

Minutes
BRADD Executive Council
Wednesday, August 22, 2018
BRADD Office Center

Regular Members in Attendance: Judge/Executive Wil Cannon, Mr. Gary Dillard, Mayor Dick Doty, Judge/Executive David Fields, Mayor Dewayne Hatcher, Judge/Executive Johnny Hobdy, Mr. Elroy Larimore, Mr. Steve Thurmond (See attached sign-in sheet)

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

Guests in Attendance: Mr. Don Sergent, Bowling Green Daily News.

1. Call to Order

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

2. Approve Minutes

Chairman Doty presented the July 25, 2018 minutes for approval. The minutes were previously emailed to the members.

Motion: Judge/Executive David Fields made a motion to approve the July 25, 2018 minutes, and the motion was seconded by Mr. Elroy Larimore. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Doty called on Ms. Amy Scott to present the clearinghouse projects. Ms. Scott reported on four regional projects for review as submitted by the BRADD staff. The first project is for a water line replacement in Allen County. Then next two projects are for Simpson County regarding water system improvements and a rail spur development. The last project is for a Hart County water main extension. Ms. Scott informed the council all projects were reviewed by BRADD staff for duplications, of which there were none.

Motion: Judge/Executive Johnny Hobdy made a motion to approve the four regional clearinghouse projects as presented; the motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)

4. Financials

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

Chairman Doty presented the July 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 Mayor Dewayne Hatcher. Motion carried.

- **Quarter Four Financials**

Chairman Doty called on Ms. Hong Nguyen. Ms. Nguyen presented the quarter four financials for each of the BRADD accounts. Those accounts include the BRADD general fund, Economic Development fund, Aging fund, Consumer Directed Option (CDO) and a collective financial summary. Supporting documents for the presented material was provided in the Executive Council packet. Ms. Nguyen provided a detailed explanation each of the BRADD accounts including a summary of the total revenue and total expenses occurred for the covered period. Ms. Nguyen further explained the projected numbers are contingent upon the BRADD receiving the near \$58,000 JFA funding amount, which to date, has not been received. Discussion ensued. Overall, the members were pleased with the outcome of this fiscal year's report in that BRADD had no deficit for FY 2018.

Motion: Mr. Steve Thurmond made a motion to approve the quarter four financials report as presented. The motion was seconded by Mr. Elroy Larimore. Motion carried. (See attached)

- **Quarter Four Accounts Payable**

Chairman Doty called on Ms. Hong Nguyen. Ms. Nguyen provided copies of the BRADD credit card receipts from the past quarter. After the council's review, Ms. Nguyen asked for any questions from the floor and there were none.

Motion: Judge/Executive Wil Cannon made a motion to approve the quarter four accounts payable as presented; the motion was seconded by Mayor Dewayne Hatcher. Motion carried.

5. **Agreements/Contracts**

- **JFA**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton reported to the Council for informational purposes that the FY 2019 JFA contract has not been received to date. Mr. Sexton informed a request for a notice to proceed has been sent to the Department for Local Government (DLG) and is awaiting a reply. Mr. Sexton disclosed DLG has filed a motion to dismiss suit, regarding FY 18 withheld funds, to be heard at 9:00 am this morning. Seven ADDs submitted affidavit of their timeline and perspective on the FY 18 JFA funding issues with impact to their budgets. Mr. Sexton informed he would send the BRADD affidavit to those interested.

- **KIA**

Mr. Sexton gave a brief updated that the FY 2019 KIA contract has been received and is in review. The contract is the same dollar amount as last year, \$76,000. Mr. Sexton informed the ADD Directors met with Donna McNeil, KIA Executive Director, to discuss modifications before signing. The modifications discussed are related to the interpretation of fringe and indirect costs. Mr. Sexton stated once the modifications are made the contract will be signed.

- **Transportation**

Chairman Doty called on Ms. Amy Scott, Transportation Planner. Ms. Scott informed the Council that the regional transportation fully executed contract has been received for the new fiscal year in the same funding amount as last year. The road centerline contract has been received, reviewed by the BRADD staff, signed and returned. The fully executed contract has yet to be received. Ms. Scott also reported the transit capital contract has been extended to allow for additional purchases of a bus for the Metcalfe Adult Day Care and a bus for Community Action. This project is in the works. The transit administration contract has not been received to date, however the funds are expected in October.

