

**Minutes**  
**BRADD Executive Council**  
**Wednesday, January 27, 2021**  
**BRADD Conference Center/Virtual Zoom Meeting**

Regular Members in Attendance: Judge/Executive Wil Cannon, Judge/Executive Joe Choate, 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. Hong Nguyen, Ms. Michelle Hines, Ms. Alecia Johnson, 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 December 16, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

**Motion: Judge/Executive Dennis Harper made a motion to approve the December 16, 2020 minutes. The motion was seconded by Mayor Dwayne Hatcher. 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 one regional clearinghouse project. Ms. Hathcock provided a description of the project in the Council's packet. Applicant Community Ventures Corporation is requesting \$400,000 in funds from Kentucky Housing Corporation to implement a homebuyer program for the purpose of acquiring, rehabilitating, and reselling four homes to households with incomes below 80 percent of the area median income. Thus, giving families the opportunity to purchase a home who would otherwise be unable to afford. The project was reviewed by BRADD staff for conflicts or duplications, of which there were none.

**Motion: Mayor Scotty Turner made a motion to approve the regional clearinghouse project as presented; the motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)**

**4. Financials**

- **Review of Executive Directors Time Sheet**

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

**Motion: Mayor Dwayne Hatcher made a motion to approve the December time sheets for Mr. Eric Sexton as presented. The motion was seconded by Mayor Mark Stratton. Motion Carried.**

- **Quarter Two Financials**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed an email was sent prior to the meeting containing a summary of the BRADD accounts. Ms. Nguyen provided a summary review of each of the accounts including; General Fund, Economic Development Fund, Revolving Loan Fund, Aging, Participant Directed Services (PDS), and Veterans Directed Services (VDS). Ms. Nguyen informed overall both the revenues and expenses are at 49 percent which is slightly under the quarter two benchmark compared to last year. This is due to the increased fund allocation from CARES, travel and training cancellations, and also the addition of a new Hazard Mitigation program which is awaiting the final contract. Further, Ms. Nguyen reviewed the quarter end balance sheet consisting of total assets of 4.5 million, total liabilities of 1.3 million and the total fund balance of 2.9 million. Ms. Nguyen provided information on the fund account totals creating the total balance figures.

**Motion: Judge/Executive Wil Cannon made a motion to approve the quarter two financials as presented. The motion was seconded by Mayor Scotty Turner. Motion carried. (see attached)**

- **Quarter Two Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen who informed the previously sent email contained a summary of the check payments and credit card reports from the quarter two period. Ms. Nguyen asked Council members for any questions about any amounts listed. Ms. Nguyen informed a total of 3.7 million has been spent for quarter two.

**Motion: Mayor Dwayne Hatcher made a motion to approve the quarter two accounts payable as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.**

- **Audit Update**

Chairman Thurmond called on Ms. Amy Carroll who reported the BRADD submitted the request for accepted bids for the Fiscal Year 2021 audit. During the process, BRADD was notified by the state that BRADD has been selected to be audited by the State Auditor for FY 2021. Ms. Carroll informed BRADD will not bid the annual audit process this year due to the states selection to complete the audit.

## **5. Agreements/Contracts**

- **RLF Loan Update**

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. Ms. Hathcock pointed out two additional loans were approved since the printing of the packets and provide the most up to date figures for the report. Ms. Hathcock informed the program has 17 total active loans. \$337,500 have been approved for COVID relief and \$297,500 have been closed on. These loans have provided for the retention of 315 jobs throughout the region. A remaining balance of \$10,000 is available to loan. One \$25,000 loan has been repaid. Chairman Thurmond commended Ms. Hathcock for the hard work in making the funds readily available to those in the region.

