

Minutes
BRADD Executive Council
Wednesday, January 25, 2017
BRADD Office Center

Regular Members in Attendance: Judge/Executive Greg Wilson, Judge/Executive Wil Cannon, Mayor Dick Doty, Judge/Executive David Fields, Mayor Howard Garrett, Judge/Executive Johnny Hobby, and Mayor Mark Stratton (See attached sign-in sheet)

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

Staff in Attendance: Mr. Gene Becker, Ms. Michelle Hines, Ms. Amy Carroll, Ms. Hong Nguyen, 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 December 21, 2016 minutes for approval.

Motion: Judge/Executive David Fields made a motion to approve the December 21, 2016 minutes, and the motion was seconded by Mayor Howard Garrett. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Wilson called on Mr. Gene Becker. Mr. Becker reported one Regional Project has been received, and there are no conflicts or duplications and it conform to the CEDS.

Motion: Howard Garrett made a motion to approve the one 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 the new format of reporting for the financial report. Hong reviewed the General Fund, Community and Economic Development, Aging, Consumer Directed Options and WIOA expenses. This will be the last report for the WIOA. Hong reported that some new contracts were received which required an amended to the budget. Chairman Wilson asked for approval of the amended budget and finance report. Mr. Becker reported he has signed the JFA Contract and the KIA Contract. A discussion ensued regarding dues and other expenses.

Motion: Judge/Executive David Fields made a motion to approve the amended budget and the quarterly financial report as presented, and the motion was seconded by Judge/Executive Johnny Hobby. Motion carried.

- Quarterly Review of Credit Card Invoices and Accounts Payable Check Registers for the Period ending December 31, 2016.

Chairman Wilson called on Ms. Hong Nguyen. Ms. Nguyen presented the credit card statement summaries and accounts payable registers. Discussion ensued regarding various charges.

Motion: Mayor Howard Garrett made a motion to approve the Credit Card Invoices and Accounts Payable Check Registers for the period ending December 31, 2016 as presented, and the motion was seconded by Judge/Executive Will Cannon. Motion carried.

- Review of Executive Director's Time Sheet & Travel

Chairman Wilson called on Gene Becker. Mr. Becker presented his time sheets and travel forms from July 1 to December 30, 2016 for approval. It was recommended that the time sheets and travel be approved once a month.

Motion: Mayor Mark Stratton made a motion to approve Mr. Becker's time sheet and travel forms, and the motion was seconded by Mayor Dick Doty. Motion carried.

5. Contracts

- Aging

Chairman Wilson called on Ms. Michelle Hines. Ms. Hines reported that BRADD is working with the University of Louisville Optimal Aging Institute on the Geriatric Work Force Enhancement Grant. The services are being provided in Barren, Metcalfe and Hart Counties. BRADD is a partner on a program they are providing. We work with staff of the program to see what services and resources that we can assist with. We work on a program called Flourish. This is a new program serving patients 65 and older with multiple chronic conditions. The program assists in creating communities that encourages a shared-care (interdisciplinary team) approach to healthcare through education, partnerships, and support for patients, physicians and health care employees. The program is training students such as dentist, doctors, social workers, and nurses to be able to care for geriatric patients in a team approach. We are working on another program called dementia friendly communities. This is training on being more tolerable of persons with dementia living in our communities and how we as community members can help.

Motion: Judge/Executive Wil Cannon made to motion to approve the new contract as presented, and the motion was seconded by Mayor Mark Stratton. Motion carried.

Ms. Hines also provided an update on the Aging contracts that were approved at the last meeting. No other information has been received regarding the appeal by those that submitted contracts.

- JFA and KIA Water /Wastewater Planning

Chairman Wilson called on Mr. Gene Becker. Mr. Becker reported the JFA and KIA Water/Wastewater Planning contracts were received. Since the contract had to be signed and returned as soon as possible, he went ahead and returned the contract. Mr. Becker reported a list of contracts will be provided each month.

The KIA was already signed, we were just waiting for the fully executed copy to be returned. Chairman Wilson asked for a motion to approve both of the contracts.

