

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

Regular Members in Attendance: Judge/Executive Wil Cannon, Mr. Gary Dillard, Judge/Executive David Fields, Mayor Dwayne Hatcher, Judge/Executive Johnny Hobdy, Judge/Executive Tommy Willett, and Judge/Executive Greg Wilson (See attached sign-in sheet).

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

**1. Call to Order**

The Executive Council meeting was called to order by acting Chairman Judge/Executive Tommy Willett, Secretary, in the absence of the Chair and Vice-Chair.

**2. Approve Minutes**

Secretary Judge/Executive Tommy Willett presented the August 22, 2018 minutes for approval. The minutes were previously emailed to the members.

**Motion: Judge/Executive Greg Wilson made a motion to approve the August 22, 2018 minutes, and the motion was seconded by Mr. Gary Dillard. The motion carried. (See attached)**

**3. Review and Approval of Clearinghouse Projects**

Secretary Willett called on Ms. Emily Hathcock to present the clearinghouse projects. Ms. Hathcock reported on five regional projects for review as submitted by the BRADD staff. The first project is a rural development property renovation to Logan Heights Apartments in Russellville. The second is also an apartment renovation as covered by the Housing Assistance Payment Contract, for Abel Court Apartments in Bowling Green. The third project is a new construction for Maddox Manor in Glasgow. The fourth project is a City of Bowling Green Pedigo Park Pathways project, and the lastly is the Barren County equipment loan project. Ms. Hathcock informed the Council all projects were reviewed by BRADD staff for duplications, of which there were none.

**Motion: Judge/Executive David Fields made a motion to approve the five regional clearinghouse projects as presented; the motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)**

**4. Financials**

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

Secretary Willett presented the August and September 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 forms, and the motion was seconded by Judge/Executive Greg Wilson. Motion carried.**

- **Quarter One Financials**

Secretary Willett called on Ms. Hong Nguyen. Ms. Nguyen presented the quarter one financials for each of the BRADD accounts. Those accounts include the BRADD general fund, Economic Development fund, Aging fund, Consumer Directed Option (CDO). A collective financial summary and balance sheet were also reviewed. Ms. Nguyen provided an explanation of each of the BRADD accounts including a summary of the total revenue and total expenses occurred for the covered period. Ms. Nguyen explained the projected numbers are still contingent upon BRADD receiving the JFA FY 19 contract. Ms. Nguyen informed the Council that services are continuing to be provided despite not having a JFA contract. A question was raised regarding the JFA FY 18 revenue. Ms. Nguyen described, as of now, the revenue has been accrued and included with FY 18 reports. Ms. Nguyen stated that overall, BRADD has generated total revenue at 30% and the total expenditure is 28%. Ms. Nguyen reports that BRADD is on track for spending during the FY 19 first quarter.

**Motion: Judge/Executive David Fields made a motion to approve the quarter one financials report as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)**

- **Quarter Four Accounts Payable**

Secretary Willett called on Ms. Hong Nguyen. Ms. Nguyen provided copies of the BRADD credit card receipts and checks written for quarter one expenses. After the council's review, Ms. Nguyen asked for any questions. Discussion ensued. A question was raised about BRADD vehicle purchase and if bids were required. Mr. Sexton stated the BRADD's auditor informed it was acceptable to complete the vehicle purchase with three quotes. Judge/Executive David Fields informed of a process for obtaining state fleet vehicles through authorized dealers.

**Motion: Mr. Gary Dillard made a motion to approve the quarter one accounts payable as presented; the motion was seconded by Judge/Executive Greg Wilson. Motion carried.**

## 5. **Agreements/Contracts**

- **JFA**

Secretary Willett called on Mr. Eric Sexton. Mr. Sexton provided reports on FY 18 and FY 19 JFA contracts. Mr. Sexton stated FY 18 JFA contract lawsuit was dismissed from the Franklin Circuit Court based on the fact that all ADD's has not completed the dispute process. DLG Counsel Gregg Ladd reported the Commissioner will render a final decision in the coming weeks. Mr. Sexton further informed the FY 19 JFA Contract has not been received. On September 26<sup>th</sup> the DLG Commissioner informed area Legislators that the contract is with finance and forthcoming. Mr. Sexton informed of the potential liabilities for BRADD to operate without a JFA contract, which was legislatively mandated. It is hopeful the decision on the FY 18 and FY 19 JFA will be made soon as BRADD continues to provide services in good faith.

