

**Minutes
BRADD Executive Council
Wednesday, May 26, 2021
BRADD Office Center**

Regular Members in Attendance: Mayor Micheal Bowe, Judge/Executive Wil Cannon, Judge/Executive Joe Choate, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mayor Billy Phelps, Mayor Mark Stratton, Mr. Steve Thurmond, (See attached sign-in sheet).

Staff in Attendance: Mr. Eric Sexton, Ms. Emily Hathcock, Ms. Amy Carroll, 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 in-person. Chair Thurmond welcomed newest Executive Council member Tompkinsville Mayor Micheal Bowe representing Monroe County.

2. Approve Minutes

Chair Thurmond presented the April 28, 2021 Executive Council meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mr. Gary Dillard made a motion to approve the April 28, 2021 minutes. The motion was seconded by Mayor Dwayne Hatcher. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Project

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. Allen County Fiscal Court has submitted a project for recreation walking trails in the Allen County Park. Bowling Green/Warren County City-County Planning Commission is seeking a unified planning work program. The City of Scottsville is seeking funds for roadside park improvements to include playground area and sidewalks. The City of Glasgow is seeking to widen the Beaver Creek Park track. Ms. Hathcock informed 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 four regional clearinghouse projects as presented; the motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)

4. Financials

- **Review of Executive Director's Timesheets and Travel for March 2021**

Chairman Thurmond informed the Council the timesheets for Executive Director, Mr. Eric Sexton, had been previously emailed for review. Chairman Thurmond asked for any questions concerning the documents.

Motion: A motion was made by Mayor Billy Phelps to approve Executive Director Mr. Eric Sexton's April timesheets as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **FY 2022 Budget**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed a portion of the FY 2022 budget includes the FY 22 staff salary schedule. Mr. Sexton asked all present staff to be excused from the meeting. Mr. Sexton presented the Fiscal Year 2022 salary schedule to the Council. After discussion on method of the approach there were no further questions.

Motion: Judge/Executive Joe Choate made a motion to approve the FY 2022 staff salary schedule as presented. The motion was seconded by Mr. Gary Dillard. Motion carried. (See attached)

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen provided the Council a summary of the budgeted revenue sources for FY 2022. Ms. Nguyen's description included the grant number codes used for BRADD programs with corresponding description name, fund source, and total allocation. Each of the fund sources were organized by service department including Community and Economic Development and Aging service areas. Ms. Nguyen denoted some funding sources represented are a one-time source amounts which include COVID and CARES funding. Also, some sources cover multi-year funding. Ms. Nguyen stated the budget will see an overall total increase for the coming year. In total, Ms. Nguyen described the anticipated revenue of \$11,193,367 with \$2.3 million dollars from federal funding sources representing 21 percent of the total revenue. \$8.1 million from state funding sources representing 73% of the revenue and \$707 thousand from local funding representing 6% of the total revenue. Similarly, in expenditures, Ms. Nguyen provided a summary description of the projected expenses for Fiscal Year 2022 which also included building expenses and pass-through dollars. Ms. Nguyen pointed out administrative expenses including travel, technology and operational expenses for general office needs. Expenditure percentages include: Personnel at 23%, travel 3%, indirect or administrative costs at 6% and pass through funds representing 68%. In total, Ms. Nguyen informed the projected expenditures for Fiscal Year 2022 included \$11,144,849. A question was raised from the Council concerning carryover funds. Ms. Nguyen informed those funds were included in the revenue funding sources for the coming year.

Motion: Mr. Gary Dillard made a motion to approve the Fiscal Year 2022 budget as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **FY 2022 Cost Allocation Plan**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed the Council received the FY 2022 Cost Allocation Plan by email for prior review. Ms. Nguyen informed the purpose of the plan is to provide a mainframe guide to the fiscal system operations. Ms. Nguyen stated it is reviewed and updated annually by BRADD staff to remove old operations and add new standards and guidelines. Ms. Nguyen informed additions for FY 22 included new programs such as CARES and COVID funds. A large part of the Plan includes the Cost Allocation Policy which details the specific program work, including the process for allocating indirect or administrative work not tied to a specific grant. Supporting document changes included the addition of travel log, employee timesheet and amazon business account. Ms. Nguyen informed page 16 of the plan includes the certificate of indirect costs of which requires the signature of the Executive Director certifying the document.

Motion: Judge/Executive Wil Cannon made a motion to approve the Fiscal Year 2022 Cost Allocation Plan as presented. The motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)

5. Agreements and Contracts

- **FEMA Hazard Mitigation**

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Council for informational purposes; two contracts has been received for Hazard Mitigation. The first contract is related to work completion in the amount of \$108 thousand. The second contract is related to administrative services provided in the amount of \$6,250.

