

Minutes
BRADD Executive Council
Wednesday, April 29, 2020
BRADD Office Center

Regular Members in Attendance: Judge/Executive Wil Cannon, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mr. Elroy Larimore, 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. Hong Nguyen, 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 March 25, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mayor Mark Stratton made a motion to approve the March 25, 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. Both projects were for apartment renovations at Stone River Apartments in Brownsville. Projects included substantial rehabilitation to the interior and exterior. No new structures will be constructed. 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 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**

Chairman Thurmond presented the time sheets and travel forms for Executive Director, Mr. Eric Sexton. The periods covered included January, February and March.

Motion: Mr. Gary Dillard made a motion to approve the time and travel forms for Mr. Eric Sexton as presented. The motion was seconded by Mayor Scotty Turner. Motion Carried.

- **FY 21 Cost Allocation Plan**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed the FY 21 Cost Allocation Plan was previously emailed to the members for review. Ms. Nguyen informed the plan was updated to reflect changes for fiscal year 21 and summarized those to the Council. The four main changes included: financial controls, receipt and disbursements, accounts system reporting, and travel. Further, Ms. Nguyen described the operating policies used within which include: personnel, procurement, travel, credit card, investment, open report, fraud and conflict of interest. Ms. Nguyen described the elements listing, a code for the grants BRADD programs use. Ms. Nguyen described the direct and indirect cost classification to specific grants. The summary and confirmation will be sent to cognizant agency Economic Development Authority (EDA) to confirm costs in the fiscal year are allowable as allocated among grants. The plan will remain on file for any other grantors as needed.

Motion: Mr. Elroy Larimore made a motion to approve the FY 21 Cost Allocation plan as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **Quarter Three Accounts Payable**

Chair Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed the quarter two accounts payable were emailed to the members for prior review. The email included a listing of the checks written for the quarter ending March 31, 2020. Most of the purchases represented are for client supplies through the PDS program. A question was raised about an amount listed for McPeak Eye Center, Ms. Nguyen informed it was a goods and service supply approved by Medicaid for the PDS program.

Motion: Mayor Mark Stratton made a motion to approve the quarter three accounts payable as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Quarter Three Financials**

Chair Thurmond called on Ms. Hong Nguyen. Ms. Nguyen reported the Council's packet contained a fund by fund listing of the fiscal year 2020 quarter three financials. Ms. Nguyen provided a summary of the BRADDs line by line funds for all programs including the total revenue and total expense percentage for each funds quarter end. Ms. Nguyen reported that overall BRADD has generated total revenue at 77% and a total expenditure of 77%, which is near the third quarter benchmark. Ms. Nguyen informed we anticipate having more revenue than expenses at year end, however we are keeping in mind possible return fund requests some programs may require as directed by the states programming. A question was raised about the line of bad debt listed on the balance sheet. Ms. Nguyen informed the amount is from money owed from a loan through the Revolving Loan Fund program. Members understood.

Motion: Judge/Executive Wil Cannon made a motion to approve the quarter three financials as presented. The motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

5. Agreements/Contracts

- **FY 20 Title III COVID 19 Modification**

Chairman Thurmond called on Ms. Michelle Hines, Associate Director of Aging. Ms. Hines informed due to the current COVID-19 crisis the BRADD has received an increased contract amount to FY 20 Title III. The new total amount with the modification is \$236,573.00. Ms. Hines informed the new amount will allow increased meals for clients. Ms. Hines stated since March 23rd 17,070 meals have been served to seniors. Curb side meals have been implemented across the regions Senior Centers allowing members to drive by to pick up the meals. Ms. Hines informed the goal is to keep people off the waiting list. Currently, 50 clients for frozen meals have been opened through COVID funds. Ms. Hines informed staff is currently working to open 25 more clients. Additionally, Ms. Hines informed the Senior Center delivery routes are filling up.

- **Mom's Meals**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines informed due to increasing clients through COVID the agency is working to prevent exhausting current meal providers capacity. A contract has been arranged for Mom's Meals to provide 100 COVID meals at \$6.99 per meal. Mr. Sexton informed the state has permitted the bypass of general procurement procedures for these funds. Ms. Hines further informed the funds are good through September 2021 and can be carried over for this year. A question was raised of how many people are being served meals. Ms. Hines informed BRADD is currently serving 183 people with hot meals and GA Foods is serving 143 people. Ms. Hines further stated BRADD has increased by 50 people compared to last March. Likewise, congregate meals increased by 29 people since last March. Ms. Hines stated home delivery priority waiting list clients will be opened first with hopes to at least temporarily open all waiting list clients. Additionally, the number of people served is expected to increase with the development of Senior Centers curbside meal delivery, which began April 20th. A member asked if the curbside meals were successful and if a City or County could donate funds to ensure the meals continue. Ms. Hines informed the curbside delivery has been successful. Mr. Sexton informed a City or County government should contact the BRADD for ways to contribute to a center. A Council person asked how far curbside meals are from reaching capacity. Ms. Hines informed it was dependent upon the number of volunteers to help serve meals, however it is believed the meal provider can increase their capacity. Mr. Sexton informed BRADD is working with Community Action to address needs among Centers and encouraged anyone knowing of a need to contact the BRADD. Mr. Sexton added with guidelines from the state, BRADD may seek alternate methods to provide meals during the crisis. An additional question was raised about requirements to participate in the curbside meal. Ms. Hines informed basic demographics have to be provided including age, ethnicity, income range, race, etc. A social security number is not required. An advance notice has to be given before a meal can be received.

