

**Minutes
BRADD Executive Council
Wednesday, April 27, 2022
BRADD Office Center**

Regular Members in Attendance: Mayor Michael Bowe, Judge/Executive Joe Choate, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mayor Billy Phelps, Chairman Steve Thurmond. (See attached sign-in sheet).

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 March 23, 2022 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Billy Phelps made a motion to approve the March 23, 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 four regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. Ms. Hathcock informed the first project was for the City of Park City for improvements to Bells Tavern Park. The second project is with the Tennessee Valley Authority for Logan County Solar Projects agreement to purchase power. The third project is with the City of Bowling Green for the construction of a fire station at the Kentucky Transpark. The final project was with the City of Auburn for a water system upgrades. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Judge/Executive Dennis Harper made a motion to approve the four regional clearinghouse projects 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 March 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 Dwyane Hatcher to approve the Executive Director March timesheets and travel forms as presented. The motion was seconded by Mayor Michael Bowe. Motion carried.

- **Quarter Three Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed a copy of all BRADD checks written for quarter three period ending March 31, 2022 were provided for prior review of the Council. Ms. Nguyen informed accounts payable expenditures were similar of the previous quarter. Ms. Nguyen also provided copies of the quarterly credit card statements for prior review. The majority of amounts listed were related to Aging program expense.

Motion: Mr. Gary Dillard made a motion to approve the FY 22 Quarter Three Accounts Payable as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **Quarter Three Financials**

Chairman Thurmond called on Ms. Hong Nguyen who presented the FY 22 quarter three financials. Ms. Nguyen informed the Council's packeted contained a summary page of the BRADD accounts. Within the presentation Ms. Nguyen noted the need for a revised budget to reflect the actual funding amounts received. Ms. Nguyen informed the total revenue adjustment of \$400 thousand from the original \$11 million budget to \$11.4 million. The revenue increase is related to the Aging programs American Plan Rescue Act (ARPA) funds.

Motion: Mayor Michael Bowe made a motion to approve the FY 22 Budget amendment to included additionally received funds. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

Ms. Nguyen continued the financials presentation and informed the members BRADD has met the 75% benchmark for quarter three in both total revenue and total expenditures. A bylines summary was provided in addition to the balance sheet which represented total assets of \$4.4 million and total liabilities of \$1 million creating a total fund balance of \$3.3 million. Ms. Nguyen provided a break down of each of the BRADD accounts including General fund, Economic Development, Revolving Loan Fund, Aging, Participant Directed Services, and Veterans Directed Services. Mr. Sexton noted carryover funds in Economic Development fund account were related to an unexpected increase from KYTC for transit planning. Additionally, the Economic Development Authority (EDA) DLG CARES funds for ADDs were granted a six-month extension into FY 23. Mayor Bowe asked about line seven program expense change. Ms. Nguyen explained the amount was related to the Broadband Feasibility study with the CARES funds.

Motion: Judge/Executive Joe Choate made a motion to approve the FY 22 Quarter Three Financials as presented. The motion was seconded by Mayor Billy Phelps. Motion Carried. (See attached)

- **Banking Services**

Chairman Thurmond called on Ms. Amy Carroll who informed BRADD currently has a three year banking services agreement with Independence Bank. The term is ending. Amy reports staff are satisfied with services provided by

Independence Bank. She reported they will continue to operate without changes with the no fee agreement. They will also continue to sponsor a portion of the BRADD Annual Meeting. Members supported continuing another three-year term with Independence Bank.

Motion: Mayor Billy Phelps made a motion to approve the three-year Banking Services Agreement with Independence Bank. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

5. Agreements and Contracts

- **RLF**

Chairman Thurmond called on Ms. Emily Hathcock who informed the Council the packet contained a proposed loan restructure for Revolving Loan Fund loanee, The Painter Parlor. The original loan of \$15,000 was entered into agreement on February 9, 2021. Three payments have been received. The restructure is believed to alleviate repayment hardship. A member asked if the entity would actually make payments with the restructure or if this was an effort to prolong the situation. Mr. Sexton informed several contacts have been made with the entity due to failure of payment. Mr. Sexton informed he most recently met with the loanee, and this would be the last effort of the RLF program to assist with restructure.

Motion: Mayor Billy Phelps made a motion to approve the RLF loan restructure for The Painted Parlor. The motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)

- **KIA**

Chairman Thurmond called on Ms. Emily Hathcock who reported, for information purposes, the Kentucky Infrastructure Authority (KIA) proposed contract for Fiscal Year 2023 has been received. Ms. Hathcock informed there were only slight changes with the contracts scope of work but otherwise similar to previous contracts.

6. Personnel

- **Aging**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director for all departmental personnel updates. Mr. Sexton reported the part time receptionist, Jenna Simmons was hired as full time Case Manager and will transition out of the Receptionist role completely once a replacement is found. Mr. Sexton informed of a received notice of an upcoming Xavier Case Manager Position, to leave BRADD for licensing credential in a master's program.

- **Economic Development**

Mr. Sexton informed employee Nate Heisler's last day was effective April 26, 2022. Additionally, Ms. Mary Adams tendered her resignation as Public Administrative Specialist effective July 31, 2022 in pursuit of higher education.

Mr. Sexton commended Ms. Adams for providing an extended notice. Mr. Sexton informed positions have been posted to begin filling these vacancies.

- **Finance**

Mr. Sexton informed, BRADD is seeking applicants for a part-time Receptionist position due to current staff, Jenna Simmons, transitioning to full time Case Management position.

7. Other

- **FY 23 Annual Dues and Aging Contributions**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck informed the BRADD annual dues have been assessed for Fiscal Year 2023. Dues are assessed on population data for each county/city. This year's data was based on the 2020 Census results. The dues rate continues to be based on 0.50 cents per capita. Similarly, Mr. Speck reported the FY 2023 aging donation amounts will remain the same as years past. A budgetary planning notice for both will be sent in May with invoices to follow. The annual dues will be due July 31, 2022 and the aging donations will be due August 31, 2022.

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported one part time intern conflict of interest statements for Mr. Ethan Bates. Mr. Bates disclosed he is a WKU student. There are no apparent conflicts.

Motion: Judge/Executive Dennis Harper made a motion to approve the one staff conflict of interests as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton informed he recently attended the Bowling Green City Commission and was given the opportunity to speak about the Hazard Mitigation Plan and County Strategic Plan. The city adopted the plan Hazard Mitigation Plan. He received compliments for the work completed. Mr. Sexton encouraged members to attend the next Executive Council meeting on May 25, 2022, for the FY 23 budget presentation.

8. Adjourn

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



Signed, BRADD Chair