

Minutes
BRADD Executive Council
Wednesday, March 22, 2017
BRADD Office Center

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

Others Present:

Staff in Attendance: Mr. Gene Becker, Ms. Michelle Hines, Ms. Amy Carroll, 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 February 22, 2017 minutes for approval.

Motion: Judge/Executive Tommy Willett made a motion to approve the February 22, 2017 minutes, and the motion was seconded by Mayor Dick Doty. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

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

Motion: Judge/Executive Tommy Willett made a motion to approve the three regional projects as presented, and the motion was seconded by Mayor Howard Garrett. The motion carried. (See attached)

4. Financials

- **Updates**

Chairman Wilson called on Ms. Amy Carroll. Ms. Carroll reported that the WIOA Trade funds have been received. We have received the first and second quarter JFA money, but have not received the third quarter. The following have not paid their aging donations: Morgantown, Bonnieville, Bowling Green and Oakland. The donations are voluntary. There was much discussion regarding the aging donation amounts and how the amounts are determined.

Chairman Wilson called on Ms. Jo Lynn Vincent. Ms. Vincent reported the following have not paid their dues for 2017: Warren County, Bowling Green and Barren County. The 2018 dues notices will be going out at the end of April or first of May. Chairman Wilson suggested that a second notice be sent, and suggested that we be active in making a visit to encourage them to come back.

- **Mayor Howard Garrett made a motion to send a second notice to those that have not paid their 2017 dues, and the motion was seconded by Judge/Executive Tommy Willett. Motion carried.**
- **Review of Executive Director's Time Sheet & Travel**

Chairman Wilson presented the time sheets for Gene Becker for approval.

Motion: Elroy Larimore made a motion to approve Mr. Becker's time sheets , and the motion was seconded by Judge/Executive David Fields. Motion carried

5. Agreements/Contracts

Chairman Wilson called on Ms. Michelle Hines. Ms. Hines reported BRADD/AAAIL staff are reviewing the budget in preparation to amend budgets to ensure all funds are spend where they are needed. Amendments are due to DAIL March 30, 2017 and are being submitted to realign funds for the DAIL programs. Ms. Hines reported to the Council that she had concerns with Lifeline Homecare not spending their money. She has asked them to look at their budget to predict what they will be able to spend so that she could provide DAIL an estimate by March 28. Staff projects that they are behind in spending and will transfersome funds to Transportation and C1 Meals because they are above their goals. Also, there is a need to transfer some funds to supplies for Homecare Clients such as Nutrition drinks, Depends, chucks and wipes.. DAIL would have final approval. The final numbers will be presented at the next meeting.

6. Personnel

- **Conflict of Interest Forms**

Chairman Wilson called on Ms. Jo Lynn Vincent. Ms. Vincent reported two conflict of interest forms have been completed on Ms. Makalla Morrison, CDO Support Broker and Ms. Asheigh Barker, an intern in the Planning & Development Department. There were no conflicts, and asked that the forms be approved.

Motion: Elroy Larimore made a motion to approve the conflict of interest forms as presented, and the motion was seconded by Steve Thurmond. Motion carried.

7. Other

- **Aging Area Plan Update**

Chairman Wilson called on Ms. Michelle Hines. Ms. Hines reported BRADD/AAAIL will be submitting to DAIL the BRADD/AAAIL 2018 Aging Area Plan. The plan is an updated continuation plan, and is due March 31, 2017. Ms. Hines asked for approval to submit the plan

Motion: Mayor Howard Garrett made a motion to authorize Ms. Hines to submit the 2018 Aging Area Plan, and the motion was seconded by Judge/Executive Tommy Willett. Motion carried.

- **Search Committee Update**

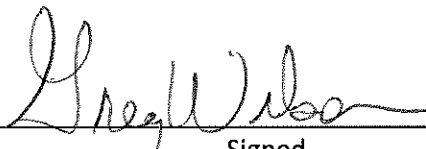
Chairman Wilson reported the Search Committee met on Wednesday, March 15. Mr. Wendell Lawrence met with the committee and gave a lot of good insight. Several other Area Development Districts' job descriptions for Executive Director were collected and the committee agreed to adopt most of the language from Northern Kentucky ADD's job description. The committee also discussed a salary range of \$75,000 - \$100,000 to use as a guideline, but this would be negotiable if a highly qualified candidate was hired. Chairman Wilson asked for a motion to approve the job description and salary range.

Motion: Mayor Dick Doty made a motion to approve the adopt the language of the Northern Kentucky ADD's Executive Director job description for BRADD and to approve the salary range of \$75,000 to \$100,000, and the motion was seconded by Mayor Howard Garrett. Much discussion ensued regarding the salary range. Motion carried.

Chairman Wilson reported that the Area Legislators have been contacted about speaking during our April Board Meeting.

8. Adjourn

Motion: Judge/Executive Wil Cannon made a motion to adjourn, and the motion was seconded by Judge/Executive David Fields. Motion carried.



Signed