

**Minutes**  
**BRADD Executive Council**  
**Wednesday, December 15, 2021**  
**BRADD Office Center**

Regular Members in Attendance: Judge/Executive Joe Choate, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Billy Phelps, (See attached sign-in sheet).

Members attending virtually: Mayor Michael Bowe, Judge/Executive Wil Cannon, Ms. Dawn Devore

Staff in Attendance: Mr. Eric Sexton, Ms. Amy Carroll, Ms. Michelle Hines, Ms. Emily Hathcock, Ms. Alecia Johnson, Mr. Erick Roy and Mr. Caleb Speck.

Guests in Attendance: KY State Auditors, Sandy Young, James Royse, Shari Scott

**1. Call to Order**

The Executive Council meeting was called to order by BRADD Treasurer Gary Dillard as acting Chairman. It was determined a quorum was present. The meeting was conducted both in-person and virtually.

**2. Approve Minutes**

Chair Dillard reported the minutes from the last Special Called Executive Council meeting from November 17, 2021 were previously emailed to the members for prior review.

**Motion: Mayor Billy Phelps made a motion to approve the Special Called November 17, 2021 Executive Council minutes. The motion was seconded by Judge/Executive Dennis Harper. Motion Carried.**

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

Chairman Dillard called on Ms. Emily Hathcock who presented two regional clearinghouse projects. Ms. Hathcock informed the Council's packet contained a description of both projects. Metcalfe County Fiscal Court is requesting funds to construct a food pantry facility at Bowling Park. Hart County Fiscal Courts project with Progress Park Industrial Park for phase two of pretreatment expansion. 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 two clearinghouse projects as presented; the motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)**

**4. Financials**

- **Review of Executive Director's Timesheets and Travel for November 2021**

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

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

- **FY 21 Audit**

Chairman Dillard introduced the guest State Auditors for a presentation of the BRADDs Fiscal Year 2021 audit. Mr. James Royse informed the audit team engaged in the second ever audit of Area Development Districts. Mr. Royse noted the audit took almost 11 weeks to complete and was a learning process. Mr. Royse informed the audit team met with BRADD management staff and Board Chairman prior to the Council meeting for a breakdown of the technicalities of the audit report. Mr. Royse informed the Council the BRADD received a good, clean opinion, which is the highest rating for an audit. Mr. Royse stated there was only one finding that was related to financial statement preparation and presentation. The finding had four components. The first was related to original budget comparison to actual budget presentation, secondly the transfers to special revenue funds, the classification of Development funds as restricted and lastly funds held for the Small Business Development Center (SBDC) should be shown as fiduciary funds. Chairman Dillard asked for any questions of the Council members. Chairman Dillard commended the BRADD staff on the excellent work and the good audit report.

**Motion: Judge/Executive Joe Choate made a motion to approve the Fiscal Year 2021 Audit as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.**

5. **Agreements and Contracts – None**

6. **Personnel**

- **Finance**

Chairman Dillard called on Mr. Eric Sexton, Executive Director for personnel updates. Mr. Sexton reported Fiscal Manager Suzanne Allison is retiring effective December 31, 2021. She was replaced by internal candidate and a Staff Accountant, Mr. Zach Korte, has been hired. His start date has been pushed to January 3, 2022.

- **Aging**

Mr. Sexton reported part time receptionist, Ms. Jenna Simmons has been hired as a part time temporary to assist the Aging Department with Electronic timesheet processing.

- **Economic Development**

Further, Mr. Sexton informed former intern Ms. Morgan Hershey has been hired as the Community Development Specialist effective Monday December 13, 2021.

7. **Other**

- **2022 Board Meeting Date**

Chairman Dillard called Mr. Eric Sexton who presented a list of proposed board meeting dates for the 2022 calendar year. All meetings are scheduled for the fourth Wednesday per the BRADD bylaws. Mr. Sexton noted the the Annual Meeting in September had a tentative date. There would not be meetings held in the months of February due to the short Legislative month and November due to the Thanksgiving Holiday. The December meeting would be held on the second Wednesday due to the Christmas holiday.

**Motion: Judge/Executive Dennis Harper made a motion to approve the 2022 Board Meeting dates as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See Attached)**

- **Executive Director Out of State Travel**

Chairman Dillard called on Mr. Caleb Speck. Mr. Speck informed the Council's packet contained a listing of possible out of state travel for Executive Director, Mr. Sexton. The travel dates are conferences associated with the Southeast Regional Directors Institute (SERDI) and National Association of Directors Organization (NADO)'s annual conferences. Attendance would be contingent upon budget and meeting relevancy. Mr. Sexton noted he would be guest presenter for one of the SERDI meetings.

**Motion: Judge/Executive Joe Choate made a motion to approve the Executive Director out of state travel for 2022 as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See Attached)**

- **Other Updates**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck presented one staff conflict of interest statement for Waiver Case Manager Ms. Lydia Newton. There were no disclosures reported and Mr. Speck recommended approval to the Council.

**Motion: Judge/Executive Joe Choate made a motion to approve the one staff conflict of interest statement as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.**

Chairman Dillard called on Mr. Sexton. Mr. Sexton informed BRADD follows the state approved calendar for holidays. Mr. Sexton asked the Council for permission to grant BRADD staff two floating holidays to be used during calendar year 2022. Mr. Sexton noted these days would hold no dollar value, could not be paid out, and would not roll over into the next year. Mr. Sexton informed these days could be used at the staff's discretion for things like religious events, Juneteenth, Columbus Day, etc. Staff could use them in accordance to their preference.

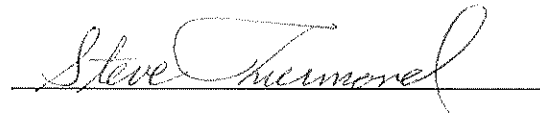
**Motion: A motion was made by Mayor Billy Phelps to approve two floating holidays for BRADD staff for calendar year 2022. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.**

Further, Mr. Sexton provided additional updates and announcements. Mr. Sexton informed State Auditor Mike Harmon will be in attendance at the full board meeting to present the FY 21 audit. Mr. Sexton expressed

appreciation to BRADD finance staff for their hard work and efforts during the 11 week audit process. Mr. Sexton informed there was a difference of opinion with one of the components of the finding related to the Development Councils designation of funds for the Building Committee. Mr. Sexton informed once funds are utilized the problem would be dissolved. Mr. Sexton expressed how minor many of the components were related to the finding. Members asked when the next audit would be held. Mr. Sexton informed he was notified they could be completed every 5 years, but they will be auditing all 15 ADDs before returning again. BRADD is the second ADD to be audited. Another question was raised on the rate charged for the audit. Mr. Sexton informed the auditors informed the price quoted would remain true in the range of 30 to 35 thousand dollars.

**8. Adjourn**

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

A handwritten signature in cursive script, reading "Steve Thumorel", is written over a horizontal line.

Signed, BRADD Chair