

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

Regular Members in Attendance: Mayor Dick Doty, Mr. Elroy Larimore, Judge/Executive Greg Wilson, Judge/Executive Johnny Hobdy, Judge/Executive David Fields and Judge/Executive Wil Cannon Mayor Dwayne Hatcher. (See attached sign-in sheet)

Staff in Attendance: Mr. Eric Sexton, Mr. Gene Becker, Ms. Amy Carroll, Ms. Michelle Hines, Ms. Alecia Johnson and Mr. Caleb Speck

1. Call to Order

The Executive Council meeting was called to order by Mayor Dick Doty, Chairman.

2. Approve Minutes

Chairman Doty presented the August 16, 2017 minutes for approval. The minutes were emailed to the members.

Motion: Judge/Executive Greg Wilson made a motion to approve the August 26, 2017 minutes, and the motion was seconded by Judge/Executive Wil Cannon. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported on four Regional Projects, The River Walk Tap project for the City of Bowling Green. The Rochester Ferry Ramps, to reduce the slope into the ferry. The Mammoth Cave Avenue Pedestrian Improvement Project in Park City is to extend sidewalks to provide connectivity to tap project and another sidewalk project. The City of Auburn pedestrian improvements is a sidewalk project to provide connectivity across a railroad track. One State wide project is the Transportation Project in which the state is identifying 296 bridges within the freight corridor routes to make improvements to ensure safety. There are no conflicts or duplications and Mr. Gene Becker recommends approval on all.

Motion: Judge/Executive Wil Cannon made a motion to approve the four regional project and one state project as presented, and the motion was seconded by Mr. Elroy Larimore. The motion carried. (See attached)

4. Financials

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

Chairman Doty presented the August and September 1 and 2 time sheets for Mr. Eric Sexton for approval.

Motion: Judge/Executive Greg Wilson made a motion to approve Mr. Sexton's time sheets, and the motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Quarterly Review of Credit Card Invoices, Accounts Payable, and Check Registers for period ending September 30, 2017.**

Chairman Doty called on Ms. Amy Carroll. Ms. Carroll reported that Ms. Hong Nguyen had emailed the statements out for review and opened the floor up for questions based on these reports.

Motion: Judge/Executive Greg Wilson made a motion to approve the quarterly review of credit card invoices, accounts payable, and check registers, and the motion was seconded by Mr. Elroy Larimore. Motion carried.

- **Quarter One Financial Report**

Chairman Doty called on Ms. Amy Carroll. Ms. Carroll referenced the reports located in the Executive Council packet beginning with the general fund; she reported dues have been paid at 87 percent. Dues have not been received from Bowling Green and Barren County. Discussion ensued concerning the dues. Ms. Carroll continued moving through to Economic Development, Aging, CDO and concluded with a summary sheet. Additionally, Ms. Carroll explained the balance sheet as requested in August's meeting, to include the fund balances with an explanation of each of the funds.

Motion: Judge/Executive David Fields made a motion to approve the quarter four financials as presented. And the motion was seconded by Mr. Elroy Larimore. Motion Carried.

5. **Agreements/Contracts**

- **FY 2018 Aging RFP Update**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines updated the executive council on the planned November first release date for four RFPs which include: Hot Meals preparation, Personal Care Attendant Program, Legal Assistant and Benefits Counseling: State Health Insurance Assistance Program (SHIP), Medicare Improvement Patients and Providers Act Funds (MIPPA), the fourth RFP being Ombudsman and Elder Abuse Service. Bidders have until December the 15, 2017 to respond. Ms. Hines reported there will be a bidder's conference to in which to make sure bidders understand the paperwork involved.

- **FY 2018 JFA Agreement**

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported for information purposes that the JFA contract has been signed and sent off and the agreement has not been received back.

- **FY 2018 KIA/Water Contract**

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported that the contact has not been received.

- **FY 2018 Transit Planning**

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported that this contract has been received in the amount of 16,000 dollars in Federal Funds and has to be matched from the local funds in the amount of 4,000 dollars. They will be working with the regional management of the transit systems.

- **FY 2018 Road Centerline**

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported that this contract allows staff member Kim Morrow updates all roads that have been added in cities and counties. This is a 23,000 dollar contract of federal and state funding and is import for all cities and counties as it affects county municipal row dates.

