

**Minutes  
BRADD Executive Council  
Wednesday, June 22, 2022  
BRADD Office Center**

Regular Members in Attendance: Mayor Michael Bowe, Judge/Executive Wil Cannon, Judge/Executive Joe Choate, Ms. Dawn Devore, Mayor Dwayne Hatcher, Chairman Steve Thurmond. (See attached sign-in sheet).

Staff in Attendance: Mr. Eric Sexton, Ms. Emily Hathcock, Ms. Alecia Johnson, and Mr. Caleb Speck.

**1. Call to Order**

The Executive Council meeting was called to order by BRADD Chairman Steve Thurmond. It was determined a quorum was present.

**2. Approve Minutes**

Chairman Thurmond reported the minutes from the May 25, 2022 Executive Council meeting were previously emailed to the members for prior review.

**Motion: Mayor Michael Bowe made a motion to approve the May 25, 2022 Executive Council minutes. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.**

**3. Review and Approval of Clearinghouse Projects**

Chairman Thurmond called on Ms. Emily Hathcock who presented nine regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. Ms. Hathcock informed the first project with the City of Bowling Green for security surveillance system upgrades. Simpson County Fiscal Courts project for physical security system purchase and install. City of Russellville's project for water system upgrade. A question was raised for the 90 day project completion, Ms. Hathcock informed this was the timeframe the applicant submitted but may not actually occur. Warren County Fiscal Court's project to purchase and install security equipment at the 911 dispatch center. The City of Franklin's project for security installation at the water treatment facility. South Logan Water Associations project for the Schochoh water tank painting and rehabilitation. East Logan Water Districts project for the Montgomery zone meter replacement project. The City of Cave City's Boys and Girls Club building renovation. And lastly, Todd County Water Districts water meter enhancement with cellular endpoints monitoring system. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

**Motion: Judge/Executive Joe Choate made a motion to approve the nine regional clearinghouse projects as presented; the motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)**

**4. Financials**

- **Review of Executive Director's Timesheets and Travel for May 2022**

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

**Motion: A motion was made by Mayor Dwayne Hatcher to approve the Executive Director May timesheets and travel forms as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.**

- **Other**

Chairman Thurmond called on Mr. Eric Sexton, who provided an update concerning the agency's Medicaid Waiver program. Mr. Sexton informed Appendix K provides Area Development Districts with the opportunity to provide salary enhancements for staff working directly in the waiver program. Mr. Sexton has collaborated with the other ADDs and their auditors to determine if they can take advantage of this funding opportunity. Additionally, Mr. Sexton recently engaged the BRADD auditor to get an opinion and they concur with the other ADDs auditors. It was determined a deferred account could be created to use the received funds for this purpose. The waiver program enhancements are available retroactively beginning January 1, 2022 until six months after the end of the federally declared pandemic. It would then be BRADDs responsibility to sustain any increases past this period. BRADD would develop a plan to be able to sustain the enhancements moving forward.

**Motion: Mayor Michael Bowe made a motion to approve signing the Appendix K Attestation to pursue the available funds. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.**

Further Mr. Sexton expressed appreciation to the Council for their approval of last month's budget for fiscal year 2023. Mr. Sexton reported the staff salary increases have been well received and staff have expressed much appreciation for this assistance amid the precarious times. Mr. Sexton remarked this effort was timely to further assist with retention efforts of the agency.

## **5. Agreements and Contracts**

- **Aging Program Contracts**

Chairman Thurmond called on Ms. Alecia Johnson who updated the Council on contracts received to date. For fiscal year 2023 BRADD has received the Functional Assessment Service Team (FAST), Homecare, State Ombudsman, Aging Disability Resource Center (ADRC), and Personal Care Attendant Program (PCAP) contracts. Further, Ms. Johnson informed the Butler County Senior Center relocation has been approved by DAIL. The Center has now opened in its new location and will hold an open house sometime in July.

