

**Minutes
BRADD Executive Council
Wednesday, March 25, 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, 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 January 22, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mr. Gary Dillard made a motion to approve the January 22, 2020 minutes. The motion was seconded by Judge/Executive Wil Cannon. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Thurmond called on Ms. Emily Hathcock to present a clearinghouse project. Ms. Hathcock informed the Council the BRADD staff reviewed one regional clearinghouse project. Ms. Hathcock provided a description of the project in the Council's packet. The City of Tompkinsville has resubmitted a reaffirmation of environmental review determination to amend the Cities Facility Plan. The Department of Wastewater issued a State Planning and Environmental Assessment Report (SPEAR) resulting in wastewater treatment upgrades for the Regional Facilities Plan for the City of Tompkinsville. The project was reviewed by BRADD staff for conflicts or duplications, of which there were none.

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

4. Financials

- **Review of Executive Directors Time Sheet and Travel**

Chairman Thurmond informed the time and travel of Mr. Eric Sexton, Executive Director, would be held until the next meeting due to difficulties of review with the remote conference call meeting.

- **Quarter Two Financials**

Chair Thurmond called on Ms. Hong Nguyen, Associate Finance Director. Ms. Nguyen reported the Council's packet contained a fund by fund listing of the fiscal year 2020 quarter two financials. Ms. Nguyen reviewed the revenues and expenses of each of the BRADD's main funds. Ms. Nguyen informed of the BRADD's newest fund, the Veterans Directed Services (VDS), similar to the PDS program, is projected to sustain a loss this year as the expense is slightly greater than revenue for quarter two. Ms. Nguyen voiced this was a typical pattern for new programs. Additionally, a collective quarterly financial summary and balance sheet were reviewed. Ms. Nguyen reported that overall BRADD has generated a total revenue of 54% and a total expenditure of 53%, which is near the 50% benchmark for the second quarter. Ms. Nguyen informed the PDS waiver program is the most revenue generating of the funds for the second quarter.

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

- **Quarter Two 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 the credit card statements and accounts payable invoices for the quarter. Ms. Nguyen asked if there were any questions about the amounts listed and there were none.

Motion: Mayor Mark Stratton made a motion to approve the quarter two accounts payable as presented. The motion was seconded by Mr. Gary Dillard. Motion carried.

5. Agreements/Contracts

- **FY 20 Aging Services Amendment**

Chairman Thurmond called on Amy Carroll, Finance Director. Ms. Carroll informed the Council their packet contained a state transfer and carryover funds worksheet for unspent funds from fiscal year 19. An excess of carryover federal funds resulted in the following programs: \$11,611.39 from Title IIIB Adult Day services, \$18,395 in Title IIIE Caregiver services, and \$93.00 in Title VII Ombudsman services. A total of \$3,028 of funds from Title IIIB Adult Day Services will be moved to Home Care Services to allow the purchase of additional supplies for clients.

Motion: Mayor Billy Phelps made a motion to approve the FY 20 Aging Amendment as presented for the transfer of state and carryover funds, the motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

- **PCAP Subsidy Rate Change**

Chairman Thurmond called on Ms. Michelle Hines, Associate Director of Aging. Ms. Hines informed the Council the Department for Aging and Independent Living (DAIL) has permitted a change in hourly rate of pay for the

Personal Care Attendant Program (PCAP). Ms. Hines stated the rate was \$7.75 per hour and the approved increase is not to exceed \$7.98 per hour. Ms. Hines informed the regulation change allowed for a 10 percent increase over the federal minimum wage amount. The rate change is set to take effect April 1, 2020.

Motion: Judge/Executive Will Cannon made a motion to authorize the BRADD to proceed with the PCAP subsidy rate change, the motion as seconded by Mayor Mark Stratton. Motion carried.

- **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 a hiring freeze has been issued through the University of Kentucky for the one and a half positions. The Director informed they have to follow UKs guidelines but are working towards requesting an exception to proceed with filling the positions. The committee was in the process of scheduling interviews when they received the holding order. A member of the Executive Council asked if anyone was covering the BRADD area during this transition period. Mr. Sexton informed representatives from other districts of the state were working in the BRADD region intermittently until the positions could be filled.

6. Personnel

- **Finance/Admin.**

Chairman Thurmond called on Mr. Amy Carroll. Ms. Carroll informed the Council the BRADD has hired a new Receptionist/Administrative Assistant Ms. JoAnne Byrnes who began January 16, 2020. Chairman Thurmond commented that he has called the office several times and found Ms. Byrnes to be very polite and helpful.

- **Aging**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines informed a part-time temporary Social Services Assistant, Kaitlyn Head, has been hired to assist with the Caregiver Program and phone calls. This position will end June 30, 2020. Ms. Hines informed they would reevaluate to determine the need for a permanent position. Further, Ms. Hines informed the Aging Department is in need of hiring another PDS Waiver Services Advisor due to increased client numbers. The plan is to post the position the first of April.

