

**Minutes  
BRADD Executive Council  
Wednesday, March 23, 2022  
BRADD Office Center**

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

Staff in Attendance: Mr. Eric Sexton, Ms. Amy Carroll, Ms. Michelle Hines, 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 January 26, 2022 Executive Council meeting were previously emailed to the members for prior review.

**Motion: Mayor Billy Phelps made a motion to approve the January 26, 2022 Executive Council minutes. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.**

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

Chairman Thurmond called on Ms. Emily Hathcock who presented eight regional clearinghouse projects. Ms. Hathcock informed the Council's packet contained a description of all projects. Ms. Hathcock informed three of the projects were related to airport improvements, for the Glasgow, Tompkinsville and Russellville Airports. One project consisted of expansion of acreage to the Allen Springs industrial Park. The Kentucky Housing Corporation funds will allow Community Ventures Corporation to acquire, rehab, and sell five homes. A Project with Caveland Environmental Authority for expansion of the Horse Cave Water Reclamation Facility. Warren County Parks and Recreations project to upgrade a gravel trail to asphalt. Lastly, the Warren County Fiscal Courts project to add a playground to the Michael O. Buchanon Park. 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 eight regional clearinghouse projects as presented; the motion was seconded by Mayor Mark Stratton. Motion carried. (See attached)**

**4. Financials**

- **Review of Executive Director's Timesheets and Travel for January and February 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 Mark Stratton to approve the Executive Director December timesheets and travel forms as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.**

- **Audit RFP**

Chairman Thurmond called on Mr. Gary Dillard. Mr. Dillard informed the Budget and Personnel Committee recently met on March 7, 2022 to review the request for proposal for the financial and compliance audits for the year ending June 30, 2022, with four possible one year extensions. The only proposal received was from Carr, Riggs and Ingram who is the current auditor. After review and consideration of the proposal, Mr. Dillard informed the committee recommends approving Carr, Riggs, and Ingram to perform the audit for the years ending June 30, 2022 through June 30, 2026. Mr. Sexton informed the Council's packet contains a cover letter and price sheet from the audit proposal. The rates submitted were less than those of the most recent state audit. Mr. Sexton informed inflation rates were applied for each of the extension year audits.

**Motion: Mr. Gary Dillard made a motion to approve the Audit Request for Proposal received from CRI. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)**

## **5. Agreements and Contracts**

- **Aging Review Committee**

Chairman Thurmond called on Ms. Alecia Johnson. Ms. Johnson informed the Aging Services Review Committee met on March 9, 2022 to review and make recommendations for the aging transportation services proposal. The Aging Council met on March 16, 2022 to review the recommendations from the Aging Services Review Committee. Community Action of Southern KY (CASKY) was the only proposal received for transportation services. CASKY is the current transportation provider. It was recommended by the review committee that the proposal be accepted. Ms. Johnson informed the Councils packets contained a summary report of the Committees decision along with a unit cost comparison for FY 23, 24, and 25 service years.

**Motion: Mayor Dwayne Hatcher made a motion to approve the Aging Review Committee's recommendations accepting Community Action of Southern Kentucky as the transportation services provider. The motion was seconded by Mayor Mark Stratton. Motion carried. (See attached)**

- **Mains'L Contract Update**

Chairman Thurmond called on Ms. Alecia Johnson. Ms. Johnson informed BRADD has entered into a contract agreement with Mains'L software provider for the wavier program. This system will satisfy the electronic visit verification federal requirement. The new system will take affect with the first payroll in July 2022. Ms. Johnson informed the more efficient system will serve to track and record program and participant requirements, efficiently manage the timesheet and payroll processing and reduce staff stress and workload.



- **RLF Loan Update**

Chairman Thurmond called on Ms. Emily Hathcock, who informed the regular BRADD Revolving Loan Fund has been officially defederalized. The funds have completely revolved which makes them eligible for defederalization. This will reduce the amount of federal requirements associated with the funds. Ms. Hathcock further informed the Council's packet contained an updated status of the Regular and CARES Revolving Loan Funds status. There is currently \$75 thousand available to lend in the regular RLF funds and \$69 thousand in the CARES funds. There are eight active regular loans and 11 active CARES loans. Chairman Thurmond asked the repayment status of the loans. Ms. Hathcock informed all payments are current except one. Mayor Stratton asked the process for delinquent loans, Ms. Hathcock informed notices and warnings are issued then legal action follows.

- **ARC**

Chairman Thurmond called on Mr. Eric Sexton who informed the Appalachian Regional Commission (ARC) contract for calendar year 2022 has been received and is fully executed for an annual total of \$69,772. Mr. Sexton explained the usual dollar for dollar match formula has changed due to the federally required amount. Now the State amount is only matched at the minimum requirement of 25 percent. Judge Harper asked which BRADD counties were ARC, Mr. Sexton informed Hart, Edmonson, Metcalfe and Monroe.

## **6. Personnel**

- **Aging**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director for all departmental personnel updates. Mr. Sexton reported Mrs. Tamara Prather, Aging Planner, has resigned from her position. The position will be replaced internally by Mrs. Hollie Smith creating a vacancy for her position as Case Manager. Ms. Mercedes Smith has been hired as part time Aging MIPPA Assistant, she is currently a WKU student.

- **Finance**

Fiscal Manager Mrs. Holley Scott announced her resignation with two months' notice, for a departure in May. Her position will be assessed to determine the need of replacement due to the new Mains'L system operations.

- **Economic Development**

Mrs. Katie Ford resigned from her position as Grants Coordinator in February, the job is currently being restructured to determine how best to fill. Mrs. Kaycee Bunch resigned as the Resiliency Planner. This was a temporary position due to funding source being a two-year grant. Mr. Sexton informed the department is seeking one or two internship possibilities.

Further Mr. Sexton informed the May Executive Council meeting would consist of a budget review. With the current changes in workforce, Mr. Sexton informed considerations would be needed with the budget in efforts to retain employees. Members expressed agreement and spoke about various employee retention challenges.

## 7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported two staff conflict of interest statements. One statement was from AmeriCorps intern Shelby Robertson, disclosed being a WKU student, no apparent conflicts. Mr. Speck informed Ms. Robertson is a paid by AmeriCorps but is required to follow the BRADD personal policies and procedural requirements when working with the BRADD. Ms. Mercedes Smith, Part Time MIPPA Assistant, also disclosed being a WKU student. No conflicts.

**Motion: Judge/Executive Wil Cannon made a motion to approve the two 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 a resolution would be presented to the full board concerning the Hazard Mitigation Plan. Mr. Sexton commended the work of the Economic Development staff in their efforts with Hazard Mitigation and CEDS to complete regional planning necessary for development for the next five years. BRADD staff have created websites containing information collected during this planning process. Lastly, Mr. Sexton informed the April BRADD Board of Directors meeting will be the annual Legislative Luncheon to be held in Butler County at the Morgantown Community Church Building.

## 8. Adjourn

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



Signed, BRADD Chair