

Minutes
BRADD Executive Council
Wednesday, December 20, 2017
BRADD Office Center

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

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

Guest in Attendance: Mr. Lanny White

1. Call to Order

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

2. Approve Minutes

Chairman Doty presented the October 25, 2017 minutes for approval. The minutes were emailed to the members.

Motion: Mayor Mark Stratton made a motion to approve the October 25, 2017 minutes, and the motion was seconded by Judge/Executive Tommy Willett. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Doty called on Ms. Amy Scott. Ms. Scott reported on five Regional Projects; two waste water and water related projects, two low income housing projects in Logan County, and a City of Bowling Green City street extension project. Ms. Scott recommends approval on all projects.

Motion: Mayor Mark Stratton made a motion to approve the five regional projects as presented, and the motion was seconded by Judge/Executive Wil Cannon. The motion carried. (See attached)

4. Financials

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

Chairman Doty presented the October and November time sheets and travel for 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 Mr. Gary Dillard. Motion carried.

- **Presentation of the BRADD FY 2017 Audit Report**

Chairman Doty called on Mr. Lanny White of Carr, Riggs and Ingram. Mr. White announced there were no findings or non-compliance issues in this year's audit. Mr. White reported that he was most proud of the fact that a management letter containing recommendations or findings did not have to be issued to the BRADD. Mr. White gave an overview explanation of the numbers presented within the audit. Mr. White reported to the

group on general funds. He stated that more costs were incurred in the general fund due to repayments requested from state grantors over the past two years. Over a seven year time frame, if this trend were to continue, the account could be depleted. Mr. White advised keeping a close watch on the general fund; however, over the next two years with normal dues and activity, the general fund should level out. Mr. White opened the floor to questions; discussion ensued, with no further questions from the council.

5. Agreements/Contracts

- **FY 2018 JFA Agreement**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported that the JFA contract has been signed but the executed copy has still not been received. Mr. Sexton met with the Commissioner at ADD Directors meeting this past week who informed there will be a budget cut to the JFA funds for this Fiscal year. Chairman Doty asked if the percentage cut has been released and Mr. Sexton informed it has not. Mayor Stratton asked what the current total for the state's general fund allocation for BRADD is, Mr. Sexton responded \$137,000. The total JFA agreement for all Kentucky ADD's is 2.1 million. Mr. Sexton continued to inform that the Governor's office has asked every cabinet to make cuts for this and next fiscal year. Therefore, currently we are still waiting for JFA contract reimbursement and to hear how much the JFA budget cut will be for FY 2018. Mr. Sexton reported he will be glad to share the dollar amount of the cut once received from DLG.

- **FY 2018 KIA/Water Contract**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported that the KIA water contract has not been received. From his recent meeting with the Commissioner, Mr. Sexton learned that the water contract is getting cut by 17.4 percent with the total allocated contract amount for the BRADD at \$75,703. Mr. Sexton reported that the Commissioner stated they reduced this fund to 1.2 million statewide. This cut is for the current fiscal year.

- **Aging Contract**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported that In October she reported to the council that DAIL requested four State programs be placed on hold from adding new cases, including Homecare and Personal Care Attendant Programs. No clients are to be opened or replaced in those programs until farther notice form DAIL. AAAILs inquired to DAIL by requesting a follow-up in regard to replacing individuals who have been removed from the state general fund programs. DAIL has asked that we continue as instructed from the previous email correspondence for an additional two weeks as it is anticipated that more information will be available from the Finance Cabinet in that timeframe. DAIL stated they will advise the AAAILs after the Finance Cabinet provided them with more information. In the meantime, Ms. Hines reported that she is to advise DAIL, Jennifer Dudinski, of emergency situations that may warrant replacing to avoid institutionalization. DAIL will make decisions on a case-by-case basis. Ms. Hines informed that the Aging Council approved the Community Action of Southern Kentucky request to increase congregate and home delivered meal suggested per meals donation amount from \$1.50 to \$2.00 per meal. Chairman Doty thanked Ms. Hines for this Aging contract update.

6. Personnel

- **Aging Staff Updates**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported Cody Moats replaced Virginia Stokes as Program Services Coordinator for the Homecare and Title III Programs. Jessica Briley, ADRC Coordinator, resigned and Jamie Holloway, Waiver Service Advisor, applied for the position internally and will take Jessica's place as ADRC Coordinator beginning January 16, 2018. Tammy Tinsley was hired to replace Jamie Holloway as a Service Advisor for the Medicaid Waiver Programs and began employment on December 11, 2017. Additionally Ms. Hines reported Mike Brown, Waiver Coordinator, is requesting to step down to a Service Advisor position effective January 15th, 2018. BRADD will look internally and externally for candidates to hire a Waiver Coordinator. We are working on advertisement to be distributed to various media.

