

Minutes
BRADD Executive Council
Wednesday, August 24, 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, Mr. Steve Thurmond. (See attached sign-in sheet).

Other Attendees: Mayor Mike Hughes

Staff in Attendance: Mr. Eric Sexton, Ms. Emily Hathcock, Ms. Alecia Johnson, Ms. Michelle Hines, Ms. Amy Carroll 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. Chairman Thurmond announced receiving a letter of resignation from Council Member Mayor Mark Stratton due to his inability to attend meetings and provide the commitment he felt was needed. Chair Thurmond informed the Logan County board members have agreed to appoint Mayor Michael Hughes and are working on completing the official appointment paperwork.

2. Approve Minutes

Chairman Thurmond reported the minutes from the July 27, 2022 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Billy Phelps made a motion to approve the July 27, 2022 Executive Council minutes. The motion was seconded by Mayor Michael Bowe. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Thurmond called on Ms. Emily Hathcock who presented four regional clearinghouse projects all pertaining to water and wastewater. Ms. Hathcock informed the Council's packet contains a description of all projects. Ms. Hathcock informed the projects include: The City of Scottsville's Allen Spring Industrial Park sewer collection system installation of infrastructure. Three projects with Edmonson County Water District for pump station improvements, installation of water mains for Hart County service line, and improvements to the Grayson County Sleepy Hollow Booster station. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mayor Dwayne Hatcher made a motion to approve the four regional 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 July 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 Judge/Executive Dennis Harper to approve the Executive Director July timesheets and travel forms as presented. The motion was seconded by Mr. Gary Dillard. Motion carried.

- **Quarter Four Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen who reported to the Council a copy of the BRADD check registers and credit card statements for quarter four was provided to the Council for prior review. Ms. Nguyen also provided a copy on the meeting room screen as well as a printed copy. Ms. Nguyen explained both records contained expenses incurred from the past three months ending June 30, 2022. The checks written were primarily from the BRADD JFA account for program expenses, vendors, and clients. The primary expense of the credit card statements consisted of Waiver Program supplies for clients. A total of \$4.6 million was spent in the fourth quarter. Ms. Nguyen asked the Council for any questions concerning the listed quarterly expenses.

Motion: Mayor Michael Bowe made a motion to approve the FY 22 quarter four accounts payable as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Quarter Four Financials**

Chairman Thurmond called on Ms. Hong Nguyen who presented the fourth quarter financials of Fiscal Year 2022. Ms. Nguyen began by providing a summary overview of each of the BRADD accounts including the year-to-date comparison with budget actuals. Overall, BRADD revenue overage was primarily due to the increased cost of the Waiver programs newly implemented Mains'L software system. In total, BRADD spent \$12.6 million compared to the \$11.5 million budgeted. Expenditures followed the same trend with \$12.5 million in expenses for the \$11.4 million budgeted. This represents approximately 110 percent of actual revenues and expenditures budgeted. Ms. Nguyen informed additionally; carryover funds experienced a decreased from last year. For informational purposes, Ms. Nguyen provided a comparison to fiscal year 2021. She reported an overall program operation increase from 7.8 percent to 9.1 percent. BRADD's expenses increased in areas such as, KY Retirement Systems, Health Insurance, and employee salaries. Ms. Nguyen reported salary increase changes were in efforts to remain in a competitive market and retain new hires. A balance sheet was provided detailing the agencies total assets and liabilities for the year end. BRADD remains stable with a total fund balance of \$3.3 million. Members expressed appreciation to staff for responsible fiscal management. Further, additional report sheets were provided in the members packet for each of the BRADD accounts which included a breakdown of total quarterly revenue and expenses. With no questions or concerns, Ms. Nguyen requested a motion to approve.

Motion: Mr. Gary Dillard made a motion to approve the fiscal year 2022 quarter four financials as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

5. Agreements and Contracts

- **RLF Loan**

Chairman Thurmond called on Ms. Emily Hathcock who reported the Revolving Loan Committee (RLF) met recently and considered a new loan applicant, Meltdown Iced Cream, LLC. A request for the regular RLF loan fund in the amount of \$40,000. The loan details include a five-year loan at 4.125% interest with a monthly payment of \$738. Ms. Hathcock informed Community Ventures Loaner has the first position on the lien. The loan will result in 5 jobs created.

Motion: Judge/Executive Joe Choate made a motion to approve the RLF Loan of \$40,000 for Meltdown Iced Cream LLC. The motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)

- **RLF Resolution**

Ms. Emily Hathcock informed the Economic Development Authority requires an annual resolution of certification for the CARES Revolving Loan Fund. The regular RLF account is no longer required to complete due to being defederalized. The resolution will certify the RLF CARES account is operating in accordance with the RLF plan.

