

**Minutes  
BRADD Executive Council  
Wednesday, January 26, 2022  
BRADD Office Center**

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

Members attending virtually: Mayor Michael Bowe, Judge/Executive Joe Choate, Ms. Dawn Devore, Mr. Gary Dillard, Judge/Executive Dennis Harper.

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. The meeting was conducted both in-person and virtually.

**2. Approve Minutes**

Chairman Thurmond reported the minutes from the December 15, 2021 Executive Council meeting were previously emailed to the members for prior review.

**Motion: Mayor Billy Phelps made a motion to approve the December 15, 2021 Executive Council minutes. The motion was seconded by Mayor Michael Bowe. Motion Carried.**

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

Chairman Thurmond called on Ms. Emily Hathcock who presented twelve regional clearinghouse projects. Ms. Hathcock informed the Council's packet contained a description of all projects. Ms. Hathcock informed all projects were related to water and wastewater. The projects were with the counties of Simpson, Buter, Warren and their respective water districts. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

**Motion: Judge/Executive Wil Cannon made a motion to approve the twelve clearinghouse projects as presented; the motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

**4. Financials**

● **Review of Executive Director's Timesheets and Travel for December 2021**

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 Mayor Billy Phelps. Motion carried.**

- **Quarter Two Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen. Ms. Nguyen reported a list of all the credit card statements and checks written for quarter two had been provided to the Council for prior review. Ms. Nguyen provided a summary breakdown of the BRADD accounts detailing the largest expenses of each account for the quarter. Ms. Nguyen informed the majority of the credit card statements were related to the waiver programs purchase of supplies for clients and staff. Ms. Nguyen asked the members for any questions. Mayor Stratton inquired about a dry-cleaning expense, staff explained it was for the BRADD tablecloth.

**Motion: Mayor Mark Stratton made a motion to approve the FY 22 quarter two accounts payable as presented. The motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)**

- **Quarter Two Financials**

Chairman Thurmond called on Ms. Hong Nguyen to present the FY 22 quarter two financials. Ms. Nguyen informed the Council packet contained the quarterly financial summary of the BRADD accounts based on the second quarter ending December 31, 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 second quarter. Overall, Ms. Nguyen reports BRADD is near the target 50 percentile benchmark with 52 percent in total revenue representing approximately 5.76 million and 51 percent of total expenditures representing approximately 5.67 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 FY 22 quarter two financials as presented. 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 January 10, 2022 and considered the proposals received for several BRADD services. Ms. Johnson informed the Council's packet contains a listing of the services and the bids received. Ms. Johnson stated, the Senior Center program bid went to Community Action. The Transportation Services will have to be rebid due to receiving an incomplete bid for this service. The In-home services program bid went to Comfort Keepers, the Frozen/shelf stable meals bid went to Five Star Food Service to provide hot meals and Community Action for delivery of the meals. Ms. Johnson provided a unit cost comparison summary for the bid programs. Ms. Johnson informed the BRADD Personal Care Attendant Program is usually considered in this bid process, however, the Department for Aging and Independent Living waived the requirement for the program to be bid out annually. The program will remain in house and will not be bid out for the year. A question was raised about the bids submitted who will not receive an award. Ms. Johnson informed there is a very thorough and strict review

process. Ms. Johnson stated one of the providers was a new applicant to the bid process as was therefore likely not as familiar with the process. Further Ms. Johnson explained to the Council the variances in the assisted transportation program.

**Motion: Judge/Executive Wil Cannon made a motion to approve the Aging Review Committee's recommendations. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

- **Other**

Chairman Thurmond called on Ms. Emily Hathcock. Ms. Hathcock informed the Revolving Loan Fund (RLF) Committee met, considered and recommends a loan proposal for the regular RLF fund. Applicant Petite Olive is an Olive Oil Company requesting the loan amount of \$70,000. The owner has worked previously in the Olive Oil Industry and is branching out to open her own business. Ms. Hathcock informed the loan is a 6-month deferred interest with a 2.44% interest rate.

**Motion: Mayor Mark Stratton made a motion to approve the Revolving loan Fund request for Petite Olive, Olive Oil Company, LLC as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)**

## **6. Personnel**

- **Finance**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director for personnel updates. Mr. Sexton reported the newest hire in Finance, Mr. Zach Korte, began effective January 3, 2022 as the new Staff Accountant.

Further, Mr. Sexton informed the Council there were two staff positions that recently received probationary raises. The Aging Planner received \$500 and PDS Fiscal Manager received \$1,000 additions to their annual salary. Mr. Sexton informed this will change the previous approved annual salary schedule for FY 22.

## **7. Other**

- **Board Member/Ombudsman Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported the BRADD Board of Directors are in need of completing two different conflict of interest forms for the new year. Mr. Speck explained the BRADD Conflict of Interest Statement is necessary for members to disclose other memberships, positions, etc. in which they may be involved that could have the potential to create a conflict of interest due to their position as Board Member. Similarly, the Ombudsman Program is a service in the Aging Department in which members are to disclose any employment, membership or ownership in Long term care/nursing home facilities in the region.