- **Other**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton provided an update on the Small Business Development Center informing the SBDC State Director has notified the Consortium the hiring freeze has been lifted and an individual has been selected for the position of Business Coach for the BRADD region. Mr. Adam Rider began employment on April 20th and will undergo training and orientation. Mr. Sexton anticipates a press release soon. At conclusion of Executive Council meeting, Mr. Sexton received an email stating the employment

opportunity fell through and the position was re-posted. Mr. Sexton notified all members with a follow up email.

6. Personnel

- Aging

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines informed due to the increased PDS clients an additional Service Advisor/Case Manager position has been advertised. Ms. Hines informed after completing interviews a candidate has been selected with an anticipated start date of May 18th. Ms. Gerkayla Lee has been hired as a temporary part time Social Service Assistant to assist with data entry and call backs.

7. Other

- RLF Payment Deferral

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock presented a resolution on behalf of the Revolving Loan Committee who recommended two provisions. The first extends an existing borrower a three month interest accrual period to alleviate immediate payment hardship. Additionally, during the COVID-19 crisis the committee recommends creating a loan program earmarking \$100,000 to be used for micro loans in amounts ranging from \$5,000 to \$25,000 for working capital needs such as payroll, rent utilities, supplies, etc. Ms. Hathcock informed a simplified application process will be implemented to help expedite the process. Chairman Thurmond asked if federal loan holders such as those receiving PPP funds would still be eligible to participate. Ms. Hathcock informed as it stands, they would. Chairman Thurmond asked if the RLF funds could be prioritized to those who had not received any PPP crisis assistance funds. Members expressed agreement. Ms. Hathcock informed those parameters would be added to the funds guidelines and application. Additionally Chair Thurmond asked if funds would be allocated per county or if businesses in rural counties would have priority to receive funds. Members expressed agreement in funds being prioritized among rural counties to entities who may not have otherwise been eligible to receive COVID financial assistance. Ms. Hathcock informed she would revise the guidelines to give priority or consideration to those who have not received PPP Loans and limit funds per county. Mr. Sexton informed the resolution would authorize the RLF committee to approve loans without Executive Council approval in efforts to expedite loans.

Motion: Mayor Dwayne Hatcher made a motion to approve the RLF payment deferral resolution contingent upon implementation of the discussed revisions for those who have received PPP funds and priority towards business in rural counties. Mayor Scotty Turner seconded the motion. Motion carried. (See attached)

- FY 21 Annual Dues

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the BRADD annual dues notices have been sent for county and city budget planning purposes. The dues amount will remain the same at .50 cents per capita as based on the 2018 projected census data generated from the State Data Center in Louisville. Mr. Sexton informed the amount should be similar to last years. An invoice will be sent at the beginning of May with a July 31st due date.

- **FY 21 Aging Donations**

Mr. Chairman called on Mr. Sexton who updated the Council that the Aging Donations are equally as important as the annual dues yet they are a separate amount. The donations allow BRADD to continue to provide essential aging program services across the region and fill in gaps during lapse of service. The rates will remain the same for this year. The notices will be sent soon with an anticipated due date of September 1st.

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported on the newest staff's conflict of interest statement. Mr. Speck informed Ms. Gerkayla Lee reported no conflicts.

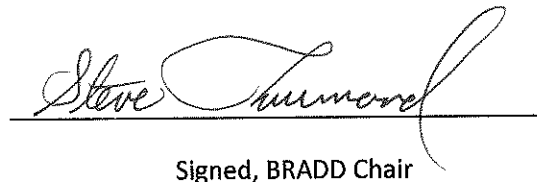
Motion: Mayor Mark Stratton made a motion to accept the Conflict of Interest Statement as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the Department for Local Government recently received 15.6 million from the CARES Act. The ADDs will be meeting with DLG to see how to spend funds among economic development programs to better impact the region. Mr. Sexton informed BRADDs GIS Manager Kim Morrow recently created a COVID-19 dashboard containing regional information. The information pulled is released from the state and is displayed in graph form through the dashboard. The information is updated in real time. Warren County has approached BRADD with ideas to personalize the dashboards capacities. Mr. Sexton is proud of this work and encouraged the members to utilize and share this important information. Mr. Sexton informed the next Executive Council meeting will be held on May 27th at 11 am by zoom meeting. Mr. Sexton discussed the idea of hosting a zoom BRADD Board meeting to share and provide updates for all the regions Officials and Board Members.

8. **Adjourn**

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



Signed, BRADD Chair