

Minutes
BRADD Executive Council
Wednesday, May 27, 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. 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 April 29, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Judge/Executive Dennis Harper made a motion to approve the April 29, 2020 minutes. The motion was seconded by Mayor Billy Phelps. 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 six regional clearinghouse projects. Ms. Hathcock provided a description of the projects in the Council's packet. Projects include: Wabuck Development Company's application of funds for downtown riverfront development for the City of Bowling Green. The Kentucky Transportation Cabinet seeks funds for a bridge widening project to US 79 south in Logan County. The City of Edmonton seeks park improvements to the Edmonton Memorial Park, the City of Horse Cave's project with Sunset Dome Park to provide a public green space. Monroe County Fiscal Court is applying for funds to construct a new park, the Monroe Central Park. The City of Munfordville seeks funds for improvements to the Thelma Stovall Park. The projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

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

4. Financials

- **Review of Executive Directors Time Sheet**

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

Motion: Mayor Scotty Turner made a motion to approve the April time sheets for Mr. Eric Sexton as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion Carried.

- **FY 21 Budget**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed the FY 21 budget was emailed to the members for prior review. Ms. Nguyen provided the documents on the shared screen during the meeting. Ms. Nguyen provided a summary of the BRADDs overall revenue and expenditures for the coming fiscal year. Ms. Nguyen informed the budget is revolving due to the new fund sources and grants continuing to be received. Overall, BRADD will see an increase in both expenditures and revenues with an estimation of 10.3 million in revenues and 10.1 million in expenditures. Ms. Nguyen provided a list of the fund sources including their description, grant number, total fund allocation, and if a match is required. Ms. Nguyen described four new fund sources for FY 21 which include; multi-hazard mitigation, disaster resiliency coordinator, COVID, and CARES. All of which will result in a budget increase. Ms. Nguyen reported being unaware of any budget cuts at this time. Ms. Nguyen asked for any questions concerning the FY 21 budget and BRADD revenues and expenditures.

Motion: Mr. Gary Dillard made a motion to approve the FY 21 budget as presented. The motion was seconded by Mayor Billy Phelps. One opposed. Motion carried. (See attached)

Next Ms. Nguyen presented the FY 21 BRADD staff salary schedule. Ms. Nguyen informed at recommendation of the Executive Council BRADD has made efforts to move towards a performance based evaluation process. Ms. Nguyen explained the evaluation process includes departmental supervisors' completion of a 31 question review ranking employees on a one to five scale. The scale is added up for a total score. All evaluations are then reviewed by the Executive Director. Ms. Nguyen informed a base rate of \$1,200 was established for this year with the performance scale of 1.5 to 4 percent given with the base rate. Mr. Sexton stated staff are still underpaid in comparison to the region. Ms. Nguyen concurred it was important to reward staff for their hard work as essential front line workers during the COVID crisis. Ms. Nguyen informed the BRADDs fund balance has accumulated over the years and now has enough reserved to support this increase. Additionally, the CERS rate is not increasing this year which alleviates some administrative expenses. Further, BRADD has experienced growth among all departments particularly the Aging Departments waiver program. A question was raised about the staff benefits. Mr. Sexton informed the amount was less the staffs benefits. Judge Harper expressed concern with the percentage being too generous this year and difficulty in being able to continue such increases in the future. Mr. Sexton informed the increases are to align salaries with the market while the budget lends itself. Mr. Sexton described the past two years staff increases had been very minimal due to contract reductions and conservative budgeting. Judge Harper stated funds should be put into programs and services rather than payroll. Mayor Phelps voiced the proposed would help reduce high turnover and keep qualified personnel. Mayor Hatcher agreed if well qualified staff is not retained services will not be carried out. Investing in staff is an investment in services. Mayor Hatcher commended the quality work of the BRADD staff. Chairman Thurmond restated, for better understanding, this year's increase would help better align salaries and future raises would be leveled. Members expressed agreement that now was the time to make strides towards salary adjustments. Ms. Nguyen informed the Executive Directors performance review had not been factored into the budget and would be contingent upon the Council's review. Any amount decided would be added to the total. Members voiced understanding.

Motion: Mr. Gary Dillard made a motion to approve the FY 21 salary schedule as presented. The motion was seconded by Mayor Billy Phelps. One opposed. Motion carried. (See attached)

5. Agreements/Contracts

- **RLF COVID Updates**

Chairman Thurmond called on Ms. Emily Hathcock, Associate Director of Economic Development. Ms. Hathcock informed the Council BRADD allocated \$100,000 of its current revolving loan funds (RLF) for COVID relief for small business. Loans can range from \$5,000 to \$25,000 dollars. Ms. Hathcock reported 85% of funds have been spent to date. Ms. Hathcock informed word has spread about the fund source and businesses are reaching out to apply. ADDs can now apply to receive \$250,000 in additional RLF COVID funds. The funds can be obtained through a non-competitive application process. The RLF Committee recommends pursuing the full amount. The total contract amount would be \$275,000 with \$25,000 allocated to administrative funds. Ms. Hathcock read a resolution which authorizes the BRADD Executive Director to request the funds. Members voiced agreement that the loans would continue to help small businesses in the region. Chairman Thurmond encouraged distribution of this information through local sources such as Chamber of Commerce's to help spread the word of this assistance opportunity.