6. Personnel

- **Updates**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported BRADD has a new staff member Will Christopher who has been hired in the Economic Development Department for the position of Infrastructure Management Planner, where he will be doing water planning. Mr. Sexton also reported that Mr. Gene Becker will be retiring after forty years of service. Mr. Sexton commended Mr. Becker on his many efforts of dedicated service to the BRADD. Additionally, Mr. Sexton updated that DIAL is temporality suspending four state programs; Personal care and Attendant Program as well as the Home Care Program, Kentucky Caregiver Program. Aging Director Ms. Michelle Hines voiced that the state is facing budget cuts and she wishes to continue on the conservative side to see how these cuts may affect the programs. Ms. Hines has decided to withhold from hiring any new aging staff at this time due to this suspension. Judge/Executive Greg Wilson asked if the BRADD could hire people on contract as means to save funds on benefits, discussion ensued.

7. Other

- **Code of Ethics**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported on Code of Ethics asking the Executive Council for recommendation to be voted on before the full board to be adopted and the new Code of Ethics. Discussion ensued and the Executive Council recommended the Code of Ethic be presented during today's board meeting as the document was presented for review to all board members at Augusts' meeting.

- **Retreat**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported on the most recent staff retreat on data given at Augusts' Executive Council meeting. Mr. Sexton asked the Council for volunteers who would be willing to give their input to align the language of the vision and mission statements of the BRADD. Mr. Sexton would like to do a vision activity with volunteers in efforts to review and revise the current BRADD mission and vision statements.

- **Dues**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported that at the last Executive Council meeting in August, a discussion of dues led Mr. Sexton to research dues from past minutes. Mr. Sexton discovered on October 2015 where the executive Council made four changes to the bylaws. Article nine section two removed to meet in the BRADD office as a requirement. Article ten section three states dues invoices are to be sent in May with payment due July 31. Article five section nine amended the ability to make appointments to due paying members. Article eleven section one amended to require seventy five percent of quorum present in order to make any amendments or changes. Mr. Sexton stated that from the minutes there was discussion only

regarding ADF funding. Mr. Becker stated policies are always reviewed with ADF to make any changes as necessary. In May of 2017 they were presented to the full board as policy which requires applicants to be due paying members however, it is not recorded in the bylaws. In light of this information, Chairman Doty spoke on behalf of Judge/Executive Michael Hale in questioning the amount of dues in conjunction with the recent loss of WIA department at the BRADD. Mr. Becker stated that dues have not been increased in several years. Mr. Becker described, the dues are not specific to any one program of BRADD as they are a general support of the ADD and ADD's activities. It is used for various things such as matching for federal funds. The Funds are broad in nature as far as what they are used for. Mr. Sexton mentioned that all ADDs across the state collect dues and they remain the same no matter the addition or reduction of programs offered. After this discussion Judge Hale arrived, was invited into the meeting and the above was explained to him. Mr. Sexton extended an invitation to Judge Hale to further explain dues structure at any time in the future.

- **KY Deferred Comp**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton asked the Executive Council to consider allowing the BRADD to offer Kentucky Deferred Composition to the employees in an addition to the current one percent match 401k plans the BRADD offers. KY Deferred Comp is a pre-taxed investment opportunity as an additional resource for employees in light of the potential retirement situation. Discussion ensued.

Motion: Judge/Executive Greg Wilson made a motion to approve KY Deferred Comp retirement investment opportunity to BRADD staff as presented, and the motion was seconded by Judge/Executive David Fields. Motion Carried.

- **Conflict of Interest**

Chairman Doty called on Mr. Caleb Speck. Mr. Speck reported conflict of interest forms has been completed on Deborah Yates, Tyler Welch, Mary Grace Foster and Will Christopher. There were no conflicts noted and asked that he forms be approved.

Motion: Judge/Executive Wil Cannon made a motion to approve the conflict of interest forms as presented, and the motion was seconded by Mr. Elroy Larimore. Motion Carried.

- **Aging Report- Persons Served**

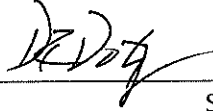
Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported a snap shot aging report on Warren County only of persons served. Includes how many people were served in each aging program for information purposes. Additionally, Ms. Hines provided an FY 2017 Annual Report explains services provided. Ms. Hines explained people served in each of the ten counties and that cost associated is different for each participant which is contingent upon the program they are in. The report also included activities and program waiting list from FY 2017.

- **DAIL Training**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported there will be a DAIL Board Training as a requirement of the contract BRADD has with Department of Aging and Independent Living. The training is on Board responsibilities and liabilities. Mr. Sexton reported the training will take place on November 14, 2017 in Glasgow at the Barren County Extension Office from 1 to 4 p.m.

9. Adjourn

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

A handwritten signature in black ink, appearing to read "G. Wilson", is written above a horizontal line.

Signed