

Minutes
BRADD Executive Council
Wednesday, June 23, 2021
BRADD Office Center

Regular Members in Attendance: Mayor Micheal Bowe, Judge/Executive Wil Cannon, Judge/Executive Joe Choate, Ms. Dawn Devore, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mayor Billy Phelps, 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, 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.

2. Approve Minutes

Chair Thurmond presented the May 26, 2021 Executive Council meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mayor Billy Phelps made a motion to approve the May 26, 2021 minutes. The motion was seconded by Judge/Executive Dennis Harper. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Project

Chairman Thurmond called on Ms. Emily Hathcock to present one clearinghouse project. 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. Warren County Fiscal Court has submitted a project for Slalom and mini skills recreational bike course. Ms. Hathcock informed the project was reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Judge/Executive Dennis Harper made a motion to approve the regional clearinghouse project as presented; the motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)

4. Financials

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

Chairman Thurmond informed the Council the timesheets and travel forms 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 Micheal Bowe to approve Executive Director Mr. Eric Sexton's May timesheets as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

5. Agreements and Contracts

- KIA

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Council for informational purposes BRADD has received the FY 22 Kentucky Infrastructure Authority (KIA) contract for water and wastewater management services in the amount of \$76,000, which is the same as last year's contract amount.

- JFA

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Council BRADD has received the FY 22 Joint Funding Agreement (JFA) in the amount of \$199,334. The contract total amount is down from the FY 21 contract amount by \$14,000. Further, Mr. Sexton remarked a letter of agreement has been drafted on behalf of the BRADD Chairman related to the JFA formula.

- KYTC

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the BRADD has received the FY 22 Kentucky Transportation Cabinet KYTC Regional Transportation Program contract in the amount of \$78,254 of which is the same amount as the previous years contract.

- RLF Update

Chairman Thurmond called on Ms. Emily Hathcock, who reported the Council's packet contains an updated description of the Revolving Loan Fund (RLF) balance and summary of loans. Ms. Hathcock reported, BRADD has 16 active loans, and, in total has approved and closed on \$347,500 in COVID relief funding. This has provided for the retention of 316 jobs throughout the region. BRADD still has an available balance of \$45,000 of the COVID-19 loan fund. Ms. Hathcock encouraged the members to share this resource with any small business owners throughout the region who may need assistance due to COVID impacts. Chairman Thurmond further encouraged members to take advantage of this low interest rate opportunity for businesses in need.

- Broadband Feasibility Study

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed a Broadband Feasibility Study, RFP Release, is provided in the Council's packet as a DRAFT RFP for BRADD to issue. A legal notice would be sent to the newspaper by July 1 with proposals due by July 15, 2021. It would be the intent for the BRADD Policy and Review Committee to make any recommendations to the BRADD board by the July 28, 2021 meeting. The RFP approach is believed to be the most beneficial to all ten counties and will also provide individualized, specific county level profiles containing information relevant to the expansion and opportunities of broadband, and hopefully aid with future grant funding opportunities. Allocated funds from DLG CARES with EDA have been designated for the procurement of this proposal. Pending a provider selection, funds are available to cover the study.

Motion: Judge/Executive Joe Choate made a motion to approve the RFP process, as described, for the Broadband Feasibility Study. The motion was seconded by Ms. Dawn Devore. Motion carried. (See attached)

- **Aging**

Chairman Thurmond called on Ms. Alecia Johnson. Ms. Johnson provided an update of the aging program contracts received to date. Those included: FY 22 Title VII Elder Abuse and Ombudsman Services, FY 22 Medicare Improvements for Patients and Providers Act contact which includes MIPPA, SHIP, ADRC, AAA funds. Additionally, the FY 22 Title III contract including Title III B, C1, C2, D and E and FY 22 Nutrition Services Incentive Plan (NSIP). Ms. Johnson informed contracts are continuing to be received. The contract allocations are unknown at this time as the amounts listed are simply placeholder amounts due to the budget cycle.

6. **Personnel**

- **Aging**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton provided staffing updates for the Aging department including the staff resignation of Ms. Kayla Ertle as Waiver Case Manager. Due to current adequate staffing numbers for the waiver program this position will not be replaced at this time. Additionally, interviews are underway for the BRADD Aging Planner position.

- **Economic Development**

Further, Mr. Sexton informed the Economic Development Department has two full time temporary positions available. GIS Technician and Hazard Mitigation Analyst. Due to program funding the positions are being offered on a one-year temporary basis. Both positions have been posted internally with aims to be filled July 1, 2021.

- **Other**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton requested an amendment to his out of state travel. Mr. Sexton informed he serves on the Executive Committee for the Southeast Regional Directors Institute (SERDI) who will hold their fall planning session in person, November 3-5, 2021 in Florida.

Motion: Mayor Billy Phelps made a motion to approve the additional of out of state travel to the SERDI conference for Mr. Sexton. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.

7. **Other**

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton for various announcements and updates. Mr. Sexton informed the BRADD 53rd Annual Meeting is scheduled for Wednesday September 29, 2021 at Hidden Homestead in Edmonson County. Nominations for the annual Tim L. Carter and William H. Natcher awards are being accepted. The next Executive Council meeting will be held Wednesday July 28, 2021, in-person, at 11:00 am.

Lastly, Chairman Thurmond asked staff to be dismissed for consideration of Executive Director, Mr. Eric Sexton, annual performance review. Chairman Thurmond had previously emailed the Council members instructions asking them to complete a performance review of Mr. Sexton including salary recommendations. Chairman Thurmond thanked the members for their feedback and completion of Mr. Sextons review. Chairman Thurmond informed the Council recommended a salary range of two to seven percent increase. Based on the study of other Kentucky Area Development District Directors, it was decided Mr. Sextons salary was on the lower end comparatively. Members discussed salary ranges and unanimously decided on a five percent increase. Members commended Mr. Sexton for going above and beyond in the job performance duties and effective leadership capabilities.

Motion: Mayor Billy Phelps made a motion to approve a five percent increase to Executive Director Mr. Eric Sextons annual salary, based on his annual performance evaluation. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached).

8. Adjourn

Motion: With no further business to consider, Judge/Executive Wil Cannon made a motion to adjourn, and the motion was seconded by Mayor Micheal Bowe. Motion carried.

A handwritten signature in cursive script that reads "Steve Thurmond". The signature is written in black ink and is positioned above a horizontal line.

Signed, BRADD Chair