

**Minutes
BRADD Executive Council
Wednesday, May 25, 2022
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Wil Cannon, Judge/Executive Joe Choate, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Chairman Steve Thurmond. (See attached sign-in sheet).

Virtual Members in attendance: Mayor Michael Bowe

Staff in Attendance: Mr. Eric Sexton, Ms. Amy Carroll, Ms. Hong Nguyen, Ms. Michelle Hines, Ms. Emily Hathcock, Ms. Alecia Johnson, Mr. Erick Roy 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 April 27, 2022 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Dwayne Hatcher made a motion to approve the April 27, 2022 Executive Council minutes. The motion was seconded by Judge/Executive Dennis Harper. 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 is with the City of Edmonton for an asphalt walking trail at the Edmonton Memorial Park. A project with the KY Department of Fish and Wildlife for access sites maintenance needs. The City of Bowling Green's Surveillance system upgrades. Two projects with Bowling Green Municipalities for service line identification. The City of Glasgow for the Police Department repeater installation. The City of Tompkinsville's project for improvements to Veterans Park. South Logan Water Associations project for the water office and southern bypass extension. 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 April 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 Judge/Executive Dennis Harper to approve the Executive Director April timesheets and travel forms as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **FY 23 Budget**

Chairman Thurmond called on Mr. Eric Sexton, who presented the Council with the fiscal year 2023 BRADD staff salary schedule. Mr. Sexton excused all staff from this portion of the meeting. Mr. Sexton presented the salary schedule to the members. Mr. Sexton spoke on the regional and state trends for cost-of-living adjustments and the need for BRADD to remain as competitive as the budget will allow for salary enhancements. A hybrid schedule with a base percentage cost of living adjustment and an average percentage of performance based on recent evaluations was approved and accepted by the members. Members expressed a desire to revisit the salary schedule after the 1st quarter of the fiscal year to determine if any further action may be necessary compared to budgetary provisions.

Motion: Judge/Executive Wil Cannon made a motion to approve the FY 23 Salary Schedule as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

Chairman Thurmond then asked Mr. Sexton to exit the meeting for review and consideration of the Executive Directors annual evaluation. Chairman Thurmond previously asked all Council members to complete an annual evaluation concerning Mr. Sexton. Chairman Thurmond presented a summary of the evaluations. Chairman Thurmond informed after review of the budget a suggested salary range of five to seven percent was recommended. Mr. Sexton had expressed the desire for his salary to remain on the conservative side of the staff enhancements. Members discussed salary ranges and unanimously decided on an eight percent in effort to remain similar with the other staff performance and cost of living increases. Members voiced the desire to keep the Executive Director salary competitive with the current market and to reward a continued job well done.

Motion: Mayor Michael Bowe made a motion to approve an eight percent salary increase for the Executive Director for FY 23. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

Chairman Thurmond invited all staff to return to the meeting. Chairman Thurmond called on Ms. Hong Nguyen who provided a summary the BRADD fiscal year 2023 detailed budget. In revenue, Ms. Nguyen informed federal funds include \$2.4 million, state funds \$8.2 million and local funds of \$669 thousand for a total revenue of \$11.4 million. Projected expenditures consist of personnel at \$2.5 million, travel and training at \$75 thousand, direct other \$333 thousand, indirect at \$615 thousand and program services at \$7.7 million for a total expenditure of \$11.3 million. The Council's packet contained a specific breakdown of the expenses and revenues using the BRADD programs grant numbers and descriptions for each each of the received funds and outgoing expenses. Ms. Nguyen informed each fund must be justified if over or under in any category. Further, changes could always occur to the total budget if new grants are received. Ms. Nguyen asked the Council for any questions.

Motion: Judge/Executive Dennis Harper made a motion to approve the FY 23 budget as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **FY 23 Cost Allocation Plan**

Chairman Thurmond called on Ms. Hong Nguyen who presented the FY 23 Cost Allocation Plan. Ms. Nguyen informed a copy of the plan was emailed to the Council for prior review. Ms. Nguyen provided hard copies as well as an electronic copy on the meeting room screen. Ms. Nguyen informed once approved, the document would be posted on the BRADD website for public review and access. Ms. Nguyen described, the plan consists of the BRADD accounts and financial rules and regulations for fiscal management responsibility for the approximately 50 differing BRADD grant programs. This plan is used as a measure to ensure efficient and equitable management with funds in the distribution of costs. Ms. Nguyen stated, according to the practices, financial information is presented quarterly to the Executive Council with any updates as needed. Ms. Nguyen described the rules for separation of duties of which the Finance staff follow. The plan further details the direct and indirect cost associations for the agency.

