

**Minutes
BRADD Executive Council
Wednesday, August 21, 2019
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Wil Cannon, Ms. Dawn Devore, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mr. Elroy Larimore, Mayor Mark Stratton, Mayor Scotty Turner (See attached sign-in sheet).

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

1. Call to Order

The Executive Council meeting was called to order by Vice Chair Judge/Executive Wil Cannon. It was determined a quorum was present.

2. Approve Minutes

Vice Chair Cannon presented the July 24, 2019 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mr. Elroy Larimore made a motion to approve the July 24, minutes. The motion was seconded by Mr. Gary Dillard. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Vice Chair Cannon called on Ms. Emily Hathcock to present the clearinghouse projects. Ms. Hathcock informed the Council the BRADD staff reviewed five regional clearinghouse projects this month. Ms. Hathcock provided a description of the projects as detailed in the Council's packet. The Glasgow Water Company is seeking funds for a 24 inch transmission line and the City of Auburn is upgrading existing wastewater treatment plant. The City of Munfordville is seeking funds for water meter replacement. Clayton Watkins Construction is completing a project to renovate the interior and exterior of Stoneview affordable housing Apartments in Brownsville. Lastly the Butler County Fiscal Court would like to build a new ferry tug for the Rochester Ferry. All 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 five regional clearinghouse projects as presented; the motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

4. Financials

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

Vice Chair Cannon presented the July time sheets and travel forms for Executive Director Mr. Eric Sexton, for approval.

Motion: Mayor Mark Stratton made a motion to approve Mr. Sexton's time sheets and travel forms, and the motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Quarter Four Financials**

Vice Chair Cannon called on Ms. Hong Nguyen, Assistant Finance Director. Ms. Nguyen reported the Council's packet contained a fund by fund listing of the last quarter of fiscal year 2019 financials. Ms. Nguyen reviewed the revenues and expenses of each of the BRADD's main funds. Ms. Nguyen reported a year-end gain of approximately \$262,000 for Fiscal Year 19, primarily attributable to the increase in clients on the PDS program. The balance sheet was also provided for further consideration. Council Members expressed commendable acceptance of the FY 19 quarter four and fiscal year-end financial report. The board inquired about BRADD reserves. Ms. Nguyen explained the BRADD tries to keep six months worth of operating expenses in reserve.

Motion: Mr. Gary Dillard made a motion to approve the fiscal year 2019 quarter four financials as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Quarter Four Accounts Payable**

Vice Chair Cannon called on Ms. Hong Nguyen. Ms. Nguyen presented the fiscal year 2019 quarter four accounts payable and credit card receipts. These documents were sent to the Council for prior review and were also provided at the meeting. Ms. Nguyen explained the more frequently occurring expenses are with retail stores for program services in the PDS department. Ms. Nguyen provided a brief summary on the primary incurred expenses for each of the BRADD accounts. Ms. Nguyen informed most checks are written from the JFA account as general administration. The PDS account is mostly for payroll checks to the participant's paid caregivers.

Motion: Mayor Mark Stratton made a motion to approve the fiscal year 2019 quarter four accounts payable as presented. The motion was seconded by Mr. Gary Dillard. Motion carried. (See attached)

5. Agreements/Contracts

- **JFA**

Vice Chair Cannon called on Ms. Emily Hathcock. Ms. Hathcock informed the Council the BRADD has received the fully executed JFA FY 20 contract representing just over \$207,000. The amount does not include the ARC federal portion, which is a separate contract. A question was asked about the contract amounts, of which the FY 20 contract amount is less than the reduced FY 19 contract.

- **FY 20 Aging Programs and Services**

Vice Chair Cannon called on Ms. Amy Carroll, Finance Director. Ms. Carroll informed the Council's packet contained a listing of all the BRADD Aging programs and services offered with a description of each and the funds allocated. Ms. Carroll went through each program and discussed the funding designations for each.

Motion: Mayor Scotty Turner made a motion to approve the FY 20 Aging Program and Services as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **Other**

Vice Chair Cannon called on Mr. Eric Sexton, Executive Director. Mr. Sexton informed the council BRADD has the opportunity to apply for FEMA funds available with the US Economic Development Administration. BRADD currently has three counties with disaster declarations. After inquiring about the application process, the funding could potentially create a Disaster Resiliency Coordinator/Planner position to service the entire BRADD region. Mr. Sexton asked the Council for their approval in pursuing this opportunity. Members voiced interest in this opportunity and discussed possible areas in which this position could provide assistance. All members present were in agreement for BRADD to proceed exploring this possibility. Mr. Sexton informed a summary of the application would be submitted to all members before final submission.

Motion: Mayor Scotty Turner made a motion to approve BRADD's application submission for EDA Disaster funding opportunity. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

6. Personnel

- **Other** – There were no personnel matters in which to discuss this month.

7. Other

- **RLF Resolution**

Vice Chair Cannon called on Mr. Eric Sexton. Mr. Sexton informed to be compliant with the Revolving Loan Fund Program a required certification should be considered for the period from January 1 to June 30, 2019, which ensures the program is operating in accordance to the RLF plan. Mr. Sexton asked the Council to consider the resolution as provided in the packet. Further, Mr. Sexton informed the RLF Committee Chair will provide an update to the full board on the history of the RLF program and projects in progress at the full board meeting today.

Motion: Mayor Mark Stratton made a motion to approve the RLF Resolution as presented. The motion was seconded by Mr. Gary Dillard. Motion carried. (See attached)

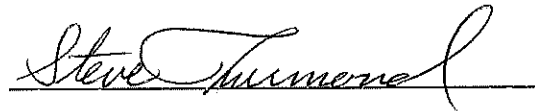
- **Other Updates**

Vice Chair Cannon called on Mr. Eric Sexton for updates and announcements. Mr. Sexton informed the reappointment of Simpson County Citizen Member and Board Chairman, Mr. Steve Thurmond, for a three year term expiring August 2022. A new Barren County Citizen Member has been appointed due to the recent vacancy. Mr. Sexton received an unofficial notice of Mr. Sam Terry's appointment. Mayor Hatcher confirmed Mr. Terry would represent Barren County well in this role and the official paperwork has been signed and should be delivered to the BRADD Office soon. Mr. Sexton informed the audio visual updates have been completed in Conference Room 16 and the new furniture should arrive mid September. Mr. Sexton announced award

nominations are still being accepted for the Tim L. Carter and William H. Natcher, until Monday August 26th. KCADD will hold a quarterly meeting at the start of the Governor's Local Issues Conference in Louisville, KY next Wednesday. The LRC ADD working group meeting will be held at 10 am the same day in Frankfort, KY. Mr. Sexton informed the council Mr. Tom Harned had recently spoken to him about a possible partnership opportunity with the Small Business Development Center. The center has secured half of the \$75,000 match, with the University of Kentucky providing the other \$75,000 through the Small Business Administration. BRADD has been asked to consider becoming the fiscal agent. Mr. Sexton was informed funding sources are still being sought for the remaining match. Discussion ensued about this opportunity and the possibilities therein. Concerns were voiced about providing fiscal agent services at no cost. Mr. Sexton stated he would further explore this proposal and provide information as obtained. Lastly, Mr. Sexton informed the Annual Meeting will be held Tuesday September 24th in Glasgow at the TJ Samson Community Center. The next Executive Council meeting will be held on the fifth Wednesday, October 30th 11 am, due to the KACo Conference.

8. Adjourn

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

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

Signed, BRADD Chair