUNCIL AND REGIONAL PLANNING COUNCIL**

Ms. Story stated that the next Regional Water Management Council meeting will be held on Tuesday, October 13, 2020 at 1:30 p.m. via Zoom video conference. Jory Becker, the Environmental Engineering Branch Manager with the Kentucky Division of Water, will be the guest speaker at the meeting. He will provide the Council with an overview of the public water and wastewater system infrastructure task force that he will serve on as a citizen member.

The Council will also approve county and regional water and wastewater project priority rankings for fiscal year 2021. The KIPDA Regional Water Management Coordinator, Justin Carter, is almost finished conducting all the county water management meetings and will have the regional rankings ready for review and approval before the Council meets on October 13, 2020. The rankings will be used to help assist systems in applying for state revolving loan funding for projects

that are a priority for their communities in the upcoming year. KIPDA staff is also available to assist with administering those loans.

The next Regional Planning Council meeting will be held on Tuesday, October 13, 2020 at 11:00 a.m. via Zoom video conference. The Council will hear a report about the upcoming update to the Hazard Mitigation Plan and the Comprehensive Economic Development Strategy (CEDS) update, which will include an update of a pandemic economic recovery response to the resiliency section. A breakdown will be provided of the resiliency plan that KIPDA will be writing in response to the U.S. Economic Development Administration's (EDA) pandemic response.

### **EVERY COMMUTE COUNTS**

Ms. Burton gave an update on the Every Commute Counts rideshare program. Since the pandemic began in March, Every Commute Counts has moved activities to a primarily telework focus with secondary emphasis on all rideshare modes, such as carpool, vanpool, transit, bike, walk, and condensed work week. The program developed and published COVID-19 policies and procedures to provide a means to navigate the pandemic.

The program successfully secured up to half of its fiscal year 2021 operating budget through the CARES Act in partnership with TARC if it should be needed, and the program initially dropped to 11 vanpools in operation by April 1, 2020. As of September 2020, the program is back to 24 active vanpools that are up and running.

Every Commute Counts also created and ran challenges to encourage individuals to log their rideshare commutes. Communication has been key to helping individuals return safely to their rideshare routes.

### **SHIP PROGRAM AND MEDICARE OPEN ENROLLMENT**

Ms. Craig reported that the Medicare Annual Open Enrollment Period begins on October 15, 2020 and ends on December 7, 2020. This is the time that Medicare beneficiaries can re-evaluate their current Medicare coverage on Advantage and Prescription plans and make any changes to it. Any changes made will become active on January 1, 2021.

KIPDA has 47 State Health Insurance Assistance Program (SHIP) Counselors within the KIPDA region that provide assistance to beneficiaries and help them understand Medicare, enrollment procedures, and eligibility rules and regulations. These Counselors provide unbiased advice and information to the beneficiaries.

This is usually a very busy time for SHIP Counselors. The COVID-19 pandemic has caused Counselors to make some changes to the way they will conduct services to beneficiaries. Instead of going out into the community, there will be 5 Open Enrollment Information Sessions held throughout the enrollment period via Zoom. KIPDA staff are working with social media, community partners, and providers to spread the word about these sessions and encourage beneficiaries and/or their caregivers to attend.

The SHIP program is also mailing out 3,000 copies of the Bi-Monthly Social Services newsletter and distributing about 1,500 copies to the home delivery and congregate meal clients. This issue is dedicated to all things Medicare and contains a Medicare Plan Comparison worksheet that the beneficiaries can fill out and return to KIPDA to make the process easier. The link to the newsletter can be found on the KIPDA Facebook page.

An informational document regarding Medicare and COVID-19 is available in the Board meeting packet and can be distributed to constituents. Unfortunately, there is a great deal of misleading information floating around regarding Medicare coverage and scams. This is information from the Centers for Medicare and Medicaid Services (CMS) and shows what Medicare will cover regarding testing, vaccines, and telehealth. Please feel free to distribute within your community.

Conducting a Medicare Open Enrollment during a pandemic is a challenge, but the SHIP Counselors at KIPDA are more than ready to meet that challenge.

### **UPCOMING VETERANS' EVENTS**

Ms. Erpenbeck stated that there are two upcoming Veterans' Day events held by the Veteran Partnership Coalition. One of the events scheduled for tomorrow, September 25, 2020 is the Annual Summit and will be held via Zoom video conference from 10:00 a.m. to 12:30 p.m. The summit will include discussions on topics that relate to caregiving for veterans, such as food, shelter, and employment needs.



A veterans' appreciation event will also take place the day before Veterans' Day on November 10, 2020. This event will include the distribution of care packs filled with items such as bottled water, socks, face masks, hand sanitizer, and information from partnerships regarding community resources for veterans. A total of 300 care packs will be distributed; 100 will be distributed in Kentucky, 100 in Indiana, and the remaining 100 will be given out to homeless veterans.