Motion: Judge/Executive Dennis Harper made a motion to authorize the RLF CARES Resolution. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See Attached)

- **KYTC Contracts**

Ms. Hathcock informed BRADD is in receipt of all transportation contracts for Fiscal year 2023. Those include the regional transit 5304, 5310, 5311. There was a contract increase of \$20,000 received this year for a total award of \$120,000. Additionally, the centerlines contract was received in the same amount as the previous year for a total of \$25,300.

- **Regional Weather Stations Resolution**

Ms. Hathcock informed in continuation with the BRADDs weather stations project, a resolution is needed to continue the adherence to federal guidelines with the Disaster Relief Act. BRADD is the authorized agent to file and execute federal funds with Federal Emergency Management Agency (FEMA).

Motion: A motion was made by Mayor Billy Phelps to authorize the Regional Weather Stations Resolution. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Safe Streets for All Resolution**

Ms. Hathcock reported the Safe Streets for All is a regional application with transportation programs focused on reducing fatalities on roads and streets involving all roadway users. BRADD will participate in a feasibility study which will provide county level data to use when applying for further funding opportunities.

Motion: Mayor Michael Bowe made a motion to approve the authorization of the Safe Streets for All Resolution. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **Aging Programs and Services**

Chairman Thurmond called on Ms. Alecia Johnson who reported the Council's packet contains an allocations breakdown of all Aging programs for Fiscal Year 2023. Included is a descriptive summary for each of the provided services. Ms. Johnson informed additional ESMP funding for meals has been received in the amount of \$1.7 million. This increase will be used to assist with the meals program client waiting list, while continuing to support the program. Ms. Johnson informed the increase should help sustain meals for the next two years.

Motion: Judge/Executive Joe Choate made a motion to approve the FY 2023 Aging Programs and Services report as presented. The motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)

- **Other**

Mr. Eric Sexton further reported due to personnel changes the Cabinet for Health and Family Services has agreed to assume BRADD's Personal Care Attendant Program (PCAP) effective September 1, 2022. As previously reported, the State has already informed they would be taking over the program effective January 1, 2023. This early transition will give the state an opportunity to pilot the program in the BRADD region.

6. Personnel

- **Aging**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director for all departmental personnel updates. Mr. Sexton reported the Aging department has hired one new Waiver Case Manager, Ms. Makayla Maxey. Two additional Waiver positions are in progress of being filled. Two resignations have been received from Jannah Lee, PCAP Coordinator/Waiver Case Manager and part time MIPPA Assistant Mercedes Smith. These positions are being advertised for replacements. Additionally, BRADD has created two positions to assist with the increased meals funding for waiting list clients. Kara Hunter was hired as the Assessor/Case Manager leaving her position of Case Manager to be filled. BRADD is also advertising for an ADRC Meals Assistant. Two staff salary adjustments were made in the amount of \$1,000 for Sharon Cassetty and Kara Hunter for position changes. In all, BRADD has five full-time and one part time aging positions to fill.

- **Finance**

Mr. Sexton informed the finance department's temporary receptionist Ede Jones resigned; a replacement part-time temporary receptionist has been filled by Mrs. Elizabeth Holland. The finance department is currently hiring and Aging Contracts Specialist position to assist with financial reporting associated with the increased meals program.

- **Economic Development**

Mr. Sexton reported that last month our GIS Manager received an increase of \$1,000 to better align her position with market averages. The recent posting of a similar, local job provided an opportunity to re-evaluate the position with market averages. Mr. Sexton further informed other position salaries may need to be re-examined before next fiscal year, possibly in October, for similar re-alignments.

7. Other

- Conflict of Interest

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported one staff conflict of interest statement for Ms. Makayla Maxey. There are no apparent conflicts.

Motion: Mayor Billy Phelps made a motion to approve the staff conflict of interest as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- Other Updates

Chairman Thurmond called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton informed the flooring project in the lobby and conference center have been completed, under budget totaling \$27,000. Mr. Sexton reported all three BRADD company cars were recently tampered with. The damaged included three fuel tank replacements costing around \$700-\$800 each. Mr. Sexton asked members for feedback on how to protect the cars from future damage. Members discussed and offered suggestions. Chairman Thurmond asked the Council to respond to Mr. Sexton by email with suggestions. Mr. Sexton announced the BRADD Annual Meeting will be held next month, September 28, 2022 in Simpson Co.

8. Adjourn

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

A handwritten signature in cursive script that reads "Steve Thurmond". The signature is written in dark ink and is positioned above a horizontal line.

Signed, BRADD Chair