- **Aging Review Committe**

Chairman Thurmond called on Ms. Alecia Johnson. Ms. Johnson informed the Aging Services Review Committee met and considered request for proposals (RFPs) received for three BRADD program service areas. A summary description is provided in the Council's packet. The Personal Care Attendant Program (PCAP) received no RFPs. BRADD is the current provider of these services, and the committee voted to allow BRADD to continue as the provider. The second program was SHIP/MIPPA/Legal Services Program. Kentucky Legal Aid was approved for another three year contract with the same unit cost rate. The third program, LTC Ombudsman/Elder Abuse Prevention Program also was approved to be provided by KY Legal Aid. Ms. Johnson gave a brief description of each of the programs and the services they provide.

**Motion: Judge/Executive Joe Choate made a motion to approve accepting the Aging Review Committee proposals as presented. The motion was seconded by Mayor Scotty Turner. Motion carried. (see attached)**

## **6. Personnel**

- **Other**

Chairman Thurmond called on Mr. Eric Sexton for various agency wide personnel updates. Mr. Sexton announced Ms. Alecia Johnson has been interviewed and offered the position of Associate Director of Aging effective February 1, 2021. Mr. Sexton informed due to program growth and an employee medical absence, a temporary PDS Services Advisor position is being advertised. The position could become a regular full time if the program growth continues. Due to need, part time temporary employee Jill Halls Social Service Position has been reclassified into full time. Mr. Sexton informed in the Finance department, Ms. Christine Hightower resigned as part time Finance Assistant due to health reasons. The position will be filled on a part time temporary basis for now. For means of succession planning, a PDS Fiscal Manager Trainee position is being formulated. Mayor Stratton asked if Alecia Johnsons former position would be filled. Mr. Sexton informed not until Ms. Johnson familiarizes herself in the new role and determines exactly what she needs for the position.

## **7. Other**

- **Board Member/Ombudsman Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported the BRADD conflict of interest policy as created in accordance to KRS 147A, requires Board Members to disclose anything that could create a conflict in the decision making of BRADD business. Mr. Speck informed similarly; the Ombudsman conflict of interest statement requires completion every two years due to the requirements of the Ombudsmen Program. Mr. Speck provided forms to members needing to complete.

- **Roof RFP Update**

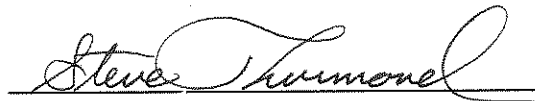
Chairman Thurmond called on Mr. Erick Roy. Mr. Roy informed BRADD recently advertised January 16, 2021 in the Daily News for a request for proposal for the purpose of a new roof on the BRADD facility. Scott Murphy and Daniel handled the RFP process and reported approximately 12 companies have expressed interest in placing bids for the roof. The bid window closes February 4, 2021 at 10:00 am. Mr. Roy informed there should be a good selection of companies to chose from for this project.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton provided various updates and announcements. Mr. Sexton reported BRADD has assisted the KY Cabinet of Finance and Administration in their request to locate possible vaccination clinic sites throughout the region. Further, Mr. Sexton spoke about the recently allocated 38 million of CDBG funds for COVID utility relief assistance. Mr. Sexton informed a maximum of up to 200 thousand per county/city government could be allocated. The application process will require the county/city government to make an agreement, with Community Action, or another non-profit who will reimburse the utility company directly for those qualifying as delinquent in paying their utilities. Mr. Sexton informed BRADD will host a zoom meeting this Friday January 29, 2021 at 10 am for those interested in applying. Mr. Sexton asked the members their opinion about creating a new board member title, Director Emeritus, particularly for Mr. Elroy Larimore as his citizen membership expires in June. Members expressed agreement and will decide by the March meeting if a bylaws change is necessary to include this new membership. Mr. Sexton informed there will not be an Executive or Full Board meeting in February. The next regularly scheduled meeting will be held March 21, 2021.

**8. Adjourn**

**Motion: With no further business to consider, Judge/Executive Dennis Harper made a motion to adjourn, and the motion was seconded by Mayor Billy Phelps. Motion carried.**



Signed, BRADD Chair