



October 3, 2018

Ms. Jamshid Baradaran
Director, Division of Facilities and Fleet Management
Lexington-Fayette Urban County Government
200 East Main Street, 4th Floor
Lexington, KY 40507

Dear Mr. Baradaran,

On behalf of the Board of Directors for Community Action Council (CAC), I would like to thank Lexington-Fayette Urban County Government (LFUCG) for its ongoing investment in our organization. CAC deeply appreciates its partnership with LFUCG and, specifically, the timely completion of agreed-upon repairs to the 913 Georgetown Road location.

In response to your letter from earlier this year, in which LFUCG proposed to transfer the property located at 913 Georgetown Road to the Council, I am pleased to inform you that during the January 22, 2018 meeting the Board of Directors voted to accept the transfer of property. During that same meeting, the Directors discussed the terms of acceptance outlined in your letter. By their vote, the Directors acknowledged that CAC will be required to sign a Subrecipient Agreement stating it will continue to conduct activities at this location that comply with—and are eligible under—the Community Development Block Grant.

Please let me know what else may be needed as our agencies work together to complete this transfer.

Sincerely,

A handwritten signature in black ink that reads "Budgett Dune".

Malcolm J. Ratchford, M.S., CCAP
Executive Director
Community Action Council
P.O. Box 11610
Lexington, KY 40576
Office: 859-244-2213
Fax: 859-244-2219
malcolm.ratchford@commaction.org



Office of the Executive Director

PO Box 11610 Lexington, Kentucky 40576
859-244-2212 Fax: 859-244-2219
malcolm.ratchford@commaction.org

MEMORANDUM

DATE: September 12, 2018

TO: Michele Lee, Chairperson (via email)

FROM: Malcolm Ratchford, Executive Director


COPY: Strategic Leadership Group (via email)
Bridgett Rice
Steve Amato (via email)
Fiscal
Front Desk – 710 (via email)

RE: Planned Absence, September 21-October 5, 2018

I will be out of the office September 21-October 5, 2018.

Bridgett Rice, Director of Human Resources, is authorized to exercise the functions and authority of the Executive Director as established by the Board of Directors and in the best interests of Community Action Council during this absence.

Copies of this memorandum should be attached to any funding source reports, contracts or other documents that have a legal character to confirm that he has been authorized to act on my behalf.



Malcolm J. Ratchford, M.S., CCAP
Executive Director
Community Action Council
P.O. Box 11610
Lexington, KY 40576
Office: 859-244-2213
Fax: 859-244-2219
malcolm.ratchford@commaction.org