- **JFA EDA CARES**

Chairman Thurmond called on Ms. Emily Hathcock, who informed the Joint Funding Agreement (JFA) CARES contract has been extended to December 2022. This will allow BRADD more time to expend these contract funds. BRADD was on target with its spending, which was originally due June 30, but the extension will be helpful due to the additional contract award related to COVID pandemic.



- **RLF Updates**

Chairman Thurmond called on Ms. Emily Hathcock, who informed there are currently eight active regular Revolving Loan Fund (RLF) loans representing \$392,500 of RLF investment, resulting in 15 created jobs and 50 retained jobs across the district. Ms. Hathcock informed there is currently a remaining fund balance of \$75,000. In the BRADD CARES RLF there are seven active loans that represent \$150,000 of RLF investment, and 41 jobs retained. Council members asked for an update about loanee, Painted Parlors repayment status. Ms. Hathcock informed them they were able to make one months payment and now BRADD is awaiting another payment due to insufficient funds from the ACH payment. Ms. Hathcock informed this is a more high risk loan as there is no collateral, the only option is a UCC lien on the loan as lender of last resort. In another inquiry about the program, Judge Cannon asked if the interest rates would be re-evaluated. Ms. Hathcock informed the Economic Development Authority's (EDA) current rate of 2.44 percent interest rate will expire on June 30, 2022. A new increased rate will be established effective July 1, 2022 as set by EDA. Further, the six-month deferral and other reporting requirements will end as part of the lifting of COVID leniencies. Back to the Painted Parlor loan members inquired of the next steps taken for acts of non-payment. Ms. Hathcock informed them they would have the option to engage legal assistance to file a civil suit or to write the loan off. Mr. Sexton informed BRADD would present a financial cost summary to the Council before engaging in the next step. The original loan amount was for \$15,000. A small portion has been paid. Chairman Thurmond suggested looking into writing the loan off for best recordkeeping and pursuing any possible future collection. In a separate item, Ms. Hathcock informed the regular RLF loan program has a new application for consideration. Sims Studios and Art Shop in Horse Cave is requesting a \$50,000 loan to purchase the current building which they have been leasing since 2016. The building is selling for \$65,000. The buyer will hold the first mortgage on the building. Ms. Hathcock informed the RLF committee met and recommends the loan for approval. A loan summary was provided in the Council's packet.

**Motion: Judge/Executive Wil Cannon made a motion to approve the Sims Studios and Art Shop regular RLF Loan of \$50,000. The motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)**

## **6. Personnel**

- **Aging**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director for all departmental personnel updates. Mr. Sexton reported the Aging department is now fully staffed with the most recent hire of Kevin Nguyen, as Waiver Case Manager.

- **Finance**

Mr. Sexton informed the finance department is busy with closing the year and preparing for the new fiscal year. Additionally, the transfer to the new Mainsl software for the waiver program is underway. Mr. Sexton informed he is monitoring the personnel needs in finance during this transition to determine if additional finance staff will be needed.

- **Economic Development**

Mr. Sexton informed BRADD has hired Ms. Haley Penrod as the new Public Administration Specialist.

7. **Other**

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported two staff conflict of interest statements for Mr. Kevin Nguyen and Ms. Haley Penrod. There are no apparent conflicts.

**Motion: Mayor Dwayne Hatcher made a motion to approve the two staff conflict of interests as presented. The motion was seconded by Ms. Dwan Devore. Motion carried.**

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton reported last week BRADD hosted an equity training for all board members and a regional broadband symposium. The ten county-level feasibility studies were released at the symposium which includes technical data that will require further training on how to implement. The overall goal is to bring elected officials and service providers together to plan for and better serve the unserved areas of the region. This broadband expansion initiative is an opportunity to use once in a lifetime federal funds that will last for generations. Much discussion ensued concerning specifics about local broadband expansion. Mr. Sexton informed the next Executive Council meeting would be held Wednesday, July 27, 2022.

8. **Adjourn**

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



Signed, BRADD Chair