

**Minutes
BRADD Executive Council
Wednesday, June 24, 2020
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Wil Cannon, Ms. Dawn Devore, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mayor Billy Phelps, Mr. Steve Thurmond, Mayor Scotty Turner (See attached sign-in sheet).

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

1. Call to Order

The Executive Council meeting was called to order by Chairman Steve Thurmond. It was determined a quorum was present. The meeting was conducted virtually through zoom meeting media due to the COVID-19 pandemic restrictions.

2. Approve Minutes

Chair Thurmond presented the May 27, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mayor Billy Phelps made a motion to approve the May 27, 2020 minutes. The motion was seconded by Mr. Gary Dillard. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Thurmond called on Ms. Emily Hathcock to present clearinghouse projects. Ms. Hathcock informed the Council the BRADD staff reviewed two regional clearinghouse projects. Ms. Hathcock provided a description of the projects in the Council's packet. The first project is from Inter-Modal Transportation Authority's request of funds to construct road access, with industrial grade utilities, for expansion of the Kentucky Transpark. The second project is for the City of Horse Cave's accessibility project for Hidden River Cave. Both projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Judge/Executive Dennis Harper made a motion to approve the clearinghouse projects as presented; the motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

4. Financials

- **Review of Executive Directors Time Sheet**

Chairman Thurmond presented the May time sheets for Executive Director, Mr. Eric Sexton.

Motion: Judge/Executive Wil Cannon made a motion to approve the May time sheets for Mr. Eric Sexton as presented. The motion was seconded by Mr. Gary Dillard. Motion Carried.

- **RLF Write Off**

Chairman Thurmond called on Mr. Eric Sexton and Ms. Amy Carroll. Mr. Sexton reported the BRADD Revolving Loan Fund participant Steamers has defaulted. The BRADD RLF loan fell in last place to multiple creditors. Mr. Sexton proposed the loan be written off for fiscal year end 2020. Ms. Amy Carroll informed of the total \$100,000.00 loan, Steamers currently has an outstanding balance of \$68,861.29 that will not be paid. The last payment received was in June 2019 for March 2019s payment. Ms. Carroll informed at the end of FY 2019 BRADD increased the allowance for bad debt to \$34,430 which is approximately half of the outstanding balance. Ms. Carroll requested the Council consider writing off the amount to clear the receivable from the BRADD accounting books.

Motion: Judge/Executive Dennis Harper made a motion to write off the remaining Steamers RLF loan bad debt from the BRADD books. The motion was seconded by Mr. Gary Dillard. Motion carried.

5. Agreements/Contracts

- **JFA**

Chairman Thurmond called on Ms. Emily Hathcock, who reported BARDD has received the FY 21 JFA contract in the total amount of \$257,000. The state contract amount is actually \$213,408.25 less the ARC federal portion. The FY 21 contract is an increase of \$5,547.52 from last year, largely in part to the work of staff member Katie Ford's development of additional CDBG applications.

- **KYTC**

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Kentucky Transportation Cabinets fully executed transit- 5304 (Technical Assistance) contract has been received in the amount of \$20,000.00. The Centerlines and RTP (Regional Transportation Program) contracts are in waiting for the fully executed copy.

In other contracts, Ms. Hathcock also informed the Kentucky Infrastructure Authority (KIA) contract has been submitted for final execution.

- **RLF COVID Updates**

Chairman Thurmond called on Ms. Emily Hathcock who provided a summary of the BRADD COVID Revolving Loan fund status. BRADD has completed six loans from the COVID-19 Business Relief Working Capital funds. A summary of the funds was provided in the Council's packet. The six loans represent a total of \$95,000 and the retention of 172 regional jobs. The RLF COVID fund remaining balance is \$5,000. Additionally, Ms. Hathcock presented a RLF COVID loan application from New Attitudes Beauty Salon in the amount of \$2,500.00. The RLF Committee is requesting approval for this loan as the Council previously designated loan funds in amounts ranging from \$5,000 to \$25,000. Ms. Hathcock reported the Committee feels this loan would be better suited for a lesser amount, and therefore recommends the \$2,500 loan.

