

**Minutes
BRADD Executive Council
Wednesday, April 28, 2021
In-Person/Virtual Zoom Meeting**

Regular Members in Attendance: Judge/Executive Wil Cannon, Judge/Executive Joe Choate, Ms. Dawn Devore, Mr. Gary Dillard, Judge/Executive Dennis Harper, 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, 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 virtually and in-person.

2. Approve Minutes

Chair Thurmond presented the March 24, 2021 Executive Council meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Judge/Executive Dennis Harper made a motion to approve the March 24, 2021 minutes. The motion was seconded by Judge/Executive Joe Choate. 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 three regional clearinghouse projects. Ms. Hathcock provided a description of the projects in the Council's packet. Applicant Holiday Inn Express is requesting funds to refinance existing debts on the hotel and complete the property improvement plan. Butler County Fiscal Court has a project request for generators to provide emergency electrical power at three different sites. The third applicant, Kentucky Department of Veterans Affairs, is requesting project funds for the construction of the Bowling Green Veterans skilled nursing facility. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mr. Gary Dillard made a motion to approve the three regional clearinghouse projects as presented; the motion was seconded by Judge/Executive Dennis Harper. 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 Judge/Executive Wil Cannon to approve Executive Director Mr. Eric Sexton's March timesheets as presented. The motion was seconded by Mayor Billy Phelps. Motion carried.

- **Quarter Three Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen reported a listing of all checks written and statements of credit card purchases for the quarter ending March 31, 2021 was previously sent for the Council's prior review. Ms. Nguyen asked the members if they had any questions about any of the amounts listed.

Motion: Judge/Executive Joe Choate made a motion to approve the quarter three accounts payable as presented. The motion was seconded by Mr. Gary Dillard. Motion carried. (See attached)

- **Quarter Three Financials**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed the Council packet contained the quarterly financial summary of the BRADD accounts based on the third quarter ending March 31, 2021. Ms. Nguyen's report included fund balances and year to date percentages for the following accounts: General, Economic Development, Revolving Loan Fund (RLF), Aging, Participant Directed Services (PDS), and Veterans Directed Services (VDS). Ms. Nguyen described the overall account revenue at 73 percent while total expenses at 72 percent. Both are near the 75 percentile benchmark goal for the third quarter. Ms. Nguyen informed the differences are a result of the additionally received funds for programs such as RLF CARES, DLG CARES Covid, etc. that were not factored into the original budget. A question was raised about the increased amount of carryover funds for the quarter end. Ms. Nguyen informed the larger amount of carryover funds was due to the additionally received funds throughout the year. For example the Revolving Loan Fund (RLF) received additional 250 thousand dollars of COVID funds used for the loan program. Ms. Nguyen further provided a balance sheet detailing the agencies total assets and liabilities including fund balance totals.

Motion: Mayor Billy Phelps made a motion to approve the quarter three financials as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

5. **Agreements and Contracts**

- **RLF Defederalization**

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Council their packet contained a resolution for the BRADD's Revolving Loan Fund (RLF) program to request release of federal interest in certain RLF awards. BRADD's RLF program is eligible for defederalization due to being established for more than seven years and remaining compliant with EDA disbursement terms and conditions. The RLF Committee recommends defederalization which will remove some requirements such as annual reporting and will provide more flexibility on loans while preventing recoupment of funds. Ms. Hathcock asked the Council to consider approval by authorization of the resolution.

Motion: Judge/Executive Dennis Harper made a motion to approve the authorization of the RLF Defederalization Resolution as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)

6. Personnel

- **Aging**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton provided staffing updates for the Aging department. Due to growth in the Waiver program, Ms. Kimberly Proctor was hired as Waiver Case Manager. The ADRC Coordinator, Ms. Jessica Boarman has resigned, the position is currently being advertised. The Assessor, Ms. Emily Phillips has resigned. The position is currently being advertised internally. Ms. Mikayla Iler has been hired as a temporary Aging Assistant to assist with opening new clients from COVID funding increases.

- **Other**

Further, Mr. Sexton informed the CED intern Cheyanne Johnson is graduating and her internship has ended. BRADD received a referral for a new intern, Mr. Drew Benningfield, who began April 22, 2021.

- **Other**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck informed he received three staff conflict of interest statements on recent new hires. Mr. Drew Benningfield, no disclosures. Ms. Mikayala Iler disclosed being a student and an additional internship placement. Ms. Kimberly Proctor disclosed additional employment. None of the disclosures appear to create conflicts.

Motion: Judge/Executive Dennis Harper made a motion to approve all three staff conflict of interest statements as presented. The motion was seconded by Mr. Gary Dillard. Motion carried.

7. Other

- **FY 2022 Annual Dues and Aging Contributions**

Chairman Thurmond called on Mr. Caleb Speck, Executive Assistant. Mr. Speck reported for information purposes the BRADD annual dues for fiscal year 2022 have been assessed. Mr. Speck informed he emailed a notice concerning the amounts to County and City Officials as well as the Clerks and finance Officers. Mr. Speck stated the notice is for preliminary budgetary planning purposes. The dues rate remains the same at 0.50 cents per capita and is based on the population from the State Data Center in Louisville. An official invoice will be sent in May with a July 31, 2021 due date. Further, Mr. Speck informed the BRADD aging donation amounts remain the same as previous years. A reminder was included in the dues notice. The invoices for the donations will be sent in June with an August 31, 2021 due date.

- **Roof Update**

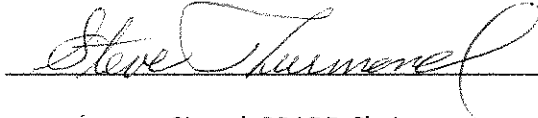
Chairman Thurmond called on Mr. Erick Roy. Mr. Roy informed the BRADD roof installation is complete. The final bill received an increase of \$4,000 above the estimate. This was primarily due to the number of additional boards that had to be replaced due to water damage. The increased remained within the approved budgeted amount.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton spoke about BRADD Board of Directors officer cycle. Mr. Sexton proposed postponing the officer rotation until January 2023. Mr. Sexton explained this would be helpful to align the officer rotation with the state election cycle to prevent the possibility of midterm turnover due to election results. Further, it would provide the current offices a full term of service due to the limited officer activity from the effects of the pandemic. Mr. Sexton asked for the members feedback. All were in agreement with the change request. Mr. Sexton informed a bylaws change would be presented for consideration next month. Mr. Sexton announced Mayor Scotty Turner's resignation as Mayor has left a vacancy on the Executive Council for Monroe County. Mr. Sexton will send a notice to the Monroe County Judge/Executive and City Mayors for appointment of a new member to the Council. Lastly, Mr. Sexton informed of a recent meeting with the City of Bowling Green. Mr. Sexton met with Mayor Alcott, Commissioner Sue Parrigin, and City Manager Jeff Meisel to discuss reengagement and participation with BRADD and annual dues. Mr. Sexton extended thanks to Mr. Dillard for his efforts in this matter.

8. Adjourn

Motion: With no further business to consider, Judge/Executive Joe Choate 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