Motion: Mayor Howard Garrett made a motion to approve both contracts, and the motion was seconded by Mayor Dick Doty. Motion carried.

6. Personnel

- Staff Changes

Aging - Ms. Michelle Hines reported that Victoria Carmack, a full time case manager, is leaving. There are plans to hire another full time case manager to replace her. Ms. Hines is reclassifying Kara Copas, as she was a full time social service assistant, and she is moving her to a case manager to assist with getting open clients off of the waiting list. Kara has received her degree and has the experience to be a case manager. We plan to hire a part time social service assistant to help with the telephone calls we are required to make. Ms. Hines also reported plans are to hire another support broker to help with all the new referrals we are receiving for CDO traditional Medicaid cases. A question was asked if any of the WIA staff that were laid off would qualify for any of the Aging Position. Ms. Hines explained that one employee has already been hired for a CDO position and some have applied for the positions she now has open.

CED - Mr. Gene Becker reported that Ms. Terryn Varney, Public Administration Specialist, will be leaving February 10 to take a position with the Family Enrichment Center in Bowling Green.

- CDO Salary Increases

Mr. Gene Becker reported the CDO program is continually expanding. He noted that these positions require a lot of detailed work. With the growing number of clients for each case manager and the time it takes to train staff, we feel it was in our best interest to increase CDO salaries. We have surveyed other Area Development Districts and agencies (see attached). In comparison to the survey responses, BRADD was the lowest. In order to retain skilled staff, it is recommended that we start a new employee at \$27,500 instead of the \$24,500 we currently pay, and to increase the current staff by \$2,400. Some of the current staff have been here longer than others, some staff are not full time in the program. We are trying to balance out the salaries. Ms. Hines reported there are 7 staff that will be given an increase. There were questions regarding the salaries in other departments. Mr. Becker explained those starting salaries are already a little higher in order to be competitive in the market to attract the skills necessary for the positions needed. He also said that a compensation survey is needed to better determine the salaries and benefits that we need to offer.

Motion: Mayor Doty made a motion to increase the current CDO staff salaries by \$2,400 and the starting salary for a new employee will be \$27,500 effective February 1, 2017, and to pursue a salary survey, and the motion was seconded by Judge/Executive Will Cannon. Motion carried.

7. Other

Chairman Wilson called on Mr. Gene Becker. Mr. Becker reported the CED department would be moving to the offices that WIA staff occupied. This will allow the Aging Department to expand to meet their growing need for office space and to be able to consolidate their staff into one area for more efficient operations. Mr. Becker said the CED staff will be occupying 9 rooms and reserve 3 for lease or future staff expansion.

Chairman Wilson called on Ms. Jo Lynn Vincent. Ms. Vincent presented the following out-of-state meetings for Mr. Becker: NADO Washington Policy Conference, Washington, DC, March 18-22, and the SERDI Conference, Daniel, West Virginia on May 20-22, 2017. Ms. Vincent asked that the travel requests be approved.

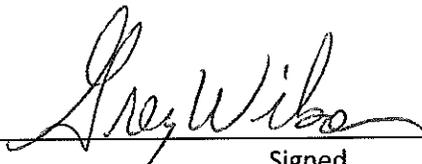
Motion: Mayor Howard Garrett made a motion to approve the travel request as presented for Mr. Becker, and the motion was seconded by Judge/Executive David Fields. Motion carried.

Chairman Wilson opened the floor for discussion regarding starting the process of advertising for an Executive Director. Mr. Becker reported a salary survey was completed on the ADD's and the salary range for the position is between \$70,000 to \$150,000. After much discussion, Chairman Wilson ask for a motion to proceed with advertising for an Executive Director. He will appoint three or four to serve on the committee from the Executive Council.

Motion: Mayor Mark Stratton made a motion to begin the process to advertise for an Executive Director, and the motion was seconded by Mayor Howard Garrett. Motion carried.

8. Adjourn

Motion: Judge/Executive Johnny Hobby made a motion to adjourn, and the motion was seconded by Mayor Mark Stratton. Motion carried.


Signed