

**Minutes
BRADD Executive Council
Wednesday, July 22, 2020
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Wil Cannon, 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. Michelle Hines, 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 June 24, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Judge/Executive Dennis Harper made a motion to approve the June 24, 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 clearinghouse projects. Ms. Hathcock informed the Council the BRADD staff reviewed four regional clearinghouse projects. Ms. Hathcock provided a description of the projects in the Council's packet. The first project is with Butler County Fiscal Court for an alert outdoor siren. The second is with the City of Munfordville for the purchase and installation of an emergency generator. The third project is with north Metcalfe County Volunteer Fire Department for the purchase and installation of a generator. The last project is with the City of Morgantown for the construction of a safe room per FEMA standards providing shelter to patrons during emergency events. All projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mayor Scotty Turner made a motion to approve the four regional clearinghouse projects as presented; the motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

4. Financials

- **Review of Executive Directors Time Sheet**

Chairman Thurmond presented the June time sheets and travel form for Executive Director, Mr. Eric Sexton.

Motion: Mayor Mark Stratton made a motion to approve the June time sheets and travel form for Mr. Eric Sexton as presented. The motion was seconded by Mayor Billy Phelps. Motion Carried.

5. Agreements/Contracts

- **ADRC**

Chairman Thurmond called on Ms. Michelle Hines, Ms. Hines reported the Fiscal Year 2021 Aging Disability Resource Center Contract (ADRC) has been received. This is the last of the expected contracts for FY 21 aging programs.

- **Auburn Senior Center Evaluation**

Chairman Thurmond called on Ms. Michelle Hines, Ms. Hines informed the Auburn Nutrition Center was reevaluated by Community Action and BRADD/AAAIL staff. The Center was a demonstration project as approved by DAIL last year. Continuation of funding to provide meals to the Center was contingent upon the evaluation. Ms. Hines informed the Council's packet contained a letter describing the evaluations results which include no findings, leaving the Auburn Center in good standing. Due to the results, Ms. Hines informed BRADD plans to budget meals for the Auburn Center for Fiscal Year 2021. Ms. Hines further informed the basic operations for the center are provided in-kind by the City of Auburn who pays for the centers manager and the facility operations. BRADD provides about 10 to 15 meals three days per week, and with the COVID crisis, approximately 40 meals are served curbside.

- **Other**

Chairman Thurmond called on Ms. Emily Hathcock who informed the Council the regular revolving loan fund (RLF) program is due for a five year plan update. A resolution is required to complete the necessary updates. Ms. Hathcock provided a summary overview of the changes from 2015 to the proposed 2020 plan update. Ms. Hathcock asked for any questions.

Motion: Mayor Mark Stratton made a motion to approve the resolution to update the Revolving Loan Fund (RLF) Program changes for 2020. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

Chairman Thurmond called on Ms. Emily Hathcock who informed the Council the new CARES RLF Plan received plan updates. A loan fund summary is needed to highlight how the CARES RLF plan will vary from the existing regular RLF plan. Ms. Hathcock provided a summary of the differences. One of which included a loan term set for three years with a six month deferral rate of 2.44% or 75% prime (whichever is less). A question was raised for how often the rate would change? Ms. Hathcock informed per EDAs request it would depend on the loan closing date, the prime rate is checked once per month. Ms. Hathcock informed there are currently two applications pending approval. Chairman Thurmond encouraged members to spread the word about the RLF CARES funds.

Motion: Judge/Executive Dennis Harper made a motion to approve the CARES Revolving Loan Fund (RLF) plan summary as presented. The motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the Council of changes to the Regional Hazard Mitigation grant host applicant. Metcalfe County was the host county applicant. Due to some recent changes with their finance personnel, it was determined it may be difficult for a new finance officer to navigate the FEMA practices. Mr. Sexton informed he contacted FEMA for recommendation to change host applicant. Butler County has agreed to become the new applicant for the Hazard Mitigation Planning grant for the upcoming rewrite cycle.

6. Personnel

- **Economic Development**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the Community and Economic Development Department has filled two vacancies. Mr. Jacob Barker was hired July 1, 2020 as the new Infrastructure Management Planner. Mr. Nate Heisler was hired July 13, 2020 as the new Regional Transportation Planner. Mr. Sexton further described the process for hiring a new full time temporary position to work with the Disaster Resiliency program. A joint application was completed with DLG for a planning partnership with the CARES act to receive disaster resiliency planning funding. The majority of funds received will go into services, however the hiring of one temporary full time position will help administer services across the region. The position has been offered to Ms. Kaycee Bunch. Mr. Sexton informed he hopes the position will evolve into a regular full time position.

- **Aging**

Mr. Sexton further provided updates on the Aging Department. Internal candidate Emily Phillips began the new pilot position of Aging Services Assessor effective July 1, 2020. Ms. Phillips former position as case manager will not be filled at this time. The interview process is underway for the terminated PDS Waiver Case Manager vacancy. An offer is expected to be made soon. Mr. Sexton informed the agency is filling the position of Social Services Assistant as a temporary position. Ms. Jill Hall was offered the position and began July 16, 2020. The position will assist with phone calls for the Homecare and Title III programs.

- **Finance**

Mr. Sexton informed the finance department recently hired a part time temporary finance assistant to fill in for part time employee Christine Hightower while she is out for medical reasons. Mr. Sexton informed a part time position is typically not held but considering the tenure of the employee and the at risk circumstances with COVID pandemic, a temporary employee is being utilized. Ms. Roberta Spillman began in this role on July 1, 2020.

7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported on the four recently hired staff. Mr. Jacob Barker, Infrastructure Management Planner, disclosed secondary employment as security guard with SKYPAC Theater. Mr. Nate Heisler, Regional Transportation Planner, Ms. Jill Hall temporary Social Services Assistant, Ms. Robert Spillman temporary Finance Assistant made no disclosures. Mr. Speck reported there were no conflicts detected with any of the disclosures.

Motion: Mayor Mark Stratton made a motion to approve the four newly hired staff conflict of interest statements as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton informed Warren County Citizen Member, Mr. Gary Dillard, has been reappointed to serve another three year term. Monroe County Citizen Member Mr. Lewis Carter's term expired July 31, 2020. Mayor Turner informed Mr. Carter had been reappointed and BRADD should receive the reappointment paperwork soon. Mr. Sexton informed a virtual meet and greet with the DAIL Commissioner will be held next Wednesday July 29, 2020 at 1:30 pm for all Board Members and Special Advisors. An email containing the meeting login information will be sent. Mr. Sexton announced the August Executive Council meeting will be held on August 26, 2020. Mr. Sexton voiced interest in offering a hybrid attendance option for in-person or virtual. Mr. Sexton also asked for the Councils opinions on offering the same opportunity for a full board meeting. A final determination for holding the meetings would need to be made closer to the date, to better reevaluate COVID conditions. Chairman Thurmond asked the members their thoughts on offering the option for in-person and virtual executive council and full board meeting options in August. All members expressed agreement to proceed.

Lastly, Chairman Thurmond called on all members for a county update. Members provided information to the group on the effects of the COVID 19 pandemic to their county/city region including cancellations and changes being made.

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