### **KIPDA BUSINESS EMAIL COMPROMISE UPDATE**

Ms. Whale reminded the Board that KIPDA experienced an email breach earlier this year. KIPDA coordinated its investigation and response with the insurance company and their recommended legal team and cyber security experts. Letters were mailed out to 3,603 people who might possibly have been affected by the breach, and a notice was placed on the KIPDA website for anyone who could not be reached by mail. KIPDA also offered a free year of identity theft protection for anyone whose social security number or financial information might have been exposed. September 3, 2020 marked the end of the notification period, and the website notice has been removed.

In total, 33 people called to get more information about the breach and 55 people activated the identity theft protection service. 413 letters were returned because the person had moved and left no forwarding address. To date, there is still no indication that any data was used inappropriately by anyone.

KIPDA also gave notice of the breach to the U.S. Department of Health and Human Services and several state regulators. The Indiana Attorney General's office quickly closed their investigation, noting KIPDA's "cooperation and timely response", and the lead attorney said it was the first time in his memory that the AG's office did not send follow-up questions. The Federal investigation is ongoing, and we hope to have it closed in the near future.

Overall, the number of people exposed was less than average for a typical breach, and the number of calls and credit protection activations was less as a percentage too. KIPDA will continue to coordinate with the insurance company and legal team as needed until all investigations are closed.

## SEPTEMBER PERSONNEL REPORT

Ms. Tyra-Cecil presented the September Personnel Report to the Board.

### New Hires:

- **Gina Hasner** has been hired as the Participant Directed Services (PDS) Accounting Supervisor in the Division of Finance effective August 31, 2020. Gina has a Bachelor's Degree in Management Technology from Missouri Southern State University. Gina came to KIPDA from Scoppechio where she worked as an Operations Manager.

### Transfers and Promotions:

- **Karina Petruk** transferred from her position as a part-time Michelle P. Medicaid Waiver Case Manager to a full-time Home and Community Based Medicaid Waiver Service Advisor in the Division of Social Services effective September 7, 2020.
- **Ginny Lee** was promoted from the PDS Accounting Supervisor to Fiscal Officer in the Division of Finance effective September 7, 2020.

### Resignations:

- **November Taylor** resigned as a Service Advisor in the Division of Social Services effective August 28, 2020.
- **Sarah King** resigned as Support Staff in the Division of Social Services effective September 4, 2020.

### Permanent Vacancies:

- **Service Advisor** (part-time) – Division of Social Services
- **NEW – Economic Resiliency Planner** (full-time) – Division of Community and Economic Development
- Job descriptions and salary information for the above positions can be found at [www.kipda.org/Careers](http://www.kipda.org/Careers)

### Staff Count:

- 81 Full-time Permanent
- 2 Part-time Permanent
- 6 Full-time Temporary

Judge Ison moved to approve the report. Councilman Bowling seconded. Motion carried unanimously on a voice vote.

## **LEASE RENEWAL FOR 11492 BLUEGRASS PARKWAY**

Mr. Haley stated that KIPDA currently has 89 employees and the Transportation Division employees work at the office space at 11492 Bluegrass Parkway due to space constraints at the main building. The lease for the space located at 11492 Bluegrass Parkway is up for renewal and Mr. Haley recommended the two-year lease option due to the uncertainty with what the Agency budget will look like in the coming years. This two-year lease option would cost \$14.75 per square foot the first year for a monthly total of \$5,984.40 and \$15.00 per square foot the second year for a monthly total of \$5,991.25. Mr. Haley requested Board approval for the two-year lease option for the office space located at 11492 Bluegrass Parkway.

Judge Riley moved to approve the request. Judge Pollock seconded. Motion carried unanimously on a voice vote.

## **INTERGOVERNMENTAL REVIEWS**

### **A. Shelby County, Kentucky, 2021 Water System Improvements (KIPDA File No. K20-2021)**

The applicant, US 60 Water District, is requesting \$1,350,000.00 from the Rural Development Administration (RDA) to completely replace the existing Grafenburg Booster pump station and complete a full-scale rehabilitation of the District's existing Driscoll water storage tank. In addition, the replacement of 1,000 existing conventional customer meters with radio read meters will be conducted.

### **B. Jefferson County, Kentucky, Rosa Terrace, Wathen, and Sonne Pump Station Project (KIPDA File No. K21-2020)**

The applicant, Louisville Metropolitan Sewer District, is requesting \$8,270,000.00 from the Kentucky Infrastructure Authority (KIA) to eliminate the Rosa Terrace and Sonne Avenue pump stations and replace the Wathen Lane and Sanders Lane pump stations.

Mayor Black moved to approve the above intergovernmental reviews. Judge Voegele seconded. Motion carried unanimously on a voice vote.