Motion: Mayor Scotty Turner made a motion to approve the \$2,500 RLF COVID loan amount for New Attitudes Beauty Salon. The motion was seconded by Mr. Gary Dillard. Motion carried. (See attach

- RLF

Chairman Thurmond called on Emily Hathcock. Ms. Hathcock informed the regular Revolving Loan Fund required several items of business. First, the Council's packet contained an amendment to the Economic Development Authority RLF plan and a copy of a resolution adopting EDA's variances to the BRADD RLF plan. EDA recommends making amendments to remain consistent with other national RLF programs. The variances create provisions to alter the minimum interest rate, remove requirements for additional funds leveraged against loan funds, and remove requirements for evidence that credit is not available. The adoption of all three changes will maintain consistency with EDAs plan language.

Motion: Judge/Executive Wil Cannon made a motion to approve the resolution adopting EDAs recommended RLF plan amendments. The motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

Ms. Hathcock further informed the Economic Development Authority has recommended diversification of the RLF committee. The goal is to add three additional members over the next few months. The diversification parameters include: one minority, one female and one individual who is a senior officer, meeting one of the following experience qualifications: current banking or finance experience, principal or majority owner of business model, or executive director of an industrial or economic development foundation. Ms. Hathcock informed the Council's packet contained a resume for Dr. Pamela J. Decker a 40 year banking professional, who came at the recommendation of the RLF Committee Chair, Kent McBrayer.

Motion: Judge/Executive Wil Cannon made a motion to accept Dr. Pamela Decker to the RLF Committee. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

Ms. Hathcock presented two new regular RLF loans for consideration. The first is a request from Laxmi Hotels LLC. A loan summary was provided in the packet, which requests \$100,000 in working capital. Mr. Patel, hotel owner/operator is applying for funding for Sleep Inn and Main Stay Suites at 554 Corvette Drive in Bowling Green. The loan would be secured with a real estate mortgage on the property. Ms. Hathcock informed since the funds include working capital, the loan would be restricted to a five year term at 4%. With approved six month deferral, the first regular payment would be due on January 10, 2021 with an interest payment due on December 31, 2020.

Motion: Mr. Gary Dillard made a motion to approve the Laxmi Hotels LLC \$100,000 RLF Loan as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

Ms. Hathcock reported on the second regular RFL loan. Mammoth Cave Hospitality, LLC is requesting a \$100,000 loan to purchase equipment for the operations of Mammoth Cave Pizzeria. The Council's packet contained a loan summary. Mr. Flynn's pizzeria in Cave City will be a small sit down eatery located at 202 Broadway, with the primary focus of takeout and delivery, capturing tourists visiting Mammoth Cave National Park. The loan will be secured with liens on the purchased equipment with a minimum of \$100,000 equity in a real estate mortgage on the applicant's house. The anticipated loan term is 10-15 years at four percent, with an approved six month deferral. The first regular payment will be due January 10, 2021 with an interest payment due December 31, 2020.

Motion: Mayor Scotty Turner made a motion to approve the Mammoth Cave Hospitality LLC \$100,000 RLF loan as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

- Aging

Chairman Thurmond called on Ms. Michelle Hines who reported on the BRADD Aging Departmental contracts. FY 21 contracts and amounts included: Title III \$1,363,026, LTC Ombudsman \$47,799, Homecare \$1,030,813 , FAST \$1,000, SHIP \$43,820 and PCAP \$159,594. Ms. Hines informed the contract not received included the Medicaid ADRC. The Veterans contract is based on a calendar year and the NSIP and MIPPA contracts do not end until September 30, 2020.

