

**Minutes
BRADD Executive Council
Tuesday, October 27, 2020
BRADD Office Center**

Regular Members in Attendance: Ms. Dawn Devore, Mr. Gary Dillard, Mayor Dwayne Hatcher, Judge/Executive Dennis Harper, 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 both in-person and virtually through zoom meeting.

2. Approve Minutes

Chair Thurmond presented the August 26, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mayor Dewayne Hatcher made a motion to approve the August 26, 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 two regional clearinghouse projects. Ms. Hathcock provided a description of the projects in the Council's packet. The first project is with the Green River Regional Educational Cooperative for the creation of seven sites located in public schools serving children, infants to two-year old's, in low income/impoverished areas. The second project is for Barren Wholesale Greenhouse to secure supplies and equipment for their first growing season. 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 two regional clearinghouse projects as presented; the motion was seconded by Mayor Mark Stratton. Motion carried. (See attached)

4. Financials

- **Review of Executive Directors Time Sheet**

Chairman Thurmond presented the August and September time sheets and travel forms for Executive Director, Mr. Eric Sexton.

Motion: Mayor Mark Stratton made a motion to approve the August and September time sheets and travel forms for Mr. Eric Sexton as presented. The motion was seconded by Mayor Scotty Turner. Motion Carried.

- **Quarter One Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen to present the credit card statements and accounts payable from the first quarter of Fiscal Year 2021. Ms. Nguyen informed the council received an email containing a listing of all the BRADD credit card purchases, checks and payroll for the quarter ending September 30, 2020. Ms. Nguyen asked for any questions about any of the charges listed. She informed expenses incurred were all routine business transactions as expected for the first quarter. The list was also available as a hard copy and shared on the meeting room screen.

Motion: Mayor Scotty Turner made a motion to approve the FY 2021 first quarter accounts payable as presented. The motion was seconded by Mayor Dewyane Hatcher. Motion carried. (see attached)

- **Quarter One 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. The General fund accounts total revenue is at 81 percent due to the annual dues received during the first quarter. The Economic Development account appears at a lower quarterly percentage of 20 percent revenue and 22 percent expenditures. These percentages are due to new grant allocations, and less revenue received to date than budgeted. For example the hazard mitigation grant is currently awaiting award approval. When the remaining accounts are received the budgeted amounts should increase over the next quarters. Ms. Nguyen explained the Revolving Loan Fund program (RLF) received a fund increase due to the COVID Cares allocation, which are pass through funds that will be loaned through the program. All aging programs are on target with the first quarter benchmark. Overall, Ms. Nguyen reported collecting 25 percent of revenue and spending slightly under the benchmark at 24 percent in expenditures. Lastly, Ms. Nguyen provided a balance sheet summary of the agencies total assets, liabilities and fund balance.

Motion: Mr. Gary Dillard made a motion to approve the Fiscal Year 2021 first quarter financials as presented. The motion was seconded by Ms. Dawn Devore. Motion carried. (see attached)

- **Other**

Chairman Thurmond called on Ms. Hong Nguyen for further updates. Ms. Nguyen informed an amendment was needed to the previously presented and approved FY 21 cost allocation plan. Ms. Nguyen informed the council's packet contained a listing of the newly created elements. Many of which included current programs that received additional COVID/CARES fund allocations including the RLF and several Aging programs.

Motion: Mayor Scotty Turner made a motion to approve the FY 21 cost allocation plan amendment as presented. The motion was seconded by Mayor Mark Stratton. Motion carried. (see attached)

- **Other**

Chairman Thurmond called on Ms. Amy Carroll. Ms. Carroll informed the board a draft of the audit was received this morning. The current audit proposal is good through June 2020. Ms. Carroll informed a five-year audit request for proposal will be sent, if declined, by the state auditor to perform our next audit. BRADD will need to go out to bid for the audit. This will require assembly of the Budget and Personnel Committee to review bids for

audit contracts. Ms. Carroll reminded the council of the current budget and personnel members. A member asked the likeliness of having to go out to bid and Ms. Carroll informed it would be very likely.

5. Agreements/Contracts

- **RLF Update/Loan**

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Council the packet contained a summary of the COVID business relief working capital loans. There are currently nine active loans representing \$147,500 of RLF investment with the retention of 194 jobs in the region. Ms. Hathcock informed the there is a current available COVID fund balance of \$225,000. Further Ms. Hathcock informed the council a loan applicant, Mammoth Cave Pizzeria, has withdrawn their application. The RLF committee has received and reviewed a new applicant, Cave City Hospitality, LLC. Mr. Vikram Patel, previous applicant with a separate business, is requesting a \$100,000 loan for a Hampton Inn Hotel in Cave City. Ms. Hathcock informed the RLF committee has reviewed the loan and recommends approval. A question was raised about the RLF fund balance. Ms. Hathcock informed this loan will deplete the RLF regular fund balance, however the RLF COVID funds as mentioned earlier will remain available. A question was asked about advertising. Ms. Hathcock informed the RLF Committee are great advertising sources as well as social media and BRADD website. Mayor Stratton recommend sharing through area Chamber of Commerce's.

