

Minutes
BRADD Executive Council
Wednesday, March 27, 2019
BRADD Office Center

Regular Members in Attendance: Judge/Executive Wil Cannon, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mr. Elroy Larimore, Mayor Billy Phelps, 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, Ms. Alecia Johnson and Mr. Caleb Speck.

1. Call to Order

The Executive Council meeting was called to order by Chairman Mr. Steve Thurmond. It was determined a quorum was present.

2. Approve Minutes

Chairman Thurmond presented the January 30, 2019 special called meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Judge/Executive Dennis Harper made a motion to approve the January 30, 2019 minutes, and the motion was seconded by Mayor Billy Phelps. 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 four regional projects for review as submitted by the BRADD staff. The first project is for Caveland Environmental Authority for the replacement of water facility expansion project in Horse Cave. The second project is for a sewer expansion for the City of Scottsville on US 231. The third project is with the South Logan Water Association for waterlines along US 68/80 southern bypass extension. The last project is with Simpson County Habitat for Humanity for a home construction project for a deserving low income family. Ms. Hathcock informed the Council all projects were reviewed by BRADD staff for duplications, of which there were none.

Motion: Mayor Mark Stratton made a motion to approve the four regional clearinghouse projects as presented; the motion was seconded by Mr. Gary Dillard. Motion carried. (See attached)

4. Financials

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

Chair Thurmond presented the January and February 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 forms, and the motion was seconded by Mr. Elroy Larimore. Motion carried.

- **FY 2019 Aging Services Amendment**

Chairman Thurmond called Ms. Amy Carroll to present the FY 2019 Aging Services Amendment. Ms. Carroll informed the members a copy of the state transfers and carryover funds were provided in chart form in the council's packet. Ms. Carroll informed \$15,000 was moved from the Adult Day services to congregate meals and home care social services. The reason is due to the Adult Care Programs loss of clients. This transfer will also aid in the state wide requirement of phasing out the program. Ms. Carroll stated the funds will allow more meals to be provided to congregate clients. The carryover fund numbers represented are due to un-spent federal funds from FY 2018. Ms. Carroll informed the Department for Aging and Independent Living (DAIL) has approved the amendment.

Motion: Judge/Executive Wil Cannon made a motion to approve the FY 19 Aging Services Amendment, the motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

5. **Agreements/Contracts**

- **JFA**

Chair Thurmond called on Mr. Eric Sexton. Mr. Sexton reported the FY 18 JFA contract is still in review with the Governor's office. No response has been received other than acknowledgement of receipt. Mr. Sexton informed the FY 19 contract went before the State Contract Review Committee on February 12th. The audio recording of this meeting is on BRADD's website. Mr. Sexton addressed the letter DLG sent to the members stating the JFA contract had been resolved except for travel. To the contrary, Mr. Sexton informed travel was the only aspect resolved in the modified contract. Mr. Sexton stated BRADD, like most ADDs, has submitted the FY 19 contract out of financial necessity and due to being in the 10th month of the fiscal year. Mr. Sexton informed about House Bill 476 that creates a taskforce to look into the dynamics of the ADD and its funding partners and seek resolution in following Legislative intent. The House passed this bill, however it has not passed the Senate floor. Mr. Sexton informed it could be passed tomorrow, however it could also be vetoed by the Governor with no override option. Mr. Sexton stated the BRADD area Legislators have been well informed of the process with the JFA contracts and believes they have a good understanding. Mr. Sexton briefly discussed the recent House Bill 268. Compliments were given to Mr. Sexton for his diligent efforts with the JFA contracts. Judge/Executive Wil Cannon commended Mr. Sexton for continuing to remain persistent throughout this lengthy process.

- **Aging Review Committee/RFPs**

Chairman Thurmond called on Ms. Michelle Hines, Associate Director of Aging. Ms. Hines reported the packet contains a copy of unit cost comparison worksheet for FY 20, 21 and 22. Ms. Hines stated GA Foods was the only agency to submit an application for the frozen/shelf stable meal program. Ms. Hines informed after review of the proposed unit costs and final checklist, the review committee voted to accept GA Foods proposal.

Motion: Mayor Dewayne Hatcher made a motion to approve the Aging Review Committee report as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

6. Personnel

- **Aging**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines reported to the Council after advertising for the position of ADRC Coordinator a candidate has been selected and hired. Ms. Emily Phillips began employment of March 25th 2019.

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the Council after review and research there are six staff members in need of a salary equity adjustment. Mr. Sexton stated he is trying to work on aligning salaries with market standards reflecting somewhat competitive wages with other public sector positions. Mr. Sexton stated there are three Case Manager Positions in need of an adjustment of \$1,500.00 and one PDS/PCAP Coordinator position needing an adjustment of \$1,000.00. Mr. Sexton stated he would like those amounts retroactive to February 1st to conform with hiring a new Case Manager position, at a higher base rate than current staff. Additionally, there are two staff, due to the recent re-structure, who took on additional responsibilities and go above and beyond in their assigned duties. Mr. Sexton stated he would like adjustments to align with a market analysis provided by WKU. Mr. Sexton recommends the CDO/PDS Finance Assistant receive an adjustment of \$750 and the Executive Assistant receive an adjustment of \$1,500.00, both effective April 1st, 2019.

Motion: Mayor Billy Phelps made a motion to approve all six staff salary adjustments. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

7. Other

- **Conflict of Interest**

Chair Thurmond called on Mr. Caleb Speck, Executive Assistant. Mr. Speck informed the Council he received two conflict of interest forms. A statement was received from Intern and temporary part time ADRC Assistant Cassidy Sterling. The second received from ADRC Coordinator Emily Phillips. With no conflicts or disclosures on either, Mr. Speck recommends the statements for the Council's approval.

Motion: Mayor Scotty Turner made a motion to accept the new staff conflict of interest statements as presented. The motion was seconded by Mayor Billy Phelps. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Sexton for further updates and announcements. Mr. Sexton announced the BRADD night at the Bowling Green Hot Rod will be held again this year on May 7th. Please see your board packet for additional details. The BRADD personnel policies are in final draft and under agency review. Mr. Sexton informed he will send the BRADD personnel policy to Executive Council members for review as they will be considered for adoption at the April meeting. Mr. Sexton informed the April Executive Council and Board Meeting will be held at Mammoth Cave National Park's Rotunda Room and Green River Grille. Additionally, Mr. Sexton informed a required upcoming DAIL training that requires 100 percent of the Executive Councils attendance. Contractual penalties could be given for not meeting attendance standards. There is a 70 percent attendance requirement for all Board Members. Mr. Sexton informed additional information will follow.

10. Adjourn

Motion: With no further business to consider, Judge/Executive Wil Cannon made a motion to adjourn, and the motion was seconded by Mr. Elroy Larimore. Motion carried.



Signed