- **RLF Update**

Chairman Thurmond called on Ms. Emily Hathcock, who reported the Council's packet contains an updated description of the RLF fund loans. Ms. Hathcock reported two loans have been repaid and the program has a current available balance of \$55,000 to loan. Ms. Hathcock informed \$10 thousand of the balance was retained due to meeting the program requirements of lending all available funds and can now be added to the total of available loan funds.

- **Senior Center Update**

Chairman Thurmond called on Ms. Alecia Johnson. Ms. Johnson informed the Council BRADD was notified on April 15, 2021 by Community Action of Southern Kentucky (CASKY) that the lease for the Adairville Senior Center would not be renewed for Fiscal Year 2022. Ms. Johnson informed the decision was based on the needed repairs to the facility, overhead operating cost, and limited number of participants. A copy of the received letter from Community Action was provided in the Council's packet. The Adairville Senior Center served an average of 90 congregate meals per month to four individuals. The average number of home-delivered meals per month is 117. The cost savings to CASKY would be a minimum of \$7,000 annually. Ms. Johnson informed BRADD will make provisions to ensure the affected participants will continue to receive services: All Title III Services will be transferred to the Russellville Senior Center. Home Delivered Meals will be served for Adairville clients from the Russellville Center. The four participants will be given the option to attend the Russellville Senior Center, which is approximately 12 miles from Adairville. Transportation will be offered to the Russellville Senior Center up to five days a week for congregate meals and socialization. Home Delivered Meals will be provided to the participants upon request if needed and eligibility criteria met.

Motion: Judge/Executive Dennis Harper made a motion to approve the relocation of BRADD services from the Adairville Senior Center to the Russellville Senior Center. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **Ring Central**

Chairman Thurmond called on Mr. Erick Roy. Mr. Roy informed BRADD has explored updating the phone system capabilities as increased needs have risen do to effects of the pandemic. Mr. Roy informed BRADD has reviewed the company Ring Central and is signing a five-year contract with them for a new phone system. Mr. Roy explained it will be a unified phone system with capabilities better suited for remote work activity. The phone system is

based on internet connectivity and also incorporates video conferencing technology. The phone system will allow employees to have a direct line in which clients may reach them. Additionally, it will allow phone capabilities to be accessed through employee 's laptop. This will allow staff to be more accessible and therefore more effective for the clients and individuals the agency serves. Mr. Roy informed the associated cost will increase from the current monthly phone service. The system will have an annual expense of \$17,000.

6. Personnel

- **Aging**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton provided staffing updates for the Aging department. BRADD hired current part-time temporary employee, Mikayla Iler, as the new full time ADRC Coordinator. Current employee Ms. Sharon Cassetty was hired as the Aging Assessor. Ms. Chelsea Ennis was hired to fill Ms. Cassetty's position as Case Manager. Aging Intern Rebekah Edwards has been hired on a part time temporary basis to assist with COVID meals. Mr. Sexton informed BRADD is currently advertising for an Aging Planner Position.

- **Finance**

Further, Mr. Sexton informed the Finance Department has an intern, Ms. Kara Shive, from Campbellsville University.

- **Other**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck informed he received three conflict of interest statements on interns, Ms. Kara Shive, disclosures of additional employment and Ms. Rebekah Edwards, no disclosures. Regular full time staff Ms. Chelsea Ennis, no disclosures. There are no apparent conflicts.

Motion: Judge/Executive Joe Choate made a motion to approve all three conflict of interest statements as presented. The motion was seconded by Mayor Micheal Bowe. Motion carried.

7. Other

- **BRADD Officer Bylaws Amendment**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed as discussed last month, a bylaws amendment was included in the board packet for review and consideration. The amendment will better align the BRADD officer rotation with the state election cycle and therefore reduce officer turnover midyear. Additionally, due to the pandemic year, it will allow the current slate of officers to remain in place until December 2022.

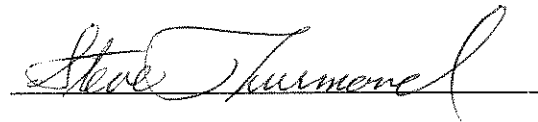
Motion: Mayor Mark Stratton made a motion to approve BRADD Officer Bylaws Amendment to Article IV, Section 2 concerning Officer rotation. The motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton who informed the next BRADD Executive Council Meeting will be held on Wednesday June 23, 2021 at 11:00 am as an in-person meeting at the BRADD Office.

8. Adjourn

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

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

Signed, BRADD Chair