

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

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

Others Present: Judge/Executive Jim Henderson and Chuck Mason, Bowling Green Daily News.

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 January 25, 2017 minutes for approval.

**Motion:** Mayor Mark Stratton made a motion to approve the January 25, 2017 minutes, and the motion was seconded by Steve Thurmond. The motion carried. (See attached)

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

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

**Motion: Elroy Larimore** made a motion to approve the six regional projects as presented, and the motion was seconded by Judge/Executive David Fields. The motion carried. (See attached)

**4. Financials**

- **Update of Workforce Billings**

Chairman Wilson called on Ms. Amy Carroll. Ms. Carroll reported that the outstanding invoice totaling \$83,307.47 for Trade has not been paid. The South Central Workforce Board voted not to pay pending the monitoring report. One other invoice totaling \$5,933.34 is being processed for payment, however, it will be paid at a lesser amount to back out staff charges that the South Central Workforce Board felt were past the due date of submittal.

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

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

**Motion:** Judge/Executive Johnny Hobdy made a motion to approve Mr. Becker's time sheets and travel form, and the motion was seconded by Elroy Larimore. Motion carried.5. **Agreements/Contracts**

Chairman Wilson called on Mr. Gene Becker. Mr. Becker presented an updated list of current agreements on file. The list will be updated as we receive new contracts.

## **6. Personnel**

- **Community & Economic Development Staff**

Chairman Wilson called on Mr. Gene Becker. Mr. Becker reported at the meeting in January that with Terryn Varney leaving he would advertise for the Public Administration Specialist position, but with the experience that Susan Orlowski has and her Master's Degree in Public Administration, he proposed that we transfer those responsibilities to Susan Orlowski. Mr. Becker requested approval to give Ms. Orlowski a \$3,000 salary increase for the added PAS duties that will be added to those of Regional Planner.

**Motion:** Judge/Executive Wil Cannon made a motion to approve a \$3,000 increase for Susan Orlowski, and the motion was seconded by Mayor Howard Garrett. Motion carried.

Mr. Becker stated there will be a need for an temporary staff person as an Economic Development Specialist to help with grants. Mr. Becker reported two interns have been hired, Page Harrison, who will help with social media outreach. She will be working on a monthly newsletter, and Ashleigh Barker who will assist in public administration.

- **Aging Staff**

Chairman Wilson called on Ms. Michelle Hines. Ms. Hines reported on the following new staff for Aging Services: Ms. Pam Goodbar, part time Social Services Assistant, started February 13; Ms. Kelsey Woolum, Case Manager, started February 16 and Ms. Makalla Morrison, Support Broker, will start on March 1.

## **7. Other**

- **WIOA Monitoring**

Chairman Wilson called on Mr. Gene Becker. Mr. Becker distributed a copy of the summary of findings. Gene reviewed each of the findings. He stated that OET indicated this is the final report and there could be no appeal. Gene asked and received an extension to pay the \$91,442.74 in order to allow for review and action by the Council. Much discussion ensued regarding paying the full amount or continue with a challenge on some of the findings.. A suggestion was made to pay the full amount, but to send a letter indicating the clients were served, and address the areas that we feel that their findings were incorrect. Indicate in the letter to do a final review.

**Motion:** Mayor Howard Garrett made a motion to pay the \$91,442.74 and asked that a letter be sent with the check indicating clients were served and address the areas of concern. The motion was seconded by Judge/Executive Johnny Hobby. Motion carried.

- **Search Committee Update**

Chairman Wilson reported the Search Committee met prior to the Executive Council meeting. The following have been appointed to the committee: Mayor Doty, Mayor Stratton, Judge/Executive Wil Cannon, Judge/Executive Greg Wilson and Steve Thurmond. He reported that Wendell Lawrence, Lincoln Trail ADD Executive Director, has agreed to meet as an advisor. Amy Carroll, Finance Officer, will serve on the committee to assist with financial advice.

- **Discussion of NADO Alaska Conference**

Mr. Gene Becker reported that the NADO Annual Conference will be held in Anchorage, Alaska in September. The cost of the trip will be about \$2,100 per person. For the Board the costs will be paid for the trip from local funds. The Board Travel Policies indicate that the Officers of the Board have the priority for attendance. Mr. Becker asked the Council to decide if we set a budget or only designate someone to attend. Mr. Becker stated it is beneficial to the board members to attend the conferences.

**Motion:** Mayor Mark Stratton made a motion that only the Chairman and Director attend the NADO Alaska Conference, and the motion was seconded by Steve Thurmond. It was stated that if the Chairman could not attend the next officer in line would be asked. Motion carried with one no vote.

- **Discussion of Board Meeting Expenses**

Mr. Gene Becker reported that BRADD is spending about \$750 each month on food for the board meetings. He suggested that only staff that give a report would attend, but other staff would not be required to come. Much discussion ensued, and the general agreement was to continue with the meals, but not require staff to attend. The Interim Director can make that decision.


- **Conflict of Interest Forms**

Chairman Wilson called on Ms. Jo Lynn Vincent. Ms. Vincent reported three conflict of interest forms have been completed on Ms. Pam Goodbar, Ms. Kelsey Woolum and Ms. Page Harrison. There were not 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 Judge/Executive Tommy Willett. Motion carried.

## **8. Adjourn**

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

  
Signed