- **KIA**

Mr. Sexton gave a brief updated that the FY 2019 KIA fully executed contract has been received.

- **Aging**

Secretary Willett called on Ms. Michelle Hines, Associate Director of Aging. Ms. Hines informed that all Aging Contracts have been received. She informed the Geriatric Work Force Grant will continue throughout this year. Ms. Hines reported the proposals release date will be November 1, 2018. The proposals due include: PCAP, Frozen/Shelf Stable Meals, Senior Center Services, Transportation Services, Hot Meals. Ms. Hines informed the Executive Council that BRADD is pursuing the Veterans Participant Directed Services Program. BRADD has completed the readiness review process and is working on an agreement to be a VA local provider.

## 6. Personnel

- **Community and Economic Development**

Secretary Willett called on Mr. Eric Sexton. Mr. Sexton introduced Ms. Emily Hathcock as the new Associate Director of Economic Development. Ms. Hathcock comes from Arkansas and has been busy learning the region.

- **Aging**

Secretary Willett called on Ms. Michelle Hines. Ms. Hines reported Kimberly Tanner as the new ADRC Coordinator. Ms. Tanner holds a master degree in Public Health and will play a key role in outreach for the Area Agency on Aging and Independent Living.

## 7. Other

- **Conflict of Interest Statements**

Secretary Willett called on Mr. Caleb Speck. Mr. Speck informed the Council of two conflict of interest statements received on Ms. Emily Hathcock, and Ms. Kim Tanner. With no conflicts disclosed, recommendation was made to accept these statements.

**Motion: Judge/Executive Greg Wilson made a motion to accept the conflict of interest statements. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.**

- **Building Updates**

Secretary Willett called on Mr. Eric Sexton. Mr. Sexton informed he previously emailed parking lot repair estimates for the Councils consideration. After review, the best decision seemed to be the hot pour sealer by Reynolds for \$10,000.00. They will not be able to complete this project until next spring unless a cancellation is received. A question was raised from the Council on the funding source for this project. Ms. Amy Carroll reported the BRADD has a building fund account that could support this need.

**Motion: Mayor Dwayne Hatcher made a motion to approve Reynolds hot pour sealer to complete the BRADD parking lot repair project. The motion was seconded by Judge/Executive Greg Wilson. Motion carried. (See Attached)**

- **Gateway Summit**

Secretary Willett called on Mr. Eric Sexton. Mr. Sexton informed he was invited to the National Summit for Gateway Communities in Shepherdstown, WV on December 11-13. This meeting highlights topics on economic vitality, trends with tourism, and asset-based economic development and strategies for capacity building. Mr. Sexton applied and received a scholarship covering expenses for registration, hotel and most of the travel. Mr. Sexton asks the council for approval to attend this out of state travel.

**Motion: Mr. Gary Dillard made a motion to approve Mr. Eric Sexton to attend the Gateway Summit Conference. The motion was seconded by Judge/Executive Greg Wilson. Motion carried.**

- **Other Updates**

Secretary Willett called on Mr. Eric Sexton. Mr. Sexton provided various announcements including the annual meeting held last month was well attended. The video is posted on the BRADD website and photos will follow soon. The event will be featured in the November Bowling Green VIP Magazine. Mr. Sexton asked for the Council's thoughts on a recent invitation to be a member of the Workforce Board's Youth Council. Mr. Sexton stated he previously served on the Council from 2010-2015. Discussion ensued. The Executive Council believes it to be a great way for BRADD to remain involved and stay abreast with the trends in workforce development. Mr. Sexton announced the BRADD will hold a mini staff retreat next Tuesday in Allen County. The next Executive Council meeting will be held on December 19, 2018 at 11:30 am.

## **10. Adjourn**

**Motion: Judge/Executive Greg Wilson made a motion to adjourn, and the motion was seconded by Judge/Executive David Fields. Motion carried.**

  
Signed