

Minutes
BRADD Executive Council
Wednesday, August 16, 2017
BRADD Office Center

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

Staff in Attendance: Mr. Eric Sexton, Mr. Gene Becker, Ms. Amy Carroll, Ms. Michelle Hines, Ms. Hong Nguyen 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 July 26, 2017 minutes for approval. The minutes were emailed to the members.

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

3. Review and Approval of Clearinghouse Projects

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported one Regional Project, The Edmonson Works project totaling 1.3 million. There are no conflicts or duplications and they conform to the Water & Wastewater Goals and CEDS goals.

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

4. Financials

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

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

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

- **Quarter Four Financial Report**

Chairman Doty called on Ms. Hong Nguyen. Ms. Nguyen referenced the copies of the schedule of budget to actual for the quarter ending June 30, 2017. Ms. Nguyen went over each section of the administrative and services expenditures and passes thru expenditures. She began with the general fund moving through to Economic Development, Aging, CDO, WIOA, and concluded with the summary sheet. Much discussion ensued to

explain the deficit in funding for FY 2017. Ms. Nguyen reported that WIOA is now finished and will be closed with this quarter. Ms. Nguyen requested that the reports be approved.

Motion: Judge/Executive Greg Wilson made a motion to approve the quarter four financials as presented. And the motion was seconded by Mayor Mark Stratton. Motion Carried.

- **Quarterly Review of Credit Card Invoices and Accounts Payable and Check registers for the period ending in June 30, 2017**

Chairman Doty called on Ms. Hong Nguyen to report. Ms. Nguyen presented the quarterly reports for JFA, Aging, WIA, RLF, and Local and the credit card statement summaries and accounts payable registers. There were a few questions about the rate change and methods for criminal and central registry background checks.

Motion: Judge/Executive Wil Cannon made a motion to approve the quarterly review of the credit card invoices and accounts payable and check registers for the period ending in June 30, 2017. The motion was seconded by Mayor Mark Stratton. Motion Carried.

5. Agreements/Contracts

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported that the Barren River Area Agency on Aging and Independent Living staff has received the State and Federal Services allocations from the Department for Aging and Independent Living. Copies of the FY 2018 Aging Programs and Services Report were provided in the council packets. Discussion ensued about specifics of the programs and qualifications for them. Ms. Hines reported that the Aging Council met and approved the FY 2018 Aging Programs and Services Report. We are awaiting approval from DAAL on these allocations at this time

Motions: Judge/Executive Greg Wilson made a motion to approve the FY 2018 Aging Program and Services Report. The motion was seconded by Mr. Steve Thurmond. Motion Carried.

- **FY 2018 Aging RFP Update**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines updated the executive council on the following programs request for proposals. Personal Care Attendant Program PCAP as a one year cycle for FY 2019, of which currently operates under a one year cycle. The Legal Assistant and Benefits Counseling, State Health Insurance Assistance Program (SHIP), Medicare Improvements for Patients and Providers Act (MIPPA), Ombudsman and Elder Abuse Prevention Programs all operate under a three year cycle. The Hot Meals Services currently operates under a three year cycle. The Aging staff would like to procure hot meals, for preparation for one year, in efforts to get it on the same cycle as the Senior Centers Services Program.

Motion: A motion was made by Judge/Executive Greg Wilson to approve the yearly cycle of each aging program. The motion was seconded by Judge/Executive Tommy Willett. Motion Carried.

- **FY 2018 JFA Agreement**

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported for information purposes that the JFA contract has been received in the amount of 2.1 million for FY 2018.

- **ARC Extension**

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported that the ARC operates on a calendar year. It has been operating on 6 month contract due to the federal budget. ARC received an amendment to the original contract and will receive the same amount on this extension at the same rate as the previous year. Mr. Becker also updated the Executive Council on two awaiting contracts from water planning and transit planning.

6. Personnel

- **Updates**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported that BRADD/AAAIL has procured two new full time Case Manager/Service Advisor staff members, Ms. Mary Grace Foster and Mr. Tyler Welch. They will be replacing Mr. Caleb Speck who was hired to replace Jo Lynn Vincent and Ms. Cynthia London who is no longer at the BRADD/AAAIL. They began today, August 16, 2017. The Program Coordinator, Virginia Stokes is retiring September 30, 2017. Advertisement for the position is underway and applications are being accepted through August 17, 2017.

7. Other

Chairman Doty called on Mr. Gene Becker. Mr. Becker reported the final Area Development Fund project from the City of Edmonton for the Edmonton Memorial Park has been received in the amount of 3,850.00.

Motion: Judge/Executive Greg Wilson made a motion to approve the Area Development Fund project as presented, and the motion was seconded by Mayor Mark Stratton. Motion carried. (See attached)

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported on the code of ethics The KY Council of Area Development District adopted in June with implementation of House Bill 189. This Version is to review for proposing to adopt as the Barren River Area Development new Code of Ethics at next board meeting. (See attached)

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton informed the Council that the Executive Director Code of Ethics has been adopted by the KY Council of ADDs and it also follows House Bill 189 with specifics for Executive Directors. No action is required on this item.

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported about the staff retreat last month. Effective communication, expectations and vision summary statements were discussed. Staff reviewed the BRADD mission statement and worked toward refining the statement. The Council was asked to review the summary as enclosed in the council packet and provide any feedback to Mr. Sexton.

9. Adjourn

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



Signed