Motion: Judge/Executive Joe Choate made a motion to approve the FY 23 Cost Allocation Plan. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

5. Agreements and Contracts

- **Aging Program Contracts**

Chairman Thurmond called on Ms. Amy Carroll who reported for informational purposes the need to transfer funds. BRADD has unexpended American Rescue Plan Act (ARPA) aging program funding. Approximately \$118 thousand of the funds will be moved to state funds. This is being done due to the states allowance of ARPA funds to be extended through 2024. Ms. Carroll explained this transfer would benefit the aging departments meals program. Further, Ms. Alecia Johnson informed the Department for Aging and Independent Living (DAIL) is in progress of sending FY 2023 contracts. To date, BRADD has received, reviewed, and signed contracts for MIPPA, NSIP, SHIP, Title III and Title VII. Allocations have not yet been received.

- **Butler County Senior Center**

Chairman Thurmond called on Ms. Alecia Johnson who informed BRADD received a letter from Community Action of Southern Kentucky requesting a relocation of the Butler County Senior Center in Morgantown, KY. A copy of the letter was provided in the Council packet. The current location is at 110 N Warren St., the new location is less than 100 yards from the current at 104 N Warren St. The new location gives seniors more space to continue and expand services to the residents in the community. Community Action is aware of the requirements for relocation and are working towards meeting those. The facility is ADA compliant and has been inspected by the Fire Marshall. Upon final completion of the checklist, the information will be sent to DAIL for approval. They plan to relocate by June 13, 2022 pending BRADD and DAIL approval. Ms. Johnson requested approval to relocate the Center pending all documentation is submitted by Community Action.

Motion: Judge/Executive Wil Cannon made a motion to approve the relocation of the Butler County Senior Center. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Other**

Chairman Thurmond called on Ms. Emily Hathcock who informed the Council their packet contained a copy of a resolution which would authorize BRADD to enter into an agreement with the KY Office of Homeland Security for funding to develop community emergency response teams. Ms. Hathcock informed as learned through the recent county planning meetings, the need for these once active teams, is desired. This program would allow \$150 thousand for training classes, supplies, and provide a certified coordinator. Ms. Hathcock stated the standard resolution would provide authorization to apply of these program funds.

Motion: Judge/Executive Wil Cannon made a motion to approve a Resolution to enter into agreement with the Kentucky Office of Homeland Security. The motion was seconded by Mayor Dwayne Hatcher. 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 Waiver department has hired a new Case Manager, Mr. Kevin Nguyen who will begin employment effective June 1, 2022. This hire is replacing current staff Brooke Edwards who is resigning effective June 17, 2022.

- **Finance**

Mr. Sexton informed, BRADD has hired Mr. Trevor Fields as a temporary Receptionist/Finance Assistant. Further, Mr. Zach Korte, Staff Accountant, has recently assumed the duties of Ms. Holley Scott and was given a salary increase of \$1,000 for his assignment of additional duties.

- **Economic Development**

Mr. Sexton informed BRADD has hired Mr. Austin Sims as the new Regional Transportation Planner and Mr. Matt Pedigo as the new Community Development Specialist. Ms. Mary Adams replacement has been hired, Ms. Haley Penrod, and will begin effective June 1, 2022 as the Public Administration Specialist. She will train with Mary until her departure in July.

7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported four staff conflict of interest statements for Mr. Austin Sims, Mr. Matt Pedigo, Mr. Trevor Fields, and intern Ms. Brooklynne Messer. There are no apparent conflicts.

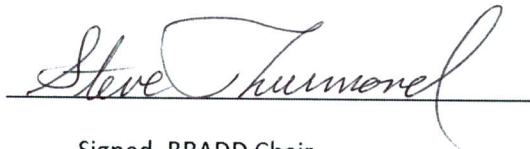
Motion: Judge/Executive Dennis Harper made a motion to approve the four staff conflict of interests as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton informed BRADD will host a Board Member Equity Lunch and Learn training opportunity on June 13, 2022, both virtual by zoom, and in person at the BRADD Office. Mr. Sexton encouraged the members to attend to help satisfy the DAIL contract training requirement. Additionally, BRADD is hosting a Broadband Symposium on June 16, 2022 at the Corvette Museum. The next Executive Council meeting will be held Wednesday, June 22, 2022.

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