

Minutes
BRADD Executive Council
Wednesday, June 20, 2018
BRADD Office Center

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

Staff in Attendance: Mr. Eric Sexton, Ms. Amy Carroll, Ms. Hong Nguyen, Ms. Michelle Hines, Ms. Amy Scott and Mr. Caleb Speck.

Guest in Attendance: Mr. Don Sergent, Bowling Green Daily News.

1. Call to Order

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

2. Approve Minutes

Chairman Doty presented the May 23, 2018 minutes for approval. The minutes were previously emailed to the members.

Motion: Judge/Executive Greg Wilson made a motion to approve the May 23, 2018 minutes, and the motion was seconded by Mayor Mark Stratton. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Doty called on Ms. Amy Scott to present the clearinghouse projects. Ms. Scott reported that there are six regional projects for review as submitted by the BRADD staff. The projects were reviewed for duplications. Three of the projects included installation of roof mounted solar PV. Additional projects included the Barren County blighted property removal, Edmonson water improvement and GFD Communications for the City of Glasgow.

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

4. Aging Updates

Chairman Doty called on Mrs. Michelle Hines, Director of Aging for various updates. Mrs. Hines reported that Aging Contracts have been received for signature; however the allocations have not been indicated. The budget is due to DAIL by August 1, 2018. The following list includes the contracts that were received: Title III B, Title VI, State Long Term Care Ombudsman, PCAP, and NSIP Funds. Mrs. Hines further informed that through the recent passing of the budget bill, DIAL will receive 94 percent of its budget request which will result in a 6.4 percent reduction in FY 19 and a 6.8 percent reduction in FY 20. As a result, DAIL has decided to take the reduction from the Program Development Implementation portion (PDI) of the BRADD contracts. There will be no PDI allocation in FY 19. Mrs. Hines further updated the Executive Council of Aging Staff changes. She informed Kelsey Lowe resigned effective June 15, 2018 and has been replaced by Autumn Estes. Tyler Welch and Mary Foster have left

and were replaced with Sharon Quinn and Brooke Edwards. Lastly, Makalla Morrision is resigning effective June 29, 2018. Tonya Harrell has been hired as her replacement. An Executive Council member asked Ms. Hines if the contracts are typically received without an allocation. Mrs. Hines informed they are however there is some indication on what they will be.

5. Closed Session

Chairman Doty requested the Executive Council to go into closed session per KRS 61.810 (c).

Motion: Judge/Executive Greg Wilson made a motion to enter into closed session. The motion was seconded by Mr. Elroy Larimore. Motion carried.

No action was taken during closed session. Chairman Doty asked for a motion to enter back into open session.

Motion: Judge/Executive Greg Wilson made a motion to enter back into open session. The motion was seconded by Judge/Executive Tommy Willett. Motion carried.

6. Financials

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

Chairman Doty presented the May time sheets and travel forms on Executive Director Mr. Eric Sexton, for approval.

Motion: Mayor Mark Stratton made a motion to approve Mr. Sexton's May time sheets and travel, and the motion was seconded by Judge/Executive David Fields. Motion carried.

- **Fiscal Year 19 Budget**

Chairman Doty called on Ms. Hong Nguyen, Director of Budgets and Accounts Payable. Ms. Nguyen presented the FY 2019 BRADD employee salary schedule. Ms. Nguyen provided a spreadsheet containing all the employees' current and proposed salaries. Ms. Nguyen informed the members the history of raises over the past four years. Ms. Nguyen stated she had budgeted \$300 cost of living adjustments per person. Additionally, Ms. Nguyen presented the FY 19 salaries for staff due to the recent organizational restructure which included employees who are taking on more responsibilities and adjustments to lower paid, degree employees to narrow the gap with the market. This increase will be effective July 1, 2018. Discussion ensued. The Council informed that the Executive Director should also be included in the COLA adjustment with all other staff. The Executive Director declined the raise at this time. Judge/Executive Greg Wilson stated that when the contracts come in and the budget is more secure Mr. Sexton's salary should be revisited. Mr. Sexton added to Ms. Nguyen's presentation by informing that based on available funds throughout the year he would also like to revisit staff salaries. Ms. Nguyen stated the recent turnover rate is high with 14 percent of total staff leaving due to low pay rates of bachelor degree staff. With current figures, Ms. Nguyen informed that 40 percent of staff is making fewer than 15 dollars per hour. Mr. Sexton stated he felt it was important to do something for those staff. Mr. Sexton informed this raise is needed to help recruit and retain highly qualified employees in order to continue to provide quality services.