Motion: A motion was made by Judge/Executive Dennis Harper to authorize approval of the resolution to apply for additional RLF COVID funds. The motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

- **EDA COVID Supplemental Grant**

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Council work is being done with other Area Development Districts (ADDs) and the Department for Local Government (DLG) to secure non-competitive funds through the Economic Development Administration (EDA) for COVID assistance. Each ADD would receive \$392,000 with a projected start date of July 1, 2020. Funds would assist with staff time, technology needs and enhancements, GIS mapping equipment and the like. The process requires a resolution and can be modified at any point for greater flexibility.

Motion: Mr. Gary Dillard made a motion to approve authorization of the EDA COVID resolution. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **ADRC COVID**

Chairman Thurmond called on Ms. Michelle Hines who informed the Council BRADD received \$45,000 in additional COVID funds supporting the ADRC Program. Funds are to be used by September 2021. The funds can be used in various ways including phone assessments and the creation of a telephonic health booth in efforts to help address the need for less travel.

- **Adult Day Care/Alzheimer's Respite**

Chairman Thurmond called on Ms. Michelle Hines who reported for informational purposes the BRADD Adult Day Health Program, which is funded through Medicaid, is being phased out. BRADDs last client at the Barren River Adult Day Health Care recently passed away. Due to the program phase-out an RFP is not needed. A letter will be written stating BRADD will no longer be contracting with Adult Day Care facilities for services.

- **FY 2018 JFA**

Chairman Thurmond called on Mr. Eric Sexton, who reported the BRADDs FY 2018 JFA contract contained \$57,496.13 of withheld funds that had been allocated by the general assembly. After consultation with the auditor, BRADD chose to leave the amount on the financial books until a final determination was reached. After the DLG Commissioner denied appeal of the withheld funds, no further action was taken. Then, on the previous administrations last day, the Governor issues a formal letter denying the appeal. Mr. Sexton asked for approval from the Council for the amount to be written off of the BRADD financial records.

Motion: Mayor Billy Phelps made a motion to approve writing off the FY 2018 JFA bad debt from the BRADD financial books. The motion was seconded by Mayor Hatcher. Motion carried.

- **Other**

Chairman Thurmond called on Mr. Eric Sexton who provided various contract updates. Mr. Sexton informed DLG asked BRADD to submit a letter from the Chairman to support the methodology for the FY 21 JFA contract. The FY 21 contract has a slight increase due to the higher number of applications submitted and received for CDBG funds. Additionally, BRADD has been awarded funds from EDA through a competitive grant for a disaster resiliency coordinator position. This would prove very beneficial to the region. Ms. Hathcock further reported the grant will fund three years, with hopes for sustainability. The position will assist with disaster related preparations including fire, police, ambulance divisions and the like. Ms. Hathcock announced more comprehensive information will be forthcoming when the official award package is received. Mr. Sexton further updated the Council on the Business Development Model which is a planned partnership of the ADDs, with the Kentucky Council of ADDs, and health providers to provide transitional case management services from the hospital to home. Preferred Community Health Partners (PCHP) is a partner with Anthem and is piloting the project. The goal is to transition three to four current staff to be trained in this service area. Mr. Sexton announced this would be a small contract with potential revenue generating possibilities.

6. Personnel

- **Aging**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines informed due to the increased case loads and growth of the PDS Waiver program, a new employee, Mr. Ted Barrett was hired on May 18, 2020 as a full time Case Manager/Service Advisor. He is currently being trained.

7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported on the newest staff Mr. Ted Barrett's conflict of interest statement. Mr. Speck informed there were no conflicts disclosed.

Motion: Mr. Gary Dillard 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 who provided additional announcements and updates. The COVID 19 dashboard continues to be an essential tool for several local governments. The data provided is directly from the Kentucky Department of Health's release of information. The dashboard now displays boarder counties including those BRADD counties that boarder Tennessee. Mr. Sexton expressed the hopes to continue to provide these types of services. Mr. Sexton announced the next Executive Council meeting would be held Wednesday June 24, 2020 at 11:00 am. The meeting will continue by way of zoom meeting until it is safe for groups to meet again. Mr. Sexton announced the plans for a zoom meeting for all Board Members to do a meet and greet with the new DLG Commissioner and for DLG staff to hold a question and answer on the CARES application with the detailed information to follow. Members expressed desiring to hold off on gathering for in person meetings until it was safe to do so.

Chairman Thurmond called on all Council members to provide updates on the county they represent. Members responded with how they are addressing the coronavirus and its affects to their county and city. Members expressed appreciation to BRADD staff for their continued work and support of the city and county governments.

8. Adjourn

Motion: With no further business to consider, Mayor Dwayne Hatcher made a motion to adjourn, and the motion was seconded by Judge/Executive Dennis Harper. Motion carried.

A handwritten signature in cursive script that reads "Steve Thurmond". The signature is written in black ink and is positioned above a horizontal line.

Signed, BRADD Chair