

**Minutes**  
**BRADD Executive Council**  
**Wednesday, January 24, 2018**  
**BRADD Office Center**

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

Staff in Attendance: Mr. Eric Sexton, Ms. Katie Ford, Ms. Amy Carroll, Ms. Hong Nguyen, Ms. Michelle Hines, Ms. Alecia Johnson and Mr. Caleb Speck.

Guest in Attendance: Mr. Don Sergent, 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 December 20, 2017 minutes for approval. The minutes were previously emailed to the members.

**Motion: Mayor Mark Stratton made a motion to approve the December 20, 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 announced that there were no Clearinghouse projects to be reported this month.

**4. Financials**

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

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

**Motion: Judge/Executive Johnny Hobdy made a motion to approve Mr. Sexton's time sheets and travel, and the motion was seconded by Mr. Elroy Larimore. Motion carried.**

- **Quarter Two Review of Accounts Payable**

Chairman Doty called on Ms. Hong Nguyen, Director of Budgeting and Accounts Payable. Ms. Nguyen reported on the last quarter ending on December 31, 2017. She referred to the printed reports as provided in the packets. Ms. Nguyen stated that most of the credit card payments represented are CDO client's monthly supply orders. It was also noted that staff member Alecia Johnson's card information was fraudulently used, however it was detected, the card cancelled and a new re-issuance is in effect.

**Motion: Judge/Executive Johnny Hobdy made a motion to approve the quarter two accounts payable as presented, and the motion was seconded by Mr. Elroy Larimore. Motion Carried. (See attached)**

- **Quarter Two Financials**

Chairman Doty called on Ms. Nguyen who presented the quarter two financials. Ms. Nguyen referred to the Executive Council packets where financial reports were provided for each of the BRADD departments. She broke down each department's percentage of revenue and percentage of spending for the quarter. Ms. Nguyen stated that overall BRADD is slightly over the percentage mark, but that it remains manageable. Also included in the provided documentation was a balance sheet, the report is stable considering the uncollected checks at this time.

**Motion: Judge/Executive Tommy Willett made a motion to approve the quarter two financials report, the motion was seconded by Judge/Executive Wil Cannon. Motion Carried.**

## 5. **Agreements/Contracts**

- **FY 2018 JFA Agreement**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported from the January ADD Directors meeting that the Department for Local Government received a budget cut totaling \$804,500, of which, 97% of the DLG cut, was absorbed by the 15 ADDs statewide. Mr. Sexton reminded the council that the commissioner originally told them to expect 17.4 percent reduction; however, the Governors Budget Reduction order issued on December 28, 2017 was for 5.1 percent. At the meeting, a fully executed JFA contract was given, and a reduced 1<sup>st</sup> quarter check withholding unmatched state funds. BRADD's JFA reimbursement was \$22,028.36 less than requested. Mr. Sexton further informed that the ADD Directors Local Government Committee has taken this information for legal opinion. Mr. Sexton made the Council aware of possible service and staffing issues if cuts continue for FY 19. The Executive Council was encouraged to contact their Legislators about this issue as the JFA funding is critical for the ADDs to provide services to local governments.

- **FY 2018 KIA/Water Contract**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported the KIA water contract has been received in the amount of \$75,703. This is a 17.4% reduction and DLG's KIA Director says there are no plans to amend the amount. The total cut for all 15 ADDs for FY 18 KIA contract is \$208,714, 3.35 times more than the budget reduction order of \$62,300. This reduction could have serious consequences in terms of staffing and services the BRADD provides. Discussion ensued about budgeting in addition to the proposed retirement increases.

- **Aging Review Committee**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported The Aging Services Review Committee met on Friday January 5<sup>th</sup>, 2018. She revealed no proposals were received by the required deadline for the Personal Care Attendant Program (PCAP). Therefore, the Review Committee voted to allow the BRADD/AAAIL to continue to provide the PCAP services. Ms. Hines informed that the Legal Assistance, State Health Insurance Assistance Program (SHIP), and Medicare Improvements for Patients and Providers Act (MIPPA) Program Services Kentucky Legal Aid were the only agency to submit a proposal for these services. KLA is our current provider. After a review of the proposed unit costs, as well as a review of the checklist, the review committee voted to accept KLA's proposal. Ombudsman/Elder Abuse Prevention Services, Kentucky Legal Aid, were the only agency to

submit a proposal for Ombudsman/Elder Abuse Prevention services. KLA is the current provider. After a review of the proposed unit costs, as well as a review of the checklist, the review committee voted to accept KLA's proposal. Canteen Service Company was the only agency to submit an application for Hot Meal Preparation services. The submitted proposal failed to include a statement within the transmittal letter certifying that the price and proposal are independent. The review committee recommended rejecting the proposal from Canteen and rebidding the services. A unit cost spreadsheet was provided in the packet to describe the costs associated with each service.