Motion: Mr. Gary Dillard made a motion to approve the FY 2019 staff salary schedule for the cost of living adjustment as presented, and the motion was seconded by Judge/Executive David Fields. Motion carried. (See attached)

Motion: Mr. Gary Dillard made a motion to approve the FY 19 salary adjustment for the organizational restructure for employees taking on more responsibilities and lower paid employees with a bachelor's degree, as presented. The motion was seconded by Judge/Executive Greg Wilson. Motion Carried. (See attached)

Ms. Nguyen reviewed the FY 19 budget and discussed the funds, Economic Development, Aging, and CDO. Ms. Nguyen informed that there are some contracts without allocations therefore she has generated estimates based on what the amounts were in the past. Ms. Nguyen reports that the budget has been generated on the conservative side. Ms. Nguyen requests approval on the FY 19 budget.

Motion: Judge/Executive Greg Wilson made a motion to approve the FY 19 budget as presented, and the motion was seconded by Mayor Mark Stratton. Motion Carried. (See attached)

7. Agreements/Contracts

- **JFA**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton informed the Council BRADD requested a meeting with the DLG Commissioner, Sandra Dunahoo, on May 30th, 2018 for a dispute meeting pursuant to the language in the JFA Contract in regards to the May 3, 2018 contract modification. A meeting was granted with her staff attorney's on Friday, June 8th, 2018. To date each ADD has requested this meeting and about half have been granted. DLG says they will not render a response for 60 days. Mr. Sexton is concerned with the timeline of DLG's response on this matter, as it could cause the Barren River ADD to experience a \$57,496.13 shortfall in this Fiscal Year ending, June 30th, 2018. Much discussion ensued. The question was raised if the BRADD would still be able to receive the FY 2018 JFA contract funds if no action is taken on the BRADD's behalf. Mr. Sexton disclosed he was informed by the KY Council of ADDs legal counsel action would be necessary to receive the withheld funds.

Motion: Judge/Executive Wil Cannon made a motion that the Barren River ADD authorized its Executive Director to continue to attempt to work collaboratively with the DLG and with the Executive Director of the Kentucky Council of ADD's and their counsel to resolve this dilemma, and if necessary, to obtain help from the court system by taking those measures appropriate to enforce the rights of the Barren River ADD. The motion was seconded by Judge/Executive Greg Wilson. Motion carried.

- **Transportation/Transit**

Chairman Doty called on Ms. Amy Scott, Regional Transportation Planner. Ms. Scott reported for informational purposes that the Rural Transportation Program contract remains the same in the amount of 78,000 with an eight percent local match requirement. The FY 18 Transit contract has been extended to include unused dollars

from FY 17 contract in the amount of 84 thousand. They will be used for a new bus for the Metcalfe Adult Day Care and Community Action.

8. Personnel

- **Aging Staff Updates**

Chairman Doty called on Ms. Michelle Hines. In addition to Ms. Hines previous report she informed the Executive Council that a new commissioner for the Department of Aging and Independent Living has been appointed, Ms. Shannon Gadd.

- **Other**

Chairman Doty called on Mr. Eric Sexton for further personnel updates. Mr. Sexton informed the council that a restructure will go into effect for FY 19 due to financial necessity, pursuant to the board's wishes. BRADD has restructured five positions. Mr. Sexton informed that all affected employees have been notified and the new organizational chart will become effective July 1st, 2018. The Associate Director of Economic Development position, formerly held by Gene Becker, will be advertised soon. An employee request has been made for a severance package; however, upon further research HB 189, now KRS. 147A.070 (4), enacted June 29th, 2017 prohibits a severance pay for any employee, unless provided by a contract. Mr. Sexton had informed the employee this topic would be researched and the findings be brought before the Executive Council. The Executive Council took no action.

9. Other

- **Conflict of Interest**

Chairman Doty called on Mr. Caleb Speck. Mr. Speck informed the Executive Council that he received four conflict of interest statements. The Aging staff included Service Advisor's Ms. Brooke Edwards, Ms. Sharon Quinn and Ms. Tonya Harrell. Additionally received was, Ms. Autumn Estes Case Manager. All statements have been reviewed and there are no conflicts disclosed. Mr. Speck asks for approval of those statements.

Motion: Mr. Elroy Larimore made a motion to approve the four staff conflict of interest statements. The motion was seconded by Judge/Executive Greg Wilson. Motion carried.

- **Other Updates**

Chairman Doty called on Mr. Eric Sexton, Executive Director. Mr. Sexton provided various announcements for the Executive Council members. He informed NADO Annual Training Conference will be held Saturday, October 13th, 2018 through Tuesday, October 16th, 2018 in Charlotte, NC. Mr. Sexton asked if any Executive Council members would like to attend. Mr. Sexton informed there is one board member requesting to attend. Mr. Sexton informed there should be a budget for at least two board member attendees. Mr. Sexton reminded the council that Annual Dues letters have been sent with July 31st, 2018 due date. Mr. Sexton informed two citizen

member appointments will expire next month for Barren and Hart counties. Mr. Sexton will send that information to the county/city officials of those counties to do a re-appointment or election of Citizen Members. The Allen County Citizen member will expire in August. The next Executive Council meeting will be held July 25th, 2018.

10. Adjourn

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



Signed