

**Minutes
BRADD Executive Council
Wednesday, May 22, 2019
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Wil Cannon, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mr. Elroy Larimore, Mr. Steve Thurmond, Mayor Scotty Turner, Mayor Billy Phelps (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.

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 April 24, 2019 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mr. Gary Dillard made a motion to approve the April 24, 2019 minutes, and the motion was seconded by Judge/Executive Dennis Harper. 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 twenty nine regional projects for review as submitted by the BRADD staff. Ms. Hathcock informed all the projects were reviewed by BRADD staff for duplications, of which there were none. The projects are as follows: The City of Park City project for a sidewalk improvement on Old Dixie Highway, Franklin sidewalk construction on Wildcat Way, Cave City sidewalk addition at South 2nd Street, Bowling Green sidewalk replacement and rehabilitation in various locations, and Bowling Green west end greenway and intersection improvements, Butler County replacement of repeaters and equipment for the Fiscal Court, Franklin sidewalk instillation along Highway 100, Metcalfe County sidewalk improvements along Highway 90, Scottsville community center project with the old L& N Train Depot, KY Transportation Cabinet ferry barge removal for inspection, and Cave City requests generators for three critical facilities, Allen County Water District elevated water tank project, City of Auburn widen intersection at KY 103 and 6880, and Russellville airport construction for a new t-hanger apron and structure. Adairville is requesting funds to construct an amphitheater at the community park, the KY Fish and Wildlife Resource is seeking a grant for boating and fishing access maintenance. Auburn is requesting funds to construct a disc golf course, Morgantown boat dock project and first responder equipment for Morgantown police and fire departments, Barren County Browning Park ball field, Butler County RV park improvements, Simpson County generator for 911, and equipment for water rescue response team. Cave City land acquisition for development and construction of ball fields, Bonnieville is seeking generator for the fire department, Hart County requests base stations communicators. Warren County requesting dual band portable radios for Woodburn volunteer fire department, Glasgow Gorin Park renovations, Edmonton water improvement project for waterlines.

Motion: Mr. Gary Dillard made a motion to approve the twenty nine 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 April time sheets and travel forms on Executive Director Mr. Eric Sexton, for approval.

Motion: Mayor Billy Phelps made a motion to approve Mr. Sexton's time sheets and travel forms, and the motion was seconded by Mayor Scotty Turner. Motion carried.

- **FY 20 Cost Allocation Plan**

Chairman Thurmond called Ms. Hong Nguyen to present the cost allocation plan. Ms. Nguyen provided a guidelines booklet detailing fiscal management at the BRADD including how the books are kept, financial transactions handled, with the process of monitoring and auditing. Ms. Nguyen provided handouts containing the agencies FY 20 expenditures and revenues including the grant association with the amount represented. Ms. Nguyen explained the indirect cost rate is made up of a combination of many grants all contributing a certain percentage. This rate covers administrative, agency wide costs. Ms. Nguyen asked for any questions.

Motion: Mayor Billy Phelps made a motion to approve the FY 20 Cost Allocation Plan, the motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

- **FY 20 Budget**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed the members their packet contains a summary page of the FY 20 revenue and expenditures budget. Ms. Nguyen explained the BRADD should receive 8.7 million in revenue and 8.7 million in expenditures for the upcoming fiscal year. Ms. Nguyen further provided a breakdown of the associated personnel cost. Ms. Nguyen stated with rising costs in health insurance and County Employee Retirement Systems the budget has been planned conservatively. Ms. Nguyen provided the members with a copy of the proposed FY 20 staff salary schedule. Ms. Nguyen explained an across the board, cost of living adjustment of three hundred dollars has been factored for all employees. The PDS Service Advisor staff has been factored at a higher rate of one thousand dollars in efforts to consider a pay equity for these positions due to the programs growth, expansion and retention. A question was raised for the other figures represented. Ms. Nguyen explained support staff and part time staff were factored at a lower rate due to the educational level of the position. Ms. Nguyen noted no increase for the Executive Director included in this salary schedule as the Executive Council can take that matter up separately at a later time. Discussion ensued. Members voiced desire to provide a better cost of living increase to employees but, considering the budget uncertainties, understand the conservative approach. Members strongly encouraged BRADD to look into performance based percentage increases for the FY 21 budget.