7. Other

- **CEDS Resolution**

Chairman Doty called on Ms. Amy Scott. Ms. Scott informed that in accordance to the Comprehensive Economic Development Strategy guidelines generated from the Economic Development Administration requirement is that every five years a full re-write of the CEDS plan be completed. A copy of the CEDS final draft was available for review to council members at the meeting. Ms. Scott informed that it required extensive updates to Economic conditions in the area due to the last re-write in 2012. The CEDS is required to include strengths, weaknesses, opportunities, and threats. Additionally, a section was added consisting of Economic resilience and natural disaster resilience. No changes were made to the main goals and objectives of CEDS. Due to the length, the final copy will be posted on the BRADD website where the current summary is posted.

Motion: Judge/Executive Wil Cannon made a motion to approve the CEDS Resolution, and the motion was seconded by Judge/Executive Tommy Willett. Motion carried.

- **Trustees Resolution**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported as chairman of the BRADD Pension Plan Trustees that with staff changes there is a need of additional members to the BRADD Trustees. Current members Michelle Hines, Kim Morrow and Peggy Thompson, held a meeting and recommend Erick Roy and Eric Sexton to be added to this committee. Ms. Hines reported that she verified with attorney Valarie Mayer and Financial Advisor Hilliard Lyons the best way to proceed as approval from Executive Council.

Motion: Judge/Executive Tommy Willett made a motion to approve Erick Roy and Eric Sexton as Trustee representatives. The motion was seconded by Mr. Elroy Larimore. Motion Carried.

- **Conflict of Interest**

Chairman Doty called on Mr. Caleb Speck. Mr. Speck reported a conflict of interest form has been completed on the new hire Ms. Tammy Tinsley. There were no conflicts. Ms. Tinsley did disclose of a restraining order she has against an individual. It was determined there are no working conflicts with this disclosure. Mr. Speck asked that the form 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 Judge/Executive Tommy Willett. Motion Carried.

- **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 consisted of an update on the Revolving Loan Fund Program. The current chair of this loan committee is Kent McBrayer with Franklin Bank and Trust who requested two individuals be approved to replace retired members and be more reflective of the BRADD ten counties. The two newly recommended persons are Tommy Ross with South Central Bank from Barren County and Tony Salyer with American Bank and Trust from Warren County.

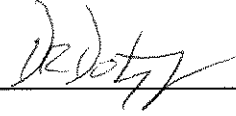
Motion: Judge/Executive Tommy Willett made a motion to approve the two recommended members to the RLF program committee. The motion was seconded by Judge/Executive Wil Cannon. Motion Carried.

- II. In additional updates, Mr. Sexton informed DAIL has encouraged BRADD Board Members to attend one of the remaining board trainings. The two remaining training dates are in Elizabethtown and Louisville. The contract with DAIL states the ADD is to provide this training to the current board members. Mr. Sexton informed if anyone is interested in attending he will provide them with additional information. All attendees will be eligible for training hours as needed. Mr. Sexton also informed he met with Dr. Victoria Gordon from WKU's Political Science Department who is a BRADD special advisor. Dr. Gordon informed that in the past she has worked with the BRADD in partnership to complete studies and trainings for local elected officials and governments. She voiced the idea of conducting sexual harassment prevention training for Board Members if it would be of interest. Mr. Sexton asked Executive Council about how to precede with board members travel requests. In accordance to the budget, there are funds available allocated for board members to travel. Mayor Stratton asked what the policies state on this subject. Discussion ensued. The question arose with which 12 months are to be considered for the attendance requirement for a board member to travel. Members determined that the board member should be in compliance to travel policies in order to have the travel opportunity. Chairman Doty asked Mr. Sexton to come up with a more concise solution on how to determine board member travel eligibility. Additionally, Mr. Sexton presented the FY 2018 proposed Board meeting dates of which Executive Council members were in agreement to as listed in the Executive Council packet.
- III. Mr. Caleb Speck presented the proposed Executive Director out of state travel for calendar year 2018. A document listing those dates is enclosed in the provided packet. Chairman Doty called on Ms. Amy Carroll asking if there are funds available to meet these travel requests, Ms. Carroll responded that at present, there are funds available.

Motion: Mayor Mark Stratton made a motion to approve the Executive Directors out of state travel for calendar year 2018. The motion was seconded by Judge/Executive Tommy Willett. Motion Carried.

8. Adjourn

Motion: Mayor Dwayne Hatcher made a motion to adjourn, and the motion was seconded by Mayor Mark Stratton. Motion carried.



Signed