**Motion: Judge/Executive Tommy Willett made a motion to approve the Aging Review Committee report; the motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)**

- **Homecare and PCAP**

Chairman Doty called on Ms. Micelle Hines. Ms. Hines informed the Executive Council that the Department for Aging and Independent Living notified the BRADD that the "hold" on state-funded programs has been lifted. BRADD can now open new participants in the PCAP and Homecare programs.

## 6. Personnel

- **Aging Staff Updates**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported that BRADD Aging Department is currently hiring for a Waiver Coordinator position. Current Coordinator, Mike Brown, has asked to step down to a Support Broker position. When he became a Coordinator his salary was increased by 3,320 per year, with this change, his salary was reduced by this amount. However, the board approved all full time Support Brokers a raise of 2,400 in January of 2017 of which Mr. Brown didn't receive as Coordinator. Mr. Brown's new salary will be decreased to \$35,684 to reflect these changes. Ms. Hines reported that internal staff Jamie Holloway is the new ADRC Coordinator, due to position classification, Ms. Holloway will receive a salary decrease of \$29,316 to \$27,996. Additionally, Ms. Hines informed that when Cody Moats replaced Ms. Virginia Stokes position, Cody's position was not replaced due to the hold on state funded programs. Ms. Hines reports that the budget is being reviewed to see if the position can be replaced now that funding is secured. Ms. Hines was informed by DAIL that Aging Programs would not receive a cut this fiscal year, but they are uncertain for fiscal year 19.

**Motion: Judge/Executive Greg Wilson made a motion to approve the Aging Staff salaries due to position changes, as presented. The motion was seconded by Mayor Mark Stratton. Motion carried.**

## 7. Other

- **Board Member Conflict of Interest**

Chairman Doty called on Mr. Caleb Speck. Mr. Speck informed the Executive Council that updated BRADD Conflict of Interest forms are needed on all BRADD Board of Directors. Historically, they were collected in the on-boarding process of new board members however, as Mr. Speck stated; the forms have not been updated in

some time. Mr. Speck read the BRADD personnel policies concerning conflict of interest of which requires all directors, officers, employees and those who have proprietary information concerning BRADD to complete the statements. Mr. Speck sent the statement earlier by email to all Board of Directors and also produced the statement to those needing a form.

- **Ombudsmen Conflict of Interest**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines informed that as a part of the service administration of the Ombudsmen program through the BRADD AAAIL, all Board of Directors are required to complete the Kentucky Long-Term Care Ombudsmen Program Conflict of Interest Form. This form is for disclosure purposes for those who may be a board member, owner, or have financial interest in Long-Term Care Facilities in the BRADD region. Mr. Speck previously emailed the form and Ms. Hines produced the form for those needing to complete.

- **House Bill 189/KRS 147A. 115**

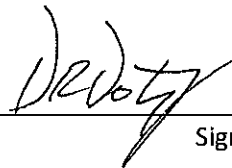
Chairman Doty called on Mr. Eric Sexton. Mr. Sexton informed the Council an annual report has to be submitted for the receipts and expenditures of state and federal funding in accordance to the KRS 147A.115. A copy was provided in the Executive council packet and the information is also posted on the BRADD website.

- **Other Updates**

- i. Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported on various announcements and updates to the Executive Council. The first update is that the RLF committee plans to meet on Monday February 12<sup>th</sup> at noon. The purpose is to regroup and review the current RLF guidelines from EDA. Mr. Sexton reported that the April Board meeting is scheduled to be held at Mammoth Cave National Park to celebrate National Park Month. He informed that BRADD is currently working on an annual report to summarize the accomplishments in fiscal year 2017. Mr. Sexton invited all members to attend the KCADD Legislative breakfast and meeting on Thursday February 15<sup>th</sup> in Frankfort at the Capitol Annex. Mr. Sexton reported that he is currently reviewing the BRADD personnel and operating policies for any necessary updates or changes. These will also be presented to the BRADD Policy and Review Committee before submitting to Executive Council.

## 8. **Adjourn**

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



Signed