

Minutes
BRADD Executive Council
Wednesday, January 22, 2020
BRADD Office Center

Regular Members in Attendance: Judge/Executive Wil Cannon, Ms. Dawn Devore, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mayor Billy Phelps, Mayor Mark Stratton, 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 Ms. Alecia Johnson and Mr. Caleb Speck.

Guest in Attendance: Mr. Joshua Farrow and Ms. Emily Jordan of Gateway ADD.

1. Call to Order

The Executive Council meeting was called to order by Chairman Steve Thurmond. It was determined a quorum was present.

2. Approve Minutes

Chair Thurmond presented the December 18, 2019 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mayor Billy Phelps made a motion to approve the December 18, 2019 minutes. The motion was seconded by Mayor Mark Stratton. 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 informed the Council the BRADD staff reviewed four regional clearinghouse projects this month. Ms. Hathcock provided a description of the projects as detailed in the Council's packet. The City of Bowling Green's sidewalk project, and Community Ventures project for rehabilitation and resale of homes to households with low incomes. The third project is for Habitat for Humanity's new home construction in Franklin. The fourth project represents the Live the Dream Development Rehab Home program, for nine homes in Warren County. The 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 four regional clearinghouse project 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**

Chairman Thurmond presented the December time sheets and travel forms for Executive Director Mr. Eric Sexton, for approval.

Motion: Mayor Dwayne Hatcher made a motion to approve Mr. Sexton's time sheets and travel forms, and the motion was seconded by Judge/Executive Wil Cannon. Motion carried.

- **Other**

Chair Thurmond called on Mr. Eric Sexton, Executive Director. Mr. Sexton informed for information purposes BRADD solicited for banking services three years ago and received six banks with proposals. Independence bank is the current provider and BRADD is satisfied with the services being provided. Mr. Sexton asked the Council if they preferred BRADD go out to bid again for another three year banking provider, or continue with the current provider? Members expressed mutual agreement to remain with the current provider if continued to remain satisfied with their services. Mr. Sexton informed Independence bank holds the primary accounts for the BRADD business but other banks are utilized for CDs and additional account holder needs.

5. Agreements/Contracts

- **Aging Review Committee Report**

Chairman Thurmond called on Ms. Michelle Hines, Associate Director of Aging. Ms. Hines informed the Aging Review Committee met on Thursday January 9, 2020 at the BRADD Conference Center. There were no requests for proposals for the Personal Care Attendant Program. BRADD Area Agency on Aging is the current provider and will continue to provide PCAP services since no other proposals were received. Community Action of Southern Kentucky, Inc. was the only applicant to submit a request for proposal for the Title III-D Health Promotion and Disease Prevention Services. Community Action is the current provider, after review of their bid, the review committee voted to accept their proposal. Help at Home Inc. was the only applicant to submit a request for proposal for the Community Care Services. The review committee voted to accept Help at Homes proposal. Ms. Hines further informed the Aging Review Committee voted to approve that BRADD staff request any additional information needed for contract purposes.

Motion: Mayor Mark Stratton made a motion to accept the recommendations of the Aging Services Review Committee as reported, the motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **Weather Station Resolution**

Chairman Thurmond called on Ms. Emily Hathcock, Associate Director of Economic Development. Ms. Hathcock informed the Council Western Kentucky University presented an opportunity to establish weather stations in each of the BRADD ten counties. After WKU met with each of the counties to determine interest, a resolution was completed. In order to proceed with the opportunity the BRADD is in need of completing a resolution to proceed with the application to maintain federal requirements under the Disaster Relief Act.

Motion: Judge/Executive Will Cannon made a motion to authorize the BRADD to proceed with application for the weather station resolution, the motion as seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Other**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton provided an update on the Small Business Development Center informing a fully executed agreement has not been received to date. However the process is underway with expectations to receive the agreement soon. The BRADD has already begun to receive funds from the participating entities.

6. Personnel

- **Admin- Receptionist/Financial Assistant**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the Council the current receptionist, Ms. Kathy Dismon, is retiring at the end of January. After advertising and interviewing, a replacement has been found, Ms. JoAnne Byrnes, will begin January 27, 2020. A retirement reception has been planned for Ms. Dismon on Thursday January 30, 2020. Mr. Sexton invited the Council to attend.

- **Aging- Case Manager and ADRC Coordinator**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines informed Case Manager Autumn Estes left her position. ADRC Coordinator Emily Phillips applied and received the position of Case Manager. Former intern and current part time Social Services Assistant, Kayla Ertle, applied and was accepted for the ADRC Coordinator position. Both jobs were filled effective January 16, 2020.

7. Other

- **Board Member Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck informed he is collecting the annual Board Member Conflict of Interest statement on all Board Members. Mr. Speck informed the statement requires disclosures by the members for any potential conflict that may arise with their position as board of director. Mr. Speck encouraged the members to disclose any boards, employments, partnerships, etc. they may represent that would have an influence on the BRADD programs or operations. All members understood and were in agreement.

- **Ombudsman Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck informed the Council the Long Term Care Ombudsman program, an Area Agency on Aging program, requires all BRADD Board of Directors to complete a disclosure as to prevent any conflicts of interest related to the operations of this program. Mr. Speck informed the form asks for disclose of any associations with nursing home facilities in the BRADD region including, board member, owner, employee, etc. Members agreed and understand the need for completion.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton provided various announcements. Mr. Sexton informed BRADD submitted an application to participate in the ARC Recovery to Work Learning Academy. If selected, gains could be received in best practices, technical assistance and resources in the area of substance abuse recovery. The opportunity is provided by an ARC grant with the Development District Association of Appalachia (DDAA). This grant opportunity would benefit all ten counties of the BRADD region. Mr. Sexton informed recent legislation provided the allocation of funds of 2.4 million dollars for a regional Veterans Nursing Facility. Representative Michael Meredith credited BRADD for the preparation work and efforts towards this initiative. The facility is to be located locally in the tri County trans Park. Mr. Sexton informed he recently met the new Commission for the Department of Local Government, Mr. Dennis Keene and his Chief of Staff, Mr. Eddie Jacobs. Mr. Sexton reported, both voiced excitement to be working with the ADD's and inquired of project status. Mr. Sexton informed the application for Disaster Resiliency Coordinator has been selected for next round of review, while nothing is finalized; it is a good sign for the next round of consideration. Mr. Sexton is hopeful this program will occur due to the possibilities it may bring for the BRADD region. Lastly Mr. Sexton reminded the Council there would be no February Board or Executive meetings due to the Legislative session, if a special called meeting is needed advance notice will be given.

Chairman Thurmond spoke about an inmate work ready program being implemented in Simpson County. Mr. Thurmond encouraged the members to look into the program and provided a contact, Mr. Chad Spencer. The program has proved helpful to the inmate-overcrowding situation. Members expressed interest and recommended having a guest speaker to present on this topic for a future board meeting.

8. Adjourn

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



Signed, BRADD Chair