

Minutes
Special Called BRADD Executive Council
Wednesday, November 17, 2021
BRADD Office Center

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

Staff in Attendance: Mr. Eric Sexton, Ms. Amy Carroll, Ms. Michelle Hines, 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 in-person.

2. Approve Minutes

Chair Thurmond requested to amend the agenda as the August 24, 2021 minutes had previously been approved. Chairman requested the special called Executive Council minutes from the September 1, 2021 meeting be considered instead. Chairman Thurmond noted the minutes were provided in the Councils packet.

Motion: Mayor Mark Stratton made a motion to approve amending the November 17, 2021 meeting agenda to replace the August 24, 2021 minutes with the September 1, 2021 special called Executive Council minutes. The motion was seconded by Mr. Gary Dillard. Motion Carried.

Chairman Thurmond presented the September 1, 2021 special called Executive Council minutes for approval. Mr. Chairman noted a printed copy of the minutes was provided in the Council's packet for review.

Motion: Judge/Executive Dennis Harper made a motion to approve the September 1, 2021 minutes. The motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)

3. Review and Approval of Clearinghouse Project

Chairman Thurmond called on Mr. Eric Sexton to present 14 regional clearinghouse projects. Mr. Sexton informed a description of each project is provided in the Council's packet. Mr. Sexton informed the project listing is longer due to the coverage span from September until present. Projects included: The City of Park City sidewalks along Blakeman St. and Bardstown Road. Sewer System upgrade for the City of Lewisburg. The City of Bowling Green's projects include, Creekwood Greenway extension, and College St. pedestrian bridge, sidewalk on East 5th Ave., affordable housing five duplex units. Main St. sidewalk improvement for the City of Horse Cave. Buchanan Park trail paving for Warren County Fiscal Court. City of Glasgow sidewalk installation on Trojan Way, Park View Drive. City of Franklin sidewalk improvement project at Garvin Pointe Apartments. City of Russellville sidewalk replacement on 2nd St. and water tank at the City Park. Pedestrian improvement for the City of Auburn's Park. Sidewalk replacement around the City of Edmonton's square. Mr. Sexton informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mayor Michael Bowe made a motion to approve the 14 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 August, September and October 2021**

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

Motion: A motion was made by Mayor Billy Phelps to approve the Executive Director August, September and October timesheets and travel forms as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Quarter One Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen reported a listing of all checks written and statements of credit card purchases for the first quarter ending October 30, 2021. The information was previously sent for the Council's prior review. Ms. Nguyen displayed a copy of the report on the meeting room screen. Ms. Nguyen provided an explanation of expenses incurred from each of the BRADD operating accounts. Ms. Nguyen explained the staff issued credit cards are primarily used for purchasing client, office supplies and booking meetings and conferences. An approval process is required for all purchases and the final statement is reviewed by the Executive Director. Ms. Nguyen asked the members for any questions on quarter one purchases.

Motion: Mr. Gary Dillard made a motion to approve the quarter one accounts payable as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.

- **Quarter One Financials**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen informed the Council packet contained the quarterly financial summary of the BRADD accounts based on the first quarter ending October 30, 2021. Ms. Nguyen presented an overview of each of the BRADD accounts including the year-to-date total revenue and expense. Additionally, Ms. Nguyen provided a year-to-date benchmark percentage for the first quarter. Overall, Ms. Nguyen reports BRADD is near the target 25 percentile benchmark with 26 percent in total revenue representing approximately 2.8 million and 25 percent of total expenditures representing approximately 2.7 million. Ms. Nguyen further provided a balance sheet summarizing the total assets, liabilities and fund balances for the beginning of the quarter. Ms. Nguyen asked if there were any questions.

Motion: Mr. Gary Dillard made a motion to approve the quarter one financials as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)

5. Agreements and Contracts

- **Aging RFP Schedule**

Chairman Thurmond called on Ms. Michelle Hines. Ms. Hines reported the Aging Departments Requests for proposals for in-home services, transportation, Senior Center services, hot meals, and frozen/shelf stable meals were made available effective November 2, 2021. Proposals requested are for Fiscal Years 2023 - 2025. Applicants may pick up an application at the BRADD Office until the proposal due date of December 14, 2021 at 2:00 pm. Proposals will be reviewed by the BRADD Policy and Review Committee on January 7, 2022 and with the Aging Council on January 14, 2022. After review, a final recommendation will be made to the BRADD Board of Directors at the January 26, 2022 meeting. Ms. Hines asked members to please review the RFP schedule as provided in the Council packet.

Motion: Judge/Executive Wil Cannon made a motion to approve the FY 23 Aging Request for Proposals Schedule as presented. Judge/Executive Joe Choate seconded the motion. Motion carried. (See attached)

- **Aging Provider Update**

Chairman Thurmond called on Ms. Michelle Hines. For informational purposes, Ms. Hines reported Aging Service Provider GA Foods rate increase went into effect September 1, 2021. Ms. Hines informed there have been no issues or concerns since the adjustment was made. The transition of in-home services from Help at Home to Comfort Keepers and Caring with a Smile took place in October. Overall, the transition went well, and any oversights or concerns were addressed promptly. The national and statewide caregiver staff shortage continues to be a concern for this program. Ms. Hines informed BRADD continues to work closely with both providers to meet the needs of the clients served.

- **MIPPA/NSIP**

Chairman Thurmond called on Ms. Michelle Hines who reported BRADD has received two Aging Services contracts which will begin in Fiscal Year 2022. The Nutrition Services Incentive Program (NSIP) contract began in September and the Medicare Improvements for Patients and Providers Act (MIPPA) began in October.

