

**Minutes  
BRADD Executive Council  
Wednesday, April 26, 2017  
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Greg Wilson, Mr. Steve Thurmond, Mayor Dick Doty, Mayor Mark Stratton, Judge/Executive Wil Cannon, Judge/Executive David Fields, Judge/Executive Tommy Willett, Mayor Howard Garrett and Mr. Elroy Larimore (See attached sign-in sheet)

Others Present: Mr. Chuck Mason, Bowling Green Daily News.

Staff in Attendance: Mr. Gene Becker, Ms. Michelle Hines, Ms. Amy Carroll, Ms. Alecia Johnson and Ms. Jo Lynn Vincent.

**1. Call to Order**

The Executive Council meeting was called to order by Judge/Executive Greg Wilson, Chairman.

**2. Approve Minutes**

Chairman Wilson presented the March 22, 2017 minutes for approval. The minutes were emailed to the members.

**Motion: Mr. Steve Thurmond made a motion to approve the March 22, 2017 minutes, and the motion was seconded by Mr. Elroy Larimore. The motion carried. (See attached)**

**3. Review and Approval of Clearinghouse Projects**

Chairman Wilson called on Mr. Gene Becker. Mr. Becker reported 11 Regional Projects have been received, and there are no conflicts or duplications and they conform to the CEDS.

**Motion: Mayor Mark Stratton made a motion to approve the 11 regional projects as presented, and the motion was seconded by Mayor Dick Doty. The motion carried. (See attached)**

**4. Financials**

- **Quarterly Financial Report**

Chairman Wilson called on Ms. Hong Nguyen. Ms. Nguyen presented a quarterly financial report for the General Fund, Economic Development, Aging, CDO and WIOA. After much discussion, Ms. Nguyen asked for approval of the reports.

**Motion: Mayor Dick Doty made a motion to approve the quarterly financial report, and the motion was seconded by Judge/Executive Tommy Willett. Motion carried. (See attached)**

- **Quarterly Review of Credit Card Invoices and Accounts Payable and Check Registers for the Period Ending March 31, 2017**

Chairman Wilson called on Ms. Hong Nguyen. Ms. Nguyen presented the credit card statement summaries and accounts payable registers for the period ending March 31, 2017. Discussion ensued regarding various charges.

**Motion: Mr. Steve Thurmond made a motion to recommend approval of the quarterly credit card statement summaries and account payable registers, and the motion was seconded by Mr. Elroy Larimore. The motion carried.**

- **Approve FY18 Cost Allocation Plan**

Chairman Wilson called on Ms. Hong Nguyen. Ms. Nguyen presented the FY 18 Cost Allocation Plan and updated on some of the changes.

**Motion: Judge/Executive Tommy Willett made a motion to approve the FY18 Cost Allocation Plan as presented, and the motion was seconded by Judge/Executive David Fields. The motion carried.**

- **Review of Executive Director's Time Sheet & Travel**

Chairman Wilson presented the time sheets and travel forms for Mr. Gene Becker for approval.

**Motion: Mr. Elroy Larimore made a motion to approve Mr. Becker's time sheets and travel forms, and the motion was seconded by Mayor Howard Garrett . Motion carried,**

- **CDO Patient Liability Update**

Chairman Wilson called on Ms. Amy Carroll. Ms. Carroll discussed the patient liability issues.

- **Other Updates**

1. **Aging Contributions**

Chairman Wilson called on Ms. Michelle Hines. Ms. Hines reported After researching minutes of the BRADD/AAAIL there was an aging group who adopted \$1.62 ratio to raise \$55,000 for program match for the Title XX program. The population during that time was \$34,200. In 1983, the minutes reflected that the contributions were used to cover the Homecare program match. The XX program no longer exists. In the past 25 years, the funds have been used to match programs or pay overages when the programs funding was over spent.

2. **Annual Dues**

Chairman Wilson called on Mr. Gene Becker. Mr. Becker reported the annual dues notices will go out the first of May for budget purposes. The invoice will be mailed before July 1 for payment by July 31, 2017.

5. **Agreements/Contracts**

- **Aging Amendment Updates**

Chairman Wilson called on Ms. Amy Carroll. Ms. Carroll presented the Aging Amendment as of March 31, 2017 and reviewed the information.

**Motion: Judge/Executive David Fields made a motion to approve the Aging Amendment as presented, and the motion was seconded by Mayor Dick Doty. Motion Carried. (See attached)**

- **Computer Staff Services**

Chairman Wilson called on Mr. Gene Becker. In response to a request at the last Board meeting, Mr. Becker presented information that staff drafted presenting computer services that BRADD staff could provide to the city and county governments within the BRADD region. The services would also be available to agencies affiliated with local governments, such as chambers of commerce, industrial authorities, tourism agencies, public utility companies and others. The services would be billed on an as-needed basis at \$65.00/hour plus mileage.

**Motion: Judge/Executive Wil Cannon made a motion to accept the proposed computer services to be offered by BRADD at \$65.00/hour plus mileage, and the motion was seconded by Judge/Executive Tommy Willett. Motion carried. (See attached)**

**6. Personnel**

- **Updates**

**1. Discussion of Office Manager Replacement**

Chairman Wilson called on Mr. Gene Becker. Mr. Becker reported we should start the process of seeking a replacement for Jo Lynn's position soon in order to allow enough time for the training of the new person. Chairman Wilson stated that the Search Committee agreed that the new executive director should make a recommendation for the position.

**7. Other**

- **Search Committee Update**

Chairman Wilson reported the Search Committee met on Thursday, April 20 to review all of the applicants that applied for the Executive Director position. There were 7 resumes received. All 7 of the candidates will be interviewed on Wednesday, May 3. This would be the first round of interviews. The top 2 or three would be chosen and then have a special called Executive Meeting to make a selection.

**8. Adjourn**

**Motion: Judge/Executive Tommy Willett made a motion to adjourn, and the motion was seconded by Mr. Steve Thurmond. Motion carried.**

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Signed