

**Minutes
BRADD Executive Council
Wednesday, August 26, 2020
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Wil Cannon, Ms. Dawn Devore, Mr. Gary Dillard, 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 both in-person and virtually through zoom meeting media.

2. Approve Minutes

Chair Thurmond presented the July 22, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mayor Billy Phelps made a motion to approve the July 22, 2020 minutes. The motion was seconded by Mayor Scotty Turner. 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 three regional clearinghouse projects. Ms. Hathcock provided a description of the projects in the Council's packet. The first project is with the Kentucky Transportation Cabinet for reconstruction work to the Cumberland River McMillan's Ferry in Monroe County. The second project is with Warren County Water District for a Woodburn water tank replacement which will increase storage capacity. The third project is with the City of Scottsville for water meter replacement. All 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 three regional 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**

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

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

- **Quarter Four Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen to present the FY 20 fourth quarter credit card statements and accounts payable. Ms. Nguyen informed the Council received an email containing a listing of all the BRADD credit card purchases for the quarter ending June 30, 2020. Ms. Nguyen asked for any questions about any of the charges listed. She informed the majority of the quarter's expense resulted in supply purchases for the PDS Wavier program. Ms. Nguyen further informed her report included a list of accounts payable including all vendors paid. Ms. Nguyen informed the total amount expended was increased due to the RLF CARES loans of which totaled \$97,500 to seven different recipients.

Motion: Mr. Gary Dillard made a motion to approve the fourth quarter accounts payable as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (see attached)

- **Quarter Four Financials**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed a summary of the BRADD accounts was provided to the Council for prior review. Ms. Nguyen reviewed the total percentage of revenue and expenditures for each of the BRADD program accounts. All accounts appeared on target for the FY 20 quarter end. Ms. Nguyen reported the PDS Wavier program resulted in the program with the most growth for the year. She attributed this to the increase in clients served. Ms. Nguyen also brought to light BRADD Case Manager staff maintain a high volume of cases in comparison to other ADDs. She informed BRADD is planning to hire a new Case Manager to assist with the growth of this program and reduce high case loads. Further, Ms. Nguyen reported the Veterans Directed Care Program generated a small revenue for the first time this year. Overall, BRADD has met the year to date benchmark percentage for both total expenses and revenues for the quarter end of Fiscal Year 2020. A question about the RLF and CARES funds was raised. Ms. Nguyen informed the CARES funds were not reported in the quarter four report.

Motion: Mayor Scotty Turner made a motion to approve the Fiscal Year 2020 fourth quarter financials as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (see attached)

5. **Agreements/Contracts**

- **CARES EDA/DLF Funding**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton reported in a statewide collaboration with all Kentucky ADDs and DLG, a CARES funding grant was received from EDA resulting in \$392,000 to each ADD. DLG will provide administrative services. BRADD has used this funding to secure a resiliency planner to assist with economic recovery planning across the region. Mr. Sexton informed this program will pair nicely with the BRADDs recently received disaster resiliency grant award. The CARES funding is to be used over a two year period. Further, Mr. Sexton informed Legislators should be made aware this funding should not supplement the essential JFA funding.

- **Metcalfe County ADF Adjustment**

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Council Metcalfe County's Area Development grant award from 2017 has not been spent. In efforts to now utilize, the county has changed their applications scope of work. Ms. Hathcock informed the change now requires approval for the new application.

Motion: Mayor Dwayne Hatcher made a motion to approve the Metcalfe County ADF application adjustment. The motion was seconded by Mayor Scotty Turner. Motion carried.

- **Aging Programs and Services Report**

Chairman Thurmond called on Ms. Michelle Hines who informed a summary of the BRADD Fiscal Year 2021 aging programs and services is provided in the Councils packet. Ms. Hines provided a breakdown of funding for each of the aging programs including federal and state match funds. Ms. Hines further informed the transportation assistance program was phased out at the end of last fiscal year. Ms. Hines stated the CARES funds are allocated as flex funds and will be used to supplement additional senior meals. Ms. Hines informed the meals have continued to increase since last fiscal year, while individuals are on waiting lists for services, they are still eligible to receive meals.

Motion: Mr. Gary Dillard made a motion to approve the Fiscal Year 2021 Aging Programs and Services report as presented. The motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)

- **Other**

Chairman Thurmond called on Ms. Emily Hathcock who provided an update on the CARES Revolving Loan Fund. Ms. Hathcock stated the loan requestor Mammoth Cave Pizzeria has requested a reduction to their submitted loan. They would like to reduce their loan amount from \$100,000 to \$88,000.

Motion: Mr. Gary Dillard Made a motion to approve the Mammoth Cave Pizzeria loan amount to \$88,000. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.

6. **Personnel**

- **Economic Development**

Chairman Thurmond called or Mr. Eric Sexton. Mr. Sexton informed due to the EDA/DLG CARES funding the Community and Economic Development Department has hired Kaycee Bunch as the Resiliency Planner for the next two years. The intent will be to make the position sustainable and expand the role into other grants. The Economic Development Department has a new intern through partnership with WKU Department for Local Government. Cheyanne Johnson began on August 24.

- **Aging**

Mr. Sexton further provided updates on the Aging Department. Internal candidate Chelsey Guffy filled the role of Waiver Service Advisor creating an opening for an Aging Case Manager. Ms. Faye Butler was hired. A temporary part-time position will be filled soon to assist with the CARES/COVID meals assurance call volume.

7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported four conflict of interest statements. Marissa Schorr, guest scientist from WKU who is completing an internship through Mammoth Cave. CED intern Cheyanne Johnson, no disclosures, Aging Case Manager Faye Butler, no disclosures. Lastly, Resiliency Planner Kaycee Bunch, disclosed various board memberships and a side business Kaycee Bunch Consulting LLC. Mr. Speck reported none of the disclosures appeared to create a conflict with the work of BRADD.

Motion: Mayor Billy Phelps made a motion to approve the four conflict of interest statements as presented. The motion was seconded by Mayor Scotty Turner. Motion carried.

- **Annual Dues**

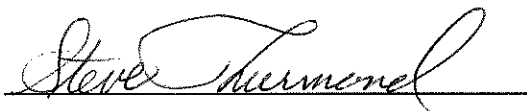
Chairman Thurmond called on Mr. Eric Sexton who informed all budgeted BRADD FY 21 annual dues have been received. The City of Bowling Green was invoiced for FY 21 dues; however they have not been collected to date. BRADD no longer includes Bowling Green in the budget. Mr. Sexton provided a list of the FY 21 dues amounts in the Councils packet.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton who provided final announcements. Mr. Sexton informed the regularly held Annual Meeting of the BRADD would not be held in its traditional format this year due to the COVID pandemic. An in-person/virtual board meeting opportunity will be held in place of the 52nd Annual Meeting to preset the BRADDs Annual Report. The meeting will be held on Wednesday September 23, 2020 at 1:00 pm. There will be no Executive Council meeting next month.

8. Adjourn

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



Signed, BRADD Chair