6. **Personnel**

- **Finance**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director for personnel updates. Mr. Sexton reported the receptionist's resignation created a recent vacancy. Former receptionist Ms. Kathy Dismon returned to fill in until a replacement could be found. Two part time Receptionist/Administrative Assistants were hired, Ms. Dismon and Ms. Jenna Simmons. BRADD Fiscal Manager Ms. Suzanne Allison is retiring in December. Staff Holley Scott was promoted to fill the Fiscal Manager position and is currently in a trainee role. This resulted in the need for an entry level Staff Accountant position. Interviews will finish this week with an expectation to fill as soon as possible.

- **Aging**

Mr. Sexton reported a Waiver Case Manager resignation created a vacancy; Ms. Lydia Newton has been hired beginning December 1, 2021. Mr. Sexton explained an EVV Assistant position is needed to assist the Waiver Case Manager with the new timesheet processing requirement for electronic timesheet submission. Due to the nature of the highly regulated and recoupable programs this position will assist with this transition. This position should be temporary and may begin by December 1.

- **Economic Development**

Further, Mr. Sexton informed due to the resignation of the Water Planner, the position was advertised, and current CED intern Morgan Hershey has been offered the job beginning December 13, 2021.

7. **Other**

- **Title VI**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported the BRADD complies with the KY Office of Civil Rights in their requirements of an agency Title VI Plan in accordance with the Title VI of the Civil Rights Act of 1964 non-discrimination statute. The BRADD Title VI Plan is reviewed and updated annually by BRADD staff in coordination with the Office of Civil Rights staff. Minor updates were completed, including complaint reporting procedures, with accordance to the states review guidelines. Mr. Speck informed an updated copy of the BRADD Title VI Plan was emailed to the members for prior review. Mr. Speck asked for any questions.

Motion: Mayor Billy Phelps made a motion to approve the 2021 annual Title VI update as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck informed a conflict-of-interest statement was received from Aging Intern, Tess Allen, CED Intern Morgan Hershey, Ameri-Core Intern Lauren Biggs, Waiver Case Manager Emma Steen. Disclosures only contained additional outside employment which does not appear to create a conflict of interest with the work of BRADD.

Motion: Judge/Executive Wil Cannon made a motion to approve the four conflict of interest statements as presented. The motion was seconded by Mayor Dewayne Hatcher. Motion carried.

- **CEDS Resolution**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed an email link of the annual Community and Economic Development Strategy (CEDS) update was sent prior to the meeting. A printed copy was made available at the meeting. Mr. Sexton noted updates of particular interest to the members concerning regional

industrial infrastructure investment, FEMA projects, and ARPA Allocations. Mr. Sexton explained in efforts to comply with the Economic Development Administration's deadline, a resolution is needed to be passed certifying the annual CEDS update. Mr. Sexton provided a copy of the resolution is in the Council's packet.

Motion: Judge/Executive Dennis Harper made a motion to approve the CEDS annual update Resolution as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

- **RLF Resolution**

Chairman Thurmond called on Mr. Eric Sexton who reported the need of a re-issued resolution to the one previously submitted in June. This is in efforts to complete the defederalization for the original BRADD Revolving Loan Fund program. This will reduce reporting compliacne for the loan prgoram. The Econcomic Development Authority desired additional language to be added to the orignally submitted version. Mr. Sexton informed todays resolution would authorize this process. Mr. Sexton informed the Councils packet contained a copy of the proposed resolution.

Motion: Mayor Michael Bowe made a motion to apprve the RLF defederalization Resolution as presetned. The motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attacehd)

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton, who reported on facility improvements including enclosing a doorway to allow more space in the server room and filling in a partial doorway in Mr. Sextons office. Mr. Sexton reported the BRADD FY 21 audit is still underway with the State Auditors. The audit should be finished next week. Mr. Sexton informed the Auditors had difficulty understanding the ADD's operations as this their first-time auditing ADDs. Mr. Sexton expressed thanks to the Finance Department for their hard work during this time.

Mr. Sexton asked the Council to consider approving three additional days of holiday leave for BRADD staff between the Christmas and New Years Holiday. Mr. Sexton requested the three days following Christmas, to include December 27-29, 2021.

Motion: Mayor Billy Phelps made a motion to approve BRADD staff holiday leave time from December 27-29, 2021. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.

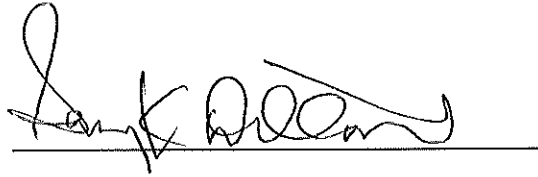
Mr. Sexton further informed of three Community and Economic Development staff who he would like to recommend mid-year performance raises, in efforts to promote employee retention. Mr. Sexton informed after review of the budget he recommends an increase for the Transportation Planner, Disaster Resiliency Coordinator and Grants Coordinator. Mr. Sexton described how well all were doing considering the increased projects and workload. Mayor Stratton recommended an equal 5 percent for all three positions. Members expressed agreement of 5 percent for all three positions.

Motion: Judge/Executive Joe Choate made a motion to approve BRADD Transportation Planner, Disaster Resiliency Coordinator and Grants Coordinator receive a mid-year performance salary increase of five percent effective January 1, 2022.

Chairman Thurmond expressed thanks and appreciation to all the Executive Council members present for their hard work and dedication.

8. Adjourn

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

A handwritten signature in black ink, appearing to read "Frank Allen", is written above a horizontal line. The signature is cursive and somewhat stylized.

Signed, BRADD Chair