

Minutes
BRADD Executive Council
Wednesday, December 16, 2020
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 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 October 27, 2020 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Judge/Executive Dennis Harper made a motion to approve the October 27, 2020 minutes. The motion was seconded by Mr. Gary Dillard. 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 three regional clearinghouse projects. Ms. Hathcock provided a description of the projects in the Council's packet. The first project is with the Allen County Water District for a new 500-gallon elevated water tank. The second project is for an emergency generator at the City of Scottsville's Water Treatment Plant, and the third project is with the City of Scottsville's wastewater collection system inflow and infiltration project for an aged sewer line. 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 three regional clearinghouse projects as presented; the motion was seconded by Mayor Mark Stratton. Motion carried. (See attached)

4. Financials

- **Review of Executive Directors Time Sheet**

Chairman Thurmond presented the October and November time sheets for Executive Director, Mr. Eric Sexton.

Motion: Mayor Billy Phelps made a motion to approve the October and November time sheets for Mr. Eric Sexton as presented. The motion was seconded by Mr. Gary Dillard. Motion Carried.

- **FY 2020 Audit**

Chairman Thurmond called on Mr. Lanny White, auditor of Carr, Riggs and Ingram. Mr. White provided a detailed summary of the BRADDs Fiscal Year 2020 financials. Mr. White informed the audit was completed using Government audit standards and resulted in an unmodified, clean opinion, as disclosed in the management letter. Mr. White presented the audit results on the shared zoom screen for the members to review. Mr. White provided a summary of the fund accounts with fund statements and graph depictions. Mr. White noted some account balances saw change over the year with all remaining at a healthy ending balance. A question was raised about COVID funding. Mr. White explained only a small percent of COVID funds were recorded in FY 20. Overall, there were no control or complinace findings resulting in a good report. BRADD has been deemed as a low risk auditee.

Motion: Mayor Mark Stratton made a motion to approve the FY 2020 audit as presented. The motion was seconded by Mayor Dewyane Hatcher. Motion carried. (see attacehd)

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. There are currently fifteen active loans representing \$272,500 of RLF investment with the retention of 294 jobs in the region. Ms. Hathcock informed the there is a current available COVID fund balance of \$50,000. Further, Ms. Hathcock reported the repayment of one loan since the last meeting. Chairman Thurmond was glad to see the funds actively at work for the region.

- **Other**

Chairman Thurmond called on Ms. Michelle Hines who provided an update on the Aging Department's request for proposals (RFPs). Ms. Hines informed the received bids were opened according to schedule on Tuesday December 15th. BRADD staff are currently completing technical review of those submitted. The Aging review committee will be asked to convene to consider the received proposals on January 7, 2020 at 10 am. The Committee is made up of the BRADD Policy and Review members.

6. Personnel

- **Budget and Personnel Committee Update**

Chairman Thurmond called on Judge/Executive Wil Cannon as Chairman of the Budget and Personnel Committee. Judge/Executive Cannon reported the Committee convened via Zoom, November 30, 2020 for the purpose of conducting interviews for the BRADD Deputy Director position. All five committee members, the BRADD Executive Director and the Board Chair were present. The committee interviewed two candidates, one internal and one external, and came to a unanimous decision.

The committee determined the requirements of KRS 147A.070, Section three have been met. The committee would like to recommend to the Executive Council that BRADD Associate Director of Aging, Michelle Hines, be appointed to the position of Deputy Director, effective January 1, 2021.

Motion: Judge/Executive Wil Cannon made a motion to appoint Michelle Hines to the position of Deputy Director of BRADD effective January 1, 2021. The motion was seconded by Mr. Gary Dillard. Motion carried.

- **Other**

Chairman Thurmond called on Mr. Eric Sexton for personnel updates. Mr. Sexton reported due to the continued growth in the aging department three new staff have been hired. In the PDS program Ms. Alexius Holder and internal candidate Ms. Kayla Ertle were hired. Kayla's ADRC Coordinator position was filled by external candidate Ms. Jessica Boarman. Additionally, an opening for Case Manager occurred and Mr. Christian Stanley was hired. Further, Mr. Sexton congratulated Ms. Michelle Hines on her appointment of Deputy Director and informed he Council he is naming Ms. Alecia Johnson, Assistant Aging Director, as interim Aging Director effective January 1, 2020.

7. **Other**

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported on the three new hires conflict of interest statements. Ms. Alexius Holder PDS Service Advisor, Ms. Jessica Boarman ADRC Coordinator, and Mr. Christian Stanley Case Manager. There were no disclosures on the statements. Mr. Speck recommend approval by the Council.

Motion: Mayor Mark Stratton made a motion to approve the three conflict of interest statements as presented. The motion was seconded by Mr. Gary Dillard. Motion carried.

- **Executive Director 2021 Out of State Travel**

Chairman Thurmond called on Mr. Caleb Speck, Mr. Speck presented the proposed out of state travel for the Executive Director. Mr. Speck informed the travel would be dependent upon the COVID 19 pandemic travel restrictions. A listing of the meetings was provided in the council packet and included those as attended in the past. The organizations represented included, NADO, SERDI, and NARC. Mr. Speck requested approval should said meetings occur, in person, in the coming year.

Motion: Mayor Billy Phelps made a motion to approve the 2021 out of state travel for Executive Director Eric Sexton. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (see attached)

- **2021 Board Meeting Calendar**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director. Mr. Sexton informed the Council's packet contained a list of the BRADD Board Meetings for 2021. The meetings follow the standard schedule of the fourth Wednesday unless otherwise specified. There will be no February or November meetings.

Motion: Mayor Scotty Turner made a motion to approve the 2021 Board Meeting Calendar. The motion was seconded by Mayor Dewayne Hatcher. Motion carried. (see attached)

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton provided various updates and announcements. Mr. Sexton welcomed Judge/Executive Joe Choate as a new Executive Council member representing Hart County. Mr. Sexton described a security breach the agency recently underwent. The state is requiring the Home and Community Based waiver program to conform to an electronic timesheet processing. During this transition, on November 30, 2020 BRADD received notification, from an employee, of an accidental breach of participants protected health information. Immediate action was taken with assistance of KACo insurance and their legal team to determine the best course of action. 283 participants information was shared through an accidental attachment to an email sent to 20 clients. Credit monitoring services will be in effect for all clients. BRADD staff is working to notify each client of the incident. Since the incident involved less than 500 participants, there is no mandatory state or federal disclosures to make; however this will be reported to the Federal Department of Health and Human Services as well as a verbal notification to the state. Mr. Sexton further described it was the Department for Medicaid's contractor, TELLUS, who provided the document containing the sensitive information, unencrypted and not password protected. BRADD would otherwise not have had such a document. Mr. Sexton informed he wanted to make the Council aware of the issues going on and the measures in place. Chairman Thurmond expressed the incident was discovered almost immediately upon happening and swift action was taken. Lastly, Mr. Sexton informed the next Executive Council meeting will be held January 27, 2020 at 11:00 am.

8. Adjourn

Motion: With no further business to consider, Mayor Mark Stratton made a motion to adjourn, and the motion was seconded by Mayor Billy Phelps. Motion carried.



Signed, BRADD Chair