

Minutes
BRADD Executive Council
Wednesday, January 23, 2019
BRADD Office Center

Regular Members in Attendance: Mr. Gary Dillard, Judge/Executive Dennis Harper, Mr. Elroy Larimore, Mayor Billy Phelps, Mr. Steve Thurmond, Mayor Scotty Turner (See attached sign-in sheet).

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

Board Members in Attendance: Mayor Harold Armstrong, Judge/Executive Tim Flener, Mayor Larry Dixon

1. Call to Order

The Executive Council meeting was called to order by Chairman Mr. Steve Thurmond. It was determined a quorum was present. Chairman Thurmond recognized all newly elected Executive Council and Board Members present.

2. Approve Minutes

Chair Mr. Steve Thurmond presented the December 19, 2018 minutes for approval. The minutes were previously emailed to the members.

Motion: Mayor Billy Phelps made a motion to approve the December 19, 2018 minutes, and the motion was seconded by Mr. Elroy Larimore. 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 three regional projects for review as submitted by the BRADD staff. The first project is a Marine sewage pumpout facility construction and maintenance for the Kentucky Department of Fish and Wildlife Resources. The second project is for an eight bed Hospice care facility for T.J. Samson Community Hospital as applied for by the Farmers Rural Electric Cooperative Cooperation. The last project is from the Kentucky Department of Parks for updates to the Barren River campground. Ms. Hathcock informed the Council all projects were reviewed by BRADD staff for duplications, of which there were none.

Motion: Mr. Gary Dillard made a motion to approve the three 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 December 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 Mr. Gary Dillard. Motion carried.

- **Quarter Two Accounts Payable**

Chairman Thurmond called Ms. Hong Nguyen to present the FY 19 Quarter two accounts payable. Ms. Nguyen informed the members the copy of quarter two accounts were emailed to the members. She provided hard copies containing credit card receipts and checks written for quarter two expenses. Ms. Nguyen provided a detailed explanation to the new members of the incurred expenses, including the aging program expenses for client's medical products. Ms. Nguyen informed BRADDs aim is to be transparent in accounting practices and if there is ever a question about a specific incurred expense, always ask. The members understood and were in agreement.

Motion: Judge/Executive Dennis Harper made a motion to approve the FY 19 quarter two accounts payable, and the motion was seconded by Mayor Scotty Turner. Motion carried.

- **Quarter Two Financials**

Chair Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed the Council a copy of the FY 19 quarter two account specific financial reports are enclosed in the Executive Council packets. Ms. Nguyen provided a description of each of the BRADD accounts including, BRADD general fund, Economic Development fund, Aging fund, Consumer Directed Option (CDO). A report by line items, collective financial summary and balance sheet were also reviewed to include further detail and a combined overview of all BRADD accounts. Ms. Nguyen provided a percentage breakdown for each of the accounts including the total revenue and total expenses for the entire fiscal year budget through quarter two. There were no questions.

Motion: Mayor Scotty Turner made a motion to approve the FY 2019 Quarter Two Financials. The motion was seconded by Mr. Elroy Larimore. Motion carried. (See attached)

5. Agreements/Contracts

- **JFA**

Chair Thurmond called on Mr. Eric Sexton. Mr. Sexton began with a report on FY 18 JFA contract updates. Mr. Sexton informed the new members; from the last Executive Council meeting on December 19th, the DLG dispute resolution letter was discussed. The Council voted to send a letter of concern and clarification as sent on December 21st. Additionally, the Council voted to send an appeal statement to Governor Bevin as the last contractual remedy per the FY 18 contract. The letter was sent on January 2nd, 2019. Mr. Sexton informed he was contacted by Dustin Isaacs of the Governor's Office for additional information and that it was being investigated without knowing if a response or timeline would be given. Mr. Sexton continued by providing updates on the FY 19 JFA contract. Mr. Sexton stated the contract was received on December 13th in the amount of 16 thousand less than last year's contract and 46 thousand less than appropriated by the General Assembly. Mr. Sexton informed concerns were submitted to DLG and the ADDs DLG Committee did meet with

Commissioner Dunahoo and her legal team on Friday, January 11th of which the meeting summary was sent to the members and provided in the packets. Mr. Sexton stated after contact and discussion with the area legislators, they remain disappointed that their intent and appropriated funds are not reflected in the contract. Mr. Sexton informed aside from his meeting with Senator Meredith, he has additionally discussed the issue with Senator Givens, Senator Westerfield and Senator Wilson, who share in these concerns. Also, Mr. Sexton has had the opportunity to meet with several state representatives who expressed their concerns. Mr. Sexton requested the Council allow waiting to receive the contract modifications as promised by DLG and await the outcome of Senator Meredith's Contract Review Committee meeting on February 12th, before signing. The Council is in agreement of waiting. Mr. Sexton provided an updated timeline of JFA events for the Council Members.