Chairman Thurmond asked Ms. Hines what changes and preventative measures were being made in the Department for Aging and Independent Living during the COVID-19 Pandemic. Ms. Hines informed DAIL has classified the AAA's as essential services. Therefore, BRADD has not been required to close its doors and is continuing to provide services to the elderly and disabled populations. Provisions have been made for staff to cease in-home visitation at this time however, they are continuing to open and assess clients by phone calls. Similarly, KY Legal Aid and the Ombudsman programs are offering telephonic services to reduce in person contact. The meals providers are taking extra precautions and are delivering food to client's doors rather than entering the home. Beginning in April advance supply meal kits will be available in 4 and 10 count packs to ensure clients have an additional food supply. Ms. Hines informed there are 30 clients on hold for precautions of the pandemic. The state has informed the AAA's not to close any clients during this period. Chairman

Thurmond thanked Ms. Hines and all the staff for their diligent efforts to continue service during this time and encouraged everyone to practice the health and safety measures.

7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported on the two newest staff's conflict of interest statements. Mr. Speck informed Ms. JoAnne Byrnes Receptionist/Finance Assistant reported no conflicts. Ms. Kaitlyn Head, Aging Social Services Assistant, disclosed additional outside employment of which does not appear to create a conflict with BRADD business.

Motion: Mr. Gary Dillard made a motion to accept the two staff Conflict of Interest Statements as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **BRADD Pension Plan Resolution**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the Council's packet contains a copy of the second amendment to the KY Area Development Districts Pension Trust Profit Sharing Plan or 401k Plan. The plan amendment contains changes based on the financial hardship withdrawal regulations, which took effect January 2020. The Pension Plans attorney created the amendment outlining the changes and the amendment has been reviewed by the BRADD Trustees. The amendment details five changes related to participant's capability to request a withdrawal. Mr. Sexton asked for any questions about the changes, hearing none, he asked the Council for permission for the Chairman's authorization to sign the resolution.

Motion: Mr. Gary Dillard made a motion to authorize Chairman Thurmond to sign the BRADD Pension Plans second amendment resolution. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

- **Other Updates**

Chairman Thurmond called on Mr. Erick Roy, Network Administrator. Mr. Roy informed the Council the packet contained a description of the security and surveillance system proposals. Mr. Roy provided three quotes of various security system providers which included outdoor security cameras, multi channel networks, system board for security activity and installation. Mr. Roy informed after comparison, his recommendation was for Modern Systems Video and Security as it provided more functionality than other bidders and ranked in the middle of the expense range. A question was asked about the big cost differences among the bidders. Mr. Roy informed the difference resulted in the number of different network channels offered and labor fees.

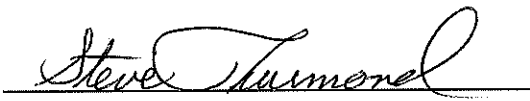
Motion: Mayor Scotty Turner made a motion to approve the purchase of security and surveillance systems from Modern Security for the BRADD Office and grounds. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

Chairman Thurmond called on Mr. Sexton for additional announcements and updates. Mr. Sexton informed the Department for Aging and Independent Living (DAIL) has a new Commissioner, Ms. Victoria Eldridge, who was previously the Deputy Commissioner. She has communicated with AAA's across the state related to the current pandemic. Mr. Sexton informed three million dollars have been released to the state of Kentucky for the use of senior meal services from phase two of the federal bill passage. The BRADD has not received its specific fund breakdown but understands it will add funding for senior meal delivery. Mr. Sexton informed the BRADD ADRC Coordinator will be contacting the Chamber of Commerce's in efforts to contact regional restaurants and business who may be interested in assisting with food needs to help support the additional meal service needs and programs of BRADD. Mr. Sexton further reported BRADD is responding to the current COVID 19 crisis and is taking steps to ensure health, safety and well being of all staff. The lobby has been closed to the public and staff are available by appointment only. Staff are permitted to work from home to encourage less than 25% of staff in the building at one time, in efforts to comply with social distancing. The Finance staff presents the biggest challenge to work remotely due to PDS time sheet and payroll processing. Due to BRADD classification of essential service all 10 county Judge/Executives were asked to permit an authorization for essential staff who may be traveling in the region should there be a shelter in place order. The next Executive Council Meeting is scheduled for April 22, 2020 at 11 am. Changes or modifications may be necessary depending on the CDOD pandemic. Members expressed understanding.

Chairman Thurmond asked all Executive Council Members to provide an update from their represented counties on the COVID-19 Pandemic.

8. Adjourn

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

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

Signed, BRADD Chair