- **Conflict of Interest**



Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck informed a conflict-of-interest statement was received from Staff Accountant Zach Korte and Waiver Case Manager Lydia Newton. There were no disclosures reported.

**Motion: Judge/Executive Wil Cannon made a motion to approve the two staff conflict of interest statements as presented. The motion was seconded by Mayor Mark Stratton. Motion carried.**

- **SBDC Role**

Chairman Thurmond called on Mr. Eric Sexton and Ms. Amy Carroll. Ms. Carroll provided an explanation to the Council on the recent finding from the FY 21 state audit. The single finding had four components, one of which involved BRADDs fiduciary responsibility with the Small Business Development Consortium (SBDC). The finding included fiduciary funds be pulled from general fund, no longer booked in accounts payable, and shown on a separate fiduciary fund statement. Mr. Sexton informed BRADD entered into the current agreement with SBDC and is obligated until September 30, 2022. Mr. Sexton asked the Council for their recommendation on how to proceed. Members expressed agreement that BRADD needed to separate from their duties due to having received the audit finding. Judge Harper asked if this has been discussed with the group and Mr. Sexton informed it has been mentioned to Ron Bunch, but he will officially inform the Consortium at their next meeting.

**Motion: Mayor Billy Phelps made a motion for the BRADD to separate from SBDC duties at the ending of the current agreement due to audit finding. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.**

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the Council's packet contains a resolution for, Eastern Federal Lands Access program Project Application. Mr. Sexton informed this resolution would authorize BRADD, in partnership with the City of Bowling Green MPO, to apply for funding for a feasibility study for a 23 mile walking/biking trail connecting Bowling Green to Park City. Mr. Sexton informed this is a big regional opportunity with the potential for positive impact in multiple BRADD counties. The feasibility study is in the amount of 500 thousand dollars.

**Motion: Mayor Billy Phelps made a motion to authorize BRADDs participation in the Federal Lands Access Program resolution. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (see attached)**

Chairman Thurmond called on Mr. Sexton who provided an update on the BRADD Waiver program's transition to electronic timesheet processing. The state has mandated the use of Electronic Visit Verification (EVV) for program participant employees to submit their timesheets. The app-based system was mandated in efforts to make the process completely electronic based, by the Federal Century Cures Act. The system is flawed and broken creating much chaos for this process. With each payroll there are multiple technical errors that are beyond the ability of staff to correct. After much work with current company Tellus/Netsmart and numerous, unanswered contacts to the State for further guidance, the search for a new system began. Mr. Sexton explained the use of this system is creating a burden on the case management and financial staff, as well as placing a greater liability on the agency due to the number of overrides and authorizations needed to ensure payments are made. Mr. Sexton described two Area Development Districts movement away from the system to a new system called, Mains'l. The cost to operate is forty-five dollars per participant, per month which would

mean an estimated \$175-\$180-thousand-dollar annual expense to BRADD. Mr. Sexton explained, the expense could be offset with staffing adjustments in the future. Additionally, the proposed state budget has allocated a 10 percent increase in the reimbursement rate for the next four years. BRADD is in need of something like the Mains'l system to operate more effectively and maintain the programs integrity. Mr. Sexton asked the Council to consider the contract service with Mains'l, as sole source, contingent upon obtaining two other quotes that substantiates Mains'l as sole source. Discussion ensued.

**Motion: Judge/Executive Wil Cannon made a motion to approve contracting BRADD Waiver Electronic Visit Verification (EVV) complete processing service with Mains'l, contingent upon sole source determination. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.**

Further, Mr. Sexton informed the Council BRADD recently received a donation of \$50,000 from AARP to be used for tornado relief for persons 50 or older. Mr. Sexton informed it's the intent of BRADD to develop a fair process for distribution, as approved by AARP.

Mr. Sexton asked the Council for permission to approve the use of the building fund to have the exterior of the BRADD Office Center pressure washed. Mr. Sexton informed three quotes were obtained ranging from 4,500 to 5,600. BRADD would like to request the approval of the expenditure to the lowest bidder.

**Motion: Mayor Mark Stratton made a motion to approve the use of Building Funds for BRADD office pressure washing. The motion was seconded by Mayor Dwayne Hatcher.**

Lastly, Mr. Sexton provided general updates and announcements. The KCADD meeting will be held in Frankfort along with the annual legislative breakfast. Mr. Sexton informed the next BRADD Executive Council and Board Meeting would be held on Wednesday March 23, 2022.

## **8. Adjourn**

**Motion: With no further business to consider, Mayor Mark Stratton made a motion to adjourn, and the motion was seconded by Mayor Dwayne Hatcher. Motion carried.**



Signed, BRADD Chair