6. Personnel

- **Economic Development**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton announced as reported last month BRADD was awarded a competitive grant with EDA to create a Disaster Resiliency Coordinator position. Internal applicant Dajana Crockett applied and has accepted the position beginning July 1, 2020. Her position of Public Administration Specialist was then filled with internal applicant Mary Adams, former CED intern. Mary began full time employment on June 16, 2020. Two resignations were received from Tyler Graham, Transportation Planner and Thomas Grubbs, Infrastructure Management Planner. Both positions were advertised, interviewed and are now awaiting responses from offers.

- **Aging**

Mr. Sexton further provided updates on the Aging Department personnel. Mr. Sexton stated a for cause termination was issued this month for a PDS Waiver Case Manager. The position will be advertised for the vacancy. Additionally, a new position was created for Aging Services Assessor. The position will assist with opening new clients, carrying a small case load, and completing quality assurance and monitoring for the PDS Waiver program. This is a pilot position and will be advertised internally only. The purpose of the position is to open new homecare cases and assist with quality assurance across aging programs.

7. Other

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton inquired of the Council for ideas concerning the BRADD Annual Meeting in September. Discussion ensued. Members agreed the best approach would be to hold, at minimum, a virtual annual meeting with an opportunity to present the BRADD annual report. A virtual Executive Council meeting could be held for regular business, if needed. Members agreed this option would not require a by-laws change and would fulfill the annual meeting requirement.

Motion: Mayor Billy Phelps made a motion to approve a virtual annual meeting in September. The motion was seconded by Mr. Gary Dillard. Motion carried.

Mr. Sexton further provided improvement updates for informational purposes, as funds are available, and amounts are under procurement. The first included building improvements for painting the hallways and staff kitchen. The seconded is technological improvements for staff laptops. Mr. Sexton described work from home requirements throughout the COVID pandemic has led to increased staff technology needs. 13 Laptops and

docking stations have been purchased for all PDS Waiver staff. This opportunity will allow experimentation of this process before implementing agency wide. The CED department has a provision with the EDA grant which allows for technology improvements. With this option, there would only be less than half the staff remaining to outfit with the technology update if so chosen.

Lastly, Mr. Sexton reported the virtual meet and greet meeting held on June 8th with the DLG Commissioner and CARES Act overview was well attended and informative. The next Executive Council meeting will be held Wednesday July 22, 2020 at 11 am via zoom meeting.

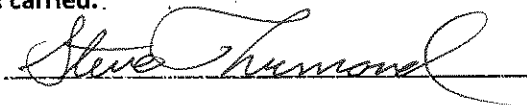
Chairman Thurmond requested all staff to leave the meeting. The Chairman then presented an overview summary of the annual performance evaluation of Executive Director, Eric Sexton. Mr. Chair had previously asked all members to complete the annual evaluation. The results were totaled and presented in a summary for discussion. Additionally, a salary range was presented and discussed. Members expressed agreement that Mr. Sexton should receive at minimum the same percentage increase as that of the staff. Judge/Executive Wil Cannon suggested a flat amount of \$5,000 be awarded. Members expressed agreement for the outstanding job and excellent work performance of Mr. Sexton. Judge Cannon reminded the Council Mr. Sexton was hired at lower end of the salary range. Chairman Thurmond added this would be a good time to better align his salary with his counterparts across the state. All members expressed appreciation of Mr. Sexton with an excellent job performance review.

Motion: Judge/Executive Wil Cannon made a motion to approve a salary adjustment to Executive Director Eric Sexton, based on his annual performance review, in the flat amount of \$5,000.00 effective July 1, 2020. The motion was seconded by Mr. Gary Dillard. Motion carried.

Chairman Thurmond called on all members for a county update. Members provided information to the group on the effects of the COVID 19 pandemic to their county/city region.

8. Adjourn

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

A handwritten signature in cursive script, appearing to read "Steve Thurmond", written over a horizontal line.

Signed, BRADD Chair