

**Minutes**  
**BRADD Special Called Executive Council**  
**Wednesday, November 20, 2019**  
**BRADD Office Center**

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

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

Guest in Attendance: Mr. Don Sergeant, Bowling Green Daily News

**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 October 30, 2019 meeting minutes for approval. The minutes were previously emailed to the members.

**Motion: Mr. Gary Dillard made a motion to approve the October 30, minutes. The motion was seconded by Mayor Dwayne Hatcher. The motion carried. (See attached)**

**3. Agreements/Contracts**

- **Small Business Development Center (SBDC) MOA**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director, for an explanation of the Small Business Development Center Memorandum of Agreement. Mr. Sexton informed the MOA is being considered for BRADD to provide financial services for the newly established SBDC Consortium. The Consortium will ideally be represented by each county in the BRADD and is currently represented by about 5-6 counties. Mr. Sexton explained the topic was discussed at the last Executive Council meeting in October, and no action was taken, pending the review of a scope of work (MOA). Mr. Sexton informed, with the acquired the MOA, this special meeting was called, the MOA was sent to the Council members for prior review. Mr. Sexton informed the MOA details the scope of work needed for the role of BRADD. Further, Mr. Sexton provided an overview of the SBDC and its mission to provide assistance to small business creation and expansion throughout the region. The program requires a \$75,000 match to remain operative. Kristina Joyce, State Director, with University of Kentucky previously met with BRADD staff and the local SBDC Consortium. Ms. Joyce informed if funding is received it will be the first model for this approach to service a regional center. The center was previously provided to the region through a match from Western Kentucky University (WKU). After funding cuts at WKU, alternative funding was sought, leading to the creation of the local SBDC Consortium. Ms. Joyce will be responsible for acquiring personnel, as they will be an employee of the University of Kentucky, who headquarters the state office. The intent is to hire one full time and one part time staff. Mr. Sexton explained UK will invoice the SBDC Consortium who will inform all contributors to remit payment payable to BRADD. BRADD

will remit payment from all contributors to University of Kentucky on a semi-annual or annual basis. Mr. Sexton clarified BRADD is not the fiscal agent, in the terms of a traditional definition of fiscal agent, and will not be responsible for reporting, or for the local financial contributions. The MOA is for one federal, fiscal year only with clause that states either party can withdraw with a thirty day notice. Mr. Sexton informed the State SBDC is currently sending staff from Elizabethtown office to assist during this transition period. Mr. Gary Dillard asked about future opportunities. Mr. Sexton informed the BRADD is trying to be a good regional partner with a program that directly relates to the BRADD, especially with our Community and Economic Development programs, as well as the Revolving Loan Fund program. BRADD's regional voice and presence is a pathway for greater regional participation in efforts to assist all counties so everyone may benefit from SBDC. Chairman Thurmond expressed concerns about being involved without a say or vote on decisions and desired BRADD to have an official voice with this Consortium. Other members expressed similar feelings in that BRADD should be permitted voting rights, as an advisory member. Mayor Hatcher asked about the match rates representing a higher than required match amount. Mr. Sexton informed he believed the amounts were slightly higher to curve any shortfall from a non-participating entity. Mr. Sexton stated Ms. Joyce also informed the SBDC Consortium the possibility of discretionary funds available to the group from a previously awarded grant for services in Barren, Allen and Hart counties. Judge/Executive Cannon asked for a breakdown of the added work for BRADD staff. Ms. Amy Carroll, Finance Director, informed the workload should be minimal for BRADD. The primary responsibility will include receiving and depositing checks, creating a records spreadsheet and writing one check for the invoice. Chairman Thurmond asked for a final round table discussion on the program with a breakdown of pros and cons. Each member contributed comments. Members agreed that the one year trial run would be an opportunity for the BRADD to help community partners sustain the program. The one year period could serve as a trial to see if the program, as restructured, will be worth continuing in the future. It was also suggested that whoever is hired for the position attend BRADD Board Meetings to better connect and communicate with the BRADD area County Officials. Additionally members expressed the potential opportunities for progress through the Small Business Development Center; however awareness of the program is the most pressing need.

**Motion: Judge/Executive Dennis Harper made a motion to approve the scope of work contained in the Memorandum of Agreement between the BRADD, the State SBDC and the local SBDC Consortium pending minor changes as necessary, so long as the scope of work does not change, and pending language providing BRADD shall have a voting seat on the advisory committee consortium. The motion was seconded by Mr. Gary Dillard. Motion carried. (See Attached)**

**4. Other**

- **Other Updates**

There were no other items of business in which to be considered.

**5. Adjourn**

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

  
Signed, BRADD Chair