Motion: Mr. Gary Dillard made a motion to approve the RLF business loan request from Cave City Hospitality, LLC in the amount of \$100,000. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (see attached).

- **Aging Contracts**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines informed the Council the aging department has received two additional contracts which are distributed on the Federal contract cycle apart from the state cycle, of which most aging program contracts are received. The Medicaid Improvements for Patients and Providers Act (MIPPA) and the Nutrition Services Incentive Program (NISP) contracts have been received.

- **Aging RFP Schedule**

Chairman Thurmond called on Ms. Michelle Hines who informed the packet contains a copy of the BRADD aging departments request for proposals schedule of activities. The RFPs being considered include: PCAP Personal Care Attendant Program, Legal Assistance, (MIPPA) Medicare Improvements for Patients and Providers Act and (SHIP) State Health Insurance Assistance Program, and Ombudsman and Elder Abuse Prevention Program. Ms. Hines informed the BRADD's Policy and Review Committee will be a part of this process.

6. Personnel

- **Other**

Chairman Thurmond called on Mr. Eric Sexton for personnel updates. Mr. Sexton reported the economic development department recently obtained a part time GIS intern, Mr. Collin Watkins, who began on October 8, 2020. Additionally, BRADD has posted a job for Waiver Service Advisor within the aging department, the position will be posted until filled. Further, Mr. Sexton requested the approval of the reinstatement of deputy director position at BRADD. Mr. Sexton informed this position has existed in the past. Mr. Sexton explained the idea is to create a pathway for succession planning and further development of aging programs and services putting funds directly into the BRADD communities. These would take the form of new special projects in Aging Services. Mr. Sexton informed the hiring process would follow KRS 147 A and be will posted for a minimum of 21 days with the hiring decision made by the Executive Councils Budget and Personnel committee. Mr. Sexton stated an ideal candidate would have experience in aging programs and services to further enhance the special projects focus. Mayor Stratton asked about the pay scale, Mr. Sexton informed the range of 65 to 75 thousand excluding benefits. Mr. Sexton informed funds are available to support this position. Mr. Sexton stated this position would serve in a transitional role depending on the needs of the agency at the time. Chairman Thurmond expressed the importance of succession planning within an agency and agreed this would be a step in the right direction, Mayor Stratton concurred on the importance of this planning measure to fill in the gaps. Judge Harper voiced agreement to proceed if the position would be beneficial to the Executive Director and agency, and further asked the process, should a person not be the right fit for the position. Mr. Sexton informed the Council would appoint a candidate based on the committee's recommendation, just like the appointment of the Executive Director.

Motion: Mayor Mark Stratton made a motion to approve proceeding with the posting of the deputy director position for the BRADD. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (see attached).

7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported two conflict of interest statements. Mr. Collin Watkins GIS Intern and Ms. Courtney Gray Aging Services Intern. There were no disclosures on either statement. Mr. Speck recommend approval by the Council.

Motion: Mr. Gary Dillard made a motion to approve the two conflict of interest statements as presented. The motion was seconded by Mayor Scotty Turner. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Erick Roy. Mr. Roy informed the members the BRADD Building committee has met and considered the needs of the BRADD roof and is seeking approval to proceed with 2-3 quotes for a general contractor to design and guide the implementation of the RFP process for a new roof. The funds will come from the building fund for both the consultant services and roof replacement. Mr. Roy informed the Budget and Personnel Committee would be needed as the reviewer of the request for proposals and make any recommendations to the Executive Council. The estimated general roof replacement cost is \$65-70 thousand which exceeds procurement and requires a bid process.

Motion: Mayor Mark Stratton made a motion to engage in professional contracting services for roof replacement and RFP bidding processing. The motion was seconded by Mr. Gary Dillard. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton for further announcements and updates. Mr. Sexton asked the Council for approval of an extended day and a half of Christmas Holiday leave for BRADD staff. Mr. Sexton stated he would like to reward staff for their hard work and service with extended holiday time with a half day on Thursday December 23rd and full day on Monday December 28th.

Motion: Mayor Dewayne Hatcher made a motion to approve the extended Christmas Holiday leave with a half day on December 23rd and full day on December 28th. The motion was seconded by Mayor Scotty Turner. Motion carried.

Lastly, Mr. Sexton informed the next Executive Council meeting would be held on Wednesday December 16, 2020 at 11 am, with full board to follow at 1 pm. There will be no November meeting due to the Thanksgiving Holiday.

8. Adjourn

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

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

Signed, BRADD Chair