

**Minutes
BRADD Executive Council
Wednesday, April 24, 2019
Mammoth Cave National Park Rotunda Room**

Regular Members in Attendance: Judge/Executive Wil Cannon, Ms. Dawn Devore, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mr. Elroy Larimore, Mayor Mark Stratton, Mr. Steve Thurmond, Mayor Scotty Turner (See attached sign-in sheet).

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

Others in Attendance: Ms. Dell Hall

1. Call to Order

The Executive Council meeting was called to order by Chairman Mr. Steve Thurmond. It was determined a quorum was present. Mr. Thurmond welcomed Ms. Dawn Devore as the newly appointed Citizen Member for Metcalfe County and Executive Council appointee.

2. Approve Minutes

Chairman Thurmond presented the March 27, 2019 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Judge/Executive Wil Cannon made a motion to approve the March 27, 2019 minutes, and the motion was seconded by Mayor Mark Stratton. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Thurmond called on Ms. Emily Hathcock to present the clearinghouse projects. Ms. Hathcock reported on fourteen regional projects for review as submitted by the BRADD staff. The first two projects, for the City of Rochester, are to install tornado sirens at the fire department, and construct a community safe room. The Bowling Green-Warren County Planning Commissions work for MPO FY 20 towards unified planning work program. The City of Park City seeks funds for Bell Tavern Historic Park project. Horse Cave is seeking Recreational Trails Program grant (RTP) funds for a dome walking trail, Cave City is seeking RTP funds for a Doyle Park walking trail, and the City of Auburn is seeking RTP funds for a walking trail at the Auburn Park. Warren County Fiscal Court has a construction project for Plano and Woodburn Fire Departments safe rooms. Hart County Fiscal Court is seeking RTP funds for the Hart County Historical Society Civil War Battlefield Trailhead and Trails community project. City of Morgantown seeks RTP funds for a walking trail in Riverside Park. Simpson County Fiscal Court's projects for water service improvements and sewer extension to Steele Road. Lastly, the City of Park City is seeking funding for a sidewalk project on Old Dixie Highway. Ms. Hathcock informed the Council all projects were reviewed by BRADD staff for duplications, of which there were none.

Motion: Judge/Executive Wil Cannon made a motion to approve the fourteen regional clearinghouse projects as presented; the motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

4. Financials

- **Review of Executive Directors Time Sheet and Travel**

Chair Thurmond presented the March time sheets and travel forms on Executive Director Mr. Eric Sexton, for approval.

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

- **Quarter Three Accounts Payable**

Chairman Thurmond called Ms. Hong Nguyen to present the quarterly review of accounts payable. Ms. Nguyen provided a print out of the incurred expenses during quarter three which included a breakdown of purchases made for each of the BRADD accounts. Ms. Nguyen encouraged the members to always contact her if they ever have questions about any of the BRADD expenses.

Motion: Mayor Dewayne Hatcher made a motion to approve the FY 19 quarter three accounts payable, the motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

- **Quarter Three Financial Report**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen reported copies of the FY 19 quarter three financials are located in the Council's packet. Ms. Nguyen reviewed the summary page created for each of the BRADD accounts. Ms. Nguyen emphasized on the year to date balance for each account and the benchmark percentages met for the fiscal year. Ms. Nguyen reported the JFA account has some projects that will not be billed until the end of the project, resulting in the unmet percentage. Overall, Ms. Nguyen reports the financials are at 75 percent benchmark for the quarter. Lastly Ms. Nguyen reviewed the balance sheet detailing assets, liabilities and fund balances for all accounts. Ms. Nguyen asked if there were any questions and encouraged members to contact her with any questions.

Motion: Judge/Executive Dennis Harper made a motion to approve the FY 19 quarter three financial report, the motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

5. Agreements/Contracts

- **Other**

Chair Thurmond called on Ms. Michelle Hines. Ms. Hines informed the Council for information purposes that she has been working with the Auburn Senior Center on the possibility of the Center becoming a nutrition site to serve meals through the senior programs. Ms. Hines informed they are in the planning stages for this project but are already aware of current senior members that would benefit from this. Ms. Hines will continue to keep the Council updated on the progress.

Chair Thurmond called on Mr. Eric Sexton, Executive Director. Mr. Sexton informed the Council the JFA quarter one and two payments have been received per the contractual amount. Mr. Sexton stated the Department for Local Government informed the Contract Review Committee the FY 20 JFA draft contract will be available by May 15th.

6. Personnel

- **Other**

There are no personnel reports this month.

7. Other

- **FY 20 Annual Dues**

Chair Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the members the BRADD annual dues information letter has been sent. The letter informs members what the projected dues will be for the coming fiscal year. Mr. Sexton informed there was no increase in the per capita amount used to calculate the dues. Mr. Sexton stated the dues invoices will be sent in May with a July 31st due date. Mr. Sexton encouraged any members with questions or desiring to make changes with the current calculation method to please contact him.

- **FY 20 Aging Contributions**

Chair Thurmond called on Ms. Michelle Hine. Ms. Hines informed the members the FY 20 aging contribution requests will be mailed in May with a July 31st due date. Ms. Hines expressed appreciation for the donations as they help keep vital services in the local communities for the elderly population.

- **BRADD Personnel Policies**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the BRADD has recently undergone review of the personnel policies handbook. The revised updates were emailed in advance to the members. The review began with an internal working committee composed of staff members. The committee went through each section and then took the revisions, questions and suggestions to legal counsel. After legal review, Mr. Sexton informed, the policies are much more clear and concise. Mr. Sexton stated the majority of the changes consisted of language and wording changes and removal of repetitive and excessive wording. Mr. Sexton asked for guidance and opinions on the policies and if they would like to extend this item to next month for additional review. Members expressed agreement with the reviews and the teams that have reviewed them.

Motion: Mayor Mark Stratton made a motion to approve the April 24, 2109 BRADD personnel policies updates as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Sexton for further updates and announcements. Mr. Sexton welcomed Ms. Dawn Devore of Metcalfe County as BRADD Citizen Member and Executive Council Member. Mr. Sexton informed the members about a recent CDBG project with the City of Auburn. Due to some errors by former personnel, the City will incur costs beyond the planned project amount. Mr. Sexton informed the members that the City did not ask for concession but he would like to make a onetime contribution to the City for \$5,000.00. Mr. Sexton asked the Council members for their input and feedback. The Council agreed this would assist in building rapport between the BRADD and the City and concurred that making a contribution to the City for \$5,000.00 would be appropriate under the circumstances. Mr. Sexton continued to provide additional announcements and invited members to the BRADD night at the Bowling Green Hot Rods on May 7th. Mr. Sexton informed of the upcoming required Board Member DAIL training opportunities. Due to the BRADD's contract with DAIL 100 percent of the Executive Council is required to attend an upcoming meeting and 70 percent of the full Board Members. Mr. Sexton encouraged all members to sign up to attend on the upcoming meetings. Mr. Sexton announced the next Executive Council meeting will be held on May 22, 2019 at 11:00 am at the BRADD Office.

10. Adjourn

Motion: With no further business to consider, Mr. Elroy Larimore made a motion to adjourn, and the motion was seconded by Mayor Dewayne Hatcher. Motion carried.


Signed