- **Aging Review Committee**

Chairman Thurmond called on Ms. Michelle Hines, Associate Director of Aging. Ms. Hines reported the packet contains a copy of the aging services review committee report detailing the bids received to date. Ms. Hines informed the applications were due to BRADD on December 14, 2018 and the review committee met January 9, 2019. Ms. Hines provided a detailed explanation of the aging programs needing bids and provided the details on each bid that was received. Ms. Hines informed one program, frozen/shelf stable meals, would have to be re-bid due to an incomplete received proposal. This program will be opened for re-bid.

Motion: Mayor Scotty Turner made a motion to approve the Aging Review Committee report as presented. The motion was seconded by Mr. Elroy Larimore. Motion carried. (See attached)

6. Personnel

- **Aging**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines reported to the Council Aging staff departmental changes. Ms. Hines informed due to the loss of two staff, Case Manager Shaneeka Brewton and Support Broker Tammy Tinsley and the increased client intake, three positions are needed. Ms. Hines informed advertising took place for the positions and three new staff have been hired. Mike Brown and Alpha Grieco were hired on January 16th as PDS Service Advisor/Case Managers. Sharon Cassetty will begin on February 1st as a Case Manager.

7. Other

- **Annual Board Member Conflict of Interest**

Chair Thurmond called on Mr. Caleb Speck, Executive Assistant. Mr. Speck informed the Council in accordance to the BRADD policies and with the adoption of the BRADD Conflict of Interest Policy, all Board Members need to complete the conflict of interest statement annually for full disclosure. By completing and disclosing any areas which may create a conflict with the agency. Memberships including offices held, financial investment, partnering agencies, property/real estate, donors/supporters, etc. affecting the operations of BRADD.

Additionally, Mr. Speck informed the council of three new staff members' conflict of interest statements for Mike Brown, Alpha Grieco and Sharon Cassetty. Mr. Brown and Ms. Grieco disclosed outside employment, of which neither appear to create a conflict of interest with the agency.

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

- **Revolving Loan Fund (RLF) Resolution**

Chair Thurmond called on Ms. Emily Hathcock Associate Director of Planning and Development. Ms. Hathcock presented the RLF Resolution as part of the programs requirements to ensure compliance and effective operations. The resolution ensures the RLF plan is consistent with and supports the economic adjustment strategy and is being operated in accordance with the policies and procedures within the RLF plan, and that the loan portfolio meets those standards. Ms. Hathcock informed this compliance requirement is completed semi annually.

Motion: Mr. Elroy Larimore made a motion to approve the Revolving Loan Fund Resolution. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See Attached)

- **Executive Council Committee Appointments**

Chairman Steve Thurmond presented the 2019 mid-year Executive Council appoints as provided in the council packets. Mr. Thurmond informed Metcalfe County has not appointed a member to the Executive Council at this time. Mr. Thurmond stated the aim is to receive the appointment by the next regularly scheduled Council meeting in March. Mr. Chair explained how the Executive Council members are divided to create two additional working committees; The Policy and Review and Budget and Personnel. These committees will meet as the need arises. BRADD Officers will serve as chairpersons for these committees.

Motion: Mayor Billy Phelps made a motion to approve Executive Council Members for Policy and Review and Budget and Personnel committee assignments. The motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

- **Other Updates**

Chairman Thurmond called on Mr. Sexton for further updates. Mr. Sexton announced the Board Member Orientation will be held next Wednesday from 11-2 at the BRADD Office. DLG has approved training hours for this meeting. Mr. Sexton also invited the members to the Legislative Breakfast and KY Council of ADDs meeting in Frankfort on February 14th beginning at 7 am EST. The KCADD quarterly meeting will take place after the breakfast. Mr. Sexton informed the BRADD personnel policies are still under legal review with a goal to be completed by the March meeting. Chair Thurmond informed it has been decided to set the Executive Council Meeting time for 11:00 am to help ensure the meeting is finished on time for the following Board Meeting. Mr. Thurmond also stated that it will provide time for the Executive Council Members to spend time with the other Board Members before the meeting begins. Mr. Sexton informed the next regularly scheduled Executive Council meeting will be held March 27th at the new time of 11:00 am. Additionally, a special called meeting has been set for next Wednesday January 30th at 10:30 am before the officials training to approve an RLF project. Lastly Mr.

Chair asked all members to keep with the JFA changes and information that is sent to the Council. Mr. Chair encouraged all new members to attend the Board Member Orientation.

10. Adjourn

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

Signed