- **FY 19 Aging Program Services Plan**

Chairman Doty called on Ms. Michelle Hines, Associate Director of Aging. Ms. Hines informed that included in the packets are the FY 19 programs and services reduction plans as developed after approximately \$151,000 of budget cuts to the Aging Services Programs by the Department for Aging and Independent Living (DAIL). The plan includes costs for each program including pass through funds. Ms. Hines informed the budget was submitted to DAIL on August 1st. Ms. Hines described the cuts will be taken by attrition to continue to maintain and serve the existing clients. Clients that come off the programs will not be replaced. The budget is currently awaiting DAIL approval. A brief discussion ensued.

Motion: Mr. Steve Thurmond made a motion to approve the FY 19 aging program services plan. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

6. Personnel

- **Community and Economic Development**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton informed the Council the Infrastructure Management Planner position has been filled by Mr. Thomas Grubbs, who began employment on August 16, 2018. Interviews are completed for the Associate Director of Economic Development position. An offer has been made to a candidate who has conditionally accepted based on a visit to the BRADD. Mr. Sexton further announced BRADD has a new part time intern, Mr. Christian Howard. Mr. Howard is a Western graduate student and will be assisting the CED department throughout the fall semester.

- **Aging**

Chairman Doty called on Ms. Michelle Hines. Ms. Hines reported the vacancy for PCAP Coordinator/Service Advisor has been filled with Jannah Shive, effective August 16, 2018. Jamie Holloway, ADRC Coordinator's last day will be August 31, 2018. This position has been advertised and the interview process is underway.

- **Other**

Chairman Doty called on Mr. Eric Sexton. Mr. Sexton informed that due to the recent hiring of the BRADD Infrastructure Management Planner at a slightly higher rate, he requested the board make an equity adjustment to the annual salary of the current Public Administration Specialist. \$1,000 would proportionately align her salary and length of service with the new hire salary. Mr. Sexton recommended the adjustment take place September 1, 2018.

Motion: Mr. Gary Dillard made a motion to increase the Public Administration Specialist salary by \$1,000, the motion was seconded by Mr. Steve Thurmond. Motion Carried.

7. Other

- **Conflict of Interest Statements**

Chairman Doty called on Mr. Caleb Speck. Mr. Speck informed the Council of three conflict of interest statements received on Mr. Thomas Grubbs, Ms. Jannah Shive, and Mr. Christian Howard. It was determined the information disclosed does not appear to create a conflict.

Motion: Mr. Elroy Larimore made a motion to accept the conflict of interest statements. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.

- **Other Updates**

Chairman Doty called on Mr. Eric Sexton, Executive Director. Mr. Sexton provided various announcements and updates to the Executive Council Members. The FY 2019 annual dues are now past due. All dues have been paid with the exception of one cities check in the mail and the City of Bowling Green. Mrs. Dell Hall has been reappointed as the citizen member for Allen County. Mrs. Hall's appointment is for a three year term expiring August, 2021. Mr. Sexton informed the nominations for the Tim L. Carter and William H. Natcher awards are still being accepted. Information can be found on the BRADD website. Mr. Sexton reminded that the next Executive Council meeting will be held October 24, 2018, unless there is a need before then. The Annual Meeting will be held next month, Tuesday September 25, 2018 at 6:00 PM. Invitations have been mailed. Lastly, Mr. Sexton thanked the member for participating in the Executive Directors evaluation summary of which the results were emailed to the members. The feedback was appreciated. A question from the Council was raised about available funds for building maintenance. Judge Hobdy reported he noticed a need for the parking lot to be resurfaced and restriped. Ms. Nguyen informed there is a building fund account available for projects like these. Mr. Sexton was aware that this was a need. He informed he would obtain quotes for this project and bring before the council for approval via email in hopes to get the parking lot repaired before fall.

10. Adjourn

Motion: Mayor Dewayne Hatcher made a motion to adjourn, and the motion was seconded by Judge/Executive David Fields. Motion carried.



Signed