

**Minutes  
BRADD Executive Council  
Wednesday, May 23, 2018  
BRADD Office Center**

Regular Members in Attendance: Mayor Dick Doty, Judge/Executive Johnny Hobdy, Mayor Mark Stratton, Judge/Executive Greg Wilson, Mayor Dwayne Hatcher, 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. Kim Morrow 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 May 3, 2018 minutes for approval. The minutes were previously emailed to the members.

**Motion: Judge/Executive Greg Wilson made a motion to approve the May 3, 2018 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 Ms. Kim Morrow to present the clearinghouse projects. Ms. Morrow reported that there are six regional projects for review as submitted by the BRADD office. Those include: the Allen County joint communication project, Hart County communications infrastructure with Hart County Ambulance Service. The City of Bowling Green's Habitat for Humanity Durbin Estates, Metcalfe County communications system upgrade, the City of Tompkinsville water treatment plant, and lastly security updates for the Metcalfe County Health Department. Ms. Morrow informed all projects were reviewed for duplications, of which there were none.

**Motion: Judge/Executive Johnny Hobdy made a motion to approve the six regional clearinghouse projects as presented; the motion was seconded by Mayor Mark Stratton. Motion carried. (See attached)**

**4. Financials**

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

Chairman Doty presented the April 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 time sheets and travel, and the motion was seconded by Mayor Dwayne Hatcher. Motion carried.**

- **Fiscal Year 19 Cost Allocation Plan**

Chairman Doty called on Ms. Hong Nguyen, Director of Budgets and Accounts Payable. Ms. Nguyen presented the day to day fiscal management of BRADD with the cost allocation plan. She previously emailed the plan to the members for prior review. Ms. Nguyen began by stating the goal of fiscal management is to embody complete integrity, absence of waste, overall fairness and practicality. Ms. Nguyen informed BRADD strives towards financial control to ensure separation and that documents are reviewed by more than one person. She further disclosed during FY 19 there are an expected fifty different grants to be used at the BRADD with five of them being JFA. She explained chargeable accounts and how and where cash is recorded. Ms. Nguyen further explained the essential aspect of the cost allocation plan derives from direct and indirect costs. Direct cost can be tied to a specific grant whereas indirect cannot. Ms. Nguyen opened the floor for any questions and a brief discussion ensued.

**Motion: Judge/Executive David Fields made a motion to approve the FY 19 cost allocation plan as presented, and the motion was seconded by Judge/Executive Wil Cannon. Motion Carried. (See attached)**

## **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 Mayor Mark Stratton. Motion carried.**

Chairman Doty asked for a motion to enter back into open session.

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

## **6. Agreements/Contracts**

- **JFA – Contract Modification for FY 18**

Chairman Doty asked the Executive Council for a motion to not sign the JFA contract modification for FY 18.

**Motion: Judge/Executive Johnny Hobdy made a motion for the BRADD to not sign the FY 18 JFA contract modification. The motion was seconded by Judge/Executive Tommy Willett. Motion carried.**

- **JFA Resolution**

Chairman Doty asked the Executive Council for a motion to sign the JFA Resolution as presented during closed session.

**Motion: Judge/Executive Greg Wilson made a motion to sign the JFA Resolution and Judge/Executive David Fields seconded the motion. A roll call vote was taken and the results are as follows: Judge/Executive Wil Cannon no, Mayor Dick Doty no, Judge/Executive David Fields yes, Mayor Dwayne Hatcher no, Judge/Executive Johnny Hobdy no, Mayor Mark Stratton no, Judge Executive Tommy Willett yes, and Judge/Executive Greg Wilson yes. Motion failed.**

- **Aging**

Chairman Doty called on Ms. Michelle Hines, Director of Aging. Ms. Hines reported that the Department for Aging and Independent Living approved for the Area Agency on Aging to allow the Personal Care Attendant Program subsidy to be raised from an hourly rate of \$7.25 to \$7.75. This raise will help clients of this program to better obtain attendants to assist them.

## **7. Personnel**

- **BRADD Intern**

Chairman Doty Called on Mr. Eric Sexton. Mr. Sexton informed that the BRADD has a new summer intern Mr. Andrew Roach, a student at the University of Kentucky. He will be assisting across all the BRADD departments.

- **Aging Staff Updates**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported for informational purposes that BRADD Aging Department lost two Case Manager Positions in the past month. These positions have been advertised and Interviews are being scheduled. Also, Case Manager Kelsey Lowe has submitted her resignation for June 15, 2018. Therefore, Ms. Hines informed she will be posting another Case Manager position.

## **8. Other**

- **Conflict of Interest**

Chairman Doty called on Mr. Caleb Speck. Mr. Speck informed the Executive Council that he received two conflict of interest statements. Mr. Andrew Roach, BRADD summer intern and Aging Assistant, Ms. Jannah Shive. Both statements have been reviewed and there are no conflicts disclosed. Mr. Speck asks for approval of those statements.

**Motion: Judge/Executive Tommy Willett made a motion to approve the two 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 that the FY 2019 annual dues will go out June 1<sup>st</sup>, with a July 31<sup>st</sup> due date. The BRADD FY 19 budget will be presented at the June board meeting. Mr. Sexton reminded that the next BRADD Executive Council and Board Meetings will be on June 20<sup>th</sup> the third Wednesday of the month to avoid scheduling conflicts due to the Judges conference scheduled for the following week.

9. Adjourn

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

  
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Signed