Motion: Mr. Gary Dillard made a motion to approve the FY 20 salary schedule, the motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

Chairman Thurmond called on Ms. Nguyen for further FY 20 budget discussion. Ms. Nguyen informed the revenues sources remain the same for the coming fiscal year. Ms. Nguyen stated the agency receives 18% from federal funds, 75% from state and 7% from local. Ms. Nguyen informed contracts are beginning to come in and the agency is expecting to receive the same amounts of funding, as in the past, for FY 20, with the exception being a slight reduction in JFA. Ms. Nguyen informed of the categories of expenditures for FY 20 which include personnel, travel and training, direct other, indirect and program services.

Motion: Mr. Gary Dillard made a motion to approve the FY 20 budget, the motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

5. Agreements/Contracts

- **Auburn Senior Center Nutrition Site**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines informed the members the Area Agency on Aging received a letter from Community Action requesting Auburn Senior Center as a nutrition site to serve congregate meals three days per week. The Aging Council reviewed and approved the request at the Council Meeting on May 15th. Ms. Hines informed the city has shown a need for this program. The program will operate as a one year pilot/demo. Mayor Turner asked if this program has been budgeted for FY 20. Ms. Hines informed it had, the City is donating the expense of their manager to help implement the program at the center.

Motion: Judge/Executive Wil Cannon made a motion to approve the Auburn Senior Center Nutrition Site, the motion was seconded by Mr. Elory Larimore. Motion carried.

- **Other**

Chair Thurmond called on Mr. Eric Sexton. Mr. Sexton informed there is no update to report on the FY 18 JFA contract. The JFA FY 19 quarter one and two payments have been received per contractual amount. The JFA FY 20 draft contract has been released and is currently being reviewed. A letter from each ADD Chairman is needed to state the ADD is in agreement with the funding distribution proved by the general assembly's budget bill amendment in March and has submitted a letter for the Chairman's consideration.

6. Personnel

- **Other**

There are no personnel reports this month.

7. Other

- **Board Meeting Amendment**

Chairman Thurmond called on Mr. Sexton. Mr. Sexton informed the BRADD has been informed this year's Governors Local Issues Conference coincides with the BRADD August Board Meeting. Mr. Sexton requested the

Council to consider moving the BRADD Board Meeting to the third Wednesday, August 21, 2019 to ensure Board Members are able to attend this conference. Judge Executive Wil Cannon commented the October Board Meeting may coincide with the KACo Judges Conference. Mr. Sexton said he would look into the conference date and request another change if the meeting dates are in fact the same.

Motion: Judge/Executive Dennis Harper made a motion to amended the BRADD August Board Meeting date to August 21, 2019. The motion was seconded by Mayor Scotty Turner. Motion Carried. (See attached)

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton for further updates and announcements. Mr. Sexton informed members he plans to present information about upgrading a vehicle and quotes for the expansion of room 16 at next month's meeting. Mr. Sexton thanked the members who participated in the DAIL required Board Members trainings. The last live training date is June 12th at 12 noon at the BRADD Office. Mr. Sexton informed 19 members have completed the training equaling about 42 percent. To meet the contract requirements 70 percent participation is needed. Reminders will be sent to members who have not yet signed up. The next Executive Council Meeting will be held on June 19th at 11:00 am, a week earlier due to the KCJEA Conference.

10. Adjourn

Motion: With no further business to consider, Mayor Scotty Turner made a motion to adjourn, and the motion was seconded by Mr. Gary Dillard. Motion carried.


Signed