

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

Regular Members in Attendance: Judge/Executive Joe Choate, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mayor Michael Hughes, Mr. Steve Thurmond. (See attached sign-in sheet).

Virtual Attendees: Mayor Michael Bowe

Staff in Attendance: Mr. Eric Sexton, Ms. Emily Hathcock, Ms. Alecia Johnson, Ms. Michelle Hines, Ms. Amy Carroll Ms. Hong Nguyen 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 August 24, 2022 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Michael Hughes made a motion to approve the August 24, 2022 Executive Council minutes. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Thurmond called on Ms. Emily Hathcock who presented four regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. The projects include. Wabuck Development Company's construction of 76-unit affordable housing, Allen County Water Districts, Halfway Booster Station improvements and Walkers Chapel water tank project. Applicant, Connected Nation's internet exchange points for broadband internet exchange. 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 Mr. Gary Dillard. Motion carried. (See attached)

4. Financials

• Review of Executive Director's Timesheets and Travel for August and September 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 Michael Hughes to approve the Executive Director August and September timesheets and travel forms as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **Quarter One 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 one 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 of quarter one ending September 30, 2022. Ms. Nguyen informed there were additional expenses represented on the credit card statement due to purchases made for disaster relief clients used by the tornado disaster relief funds. Additionally, a staff's card was stolen, but the charged expenses were caught and BRADD received reimbursement. Other larger expenses included the Microsoft license subscription and the routine program expenses. Ms. Nguyen asked the Council for any questions concerning the listed quarter one expenses.

Motion: Mr. Gary Dillard made a motion to approve the FY 23 quarter one accounts payable as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Quarter One Financials**

Chairman Thurmond called on Ms. Hong Nguyen who presented the first quarter financials of Fiscal Year 2023. Ms. Nguyen began by presenting the overall financial standing. Ms. Nguyen informed during quarter one the new revised budget increased from \$11 million to \$17 million. Now that additional data has been received, a more realistic number can be represented. The increase is due to various program increases, with the largest received for the PDS Waiver program. To date, \$4.2 million of the revised budget total, has been received, for quarter one which represents 24 percent of the total revenue. In expenditures, Ms. Nguyen reported BRADD has spent almost \$4.1 million for the same period representing 24 percent of the budget's expenses. Ms. Nguyen provided an explanation of the by-line items which included revenue sources and expenses. In personnel, Ms. Nguyen reported the number of staff positions should remain the same. The increased funding creates an opportunity to consider staff salary adjustments and align more competitive salary ranges for each department. Mayor Hughes asked a question about direct and indirect expenses, of which Ms. Nguyen informed direct staff are specific to a particular grant fund while indirect is related to administrative staff who assist indirectly in multiple programs. The program expenses resulted in the most significant expenses for the revised budget. Ms. Nguyen provided a summary of the balance sheet of which BRADD recognized \$5 million in total assets, \$1.4 million in total liabilities and \$3.5 million in total fund balance. Ms. Nguyen asked for any further questions, hearing none a motion to approve was requested.

Motion: Judge/Executive Dennis Harper made a motion to approve the fiscal year 2023 quarter one financials as presented. The motion was seconded by Mayor Michael Hughes. Motion carried.

5. Agreements and Contracts

- **Aging RFP Schedule**

Chairman Thurmond called on Ms. Alecia Johnson who reported BRADD will be requesting proposals for Title IIID health promotion and disease prevention services. The application packets will be available to potential applicants to pick up on Tuesday, November 1st at the BRADD Office. This program is designed to provide a variety of exercise and health education classes and activities that are evidence based to promote senior health and wellbeing. Classes can take place in senior centers, assisted living facilities and other common areas where seniors congregate. Ms. Johnson explained BRADD is seeking a two-year procurement this period rather than three, for the purpose of aligning this program with most of the other program cycles and move them all into one three cycle together. Ms. Johnson informed a request for proposal schedule is included in the members' packet. The review committee will consist of members of the Executive Council and will take place on January 11, 2023.

Motion: Mayor Michael Hughes made a motion to approve the Aging request for proposal as presented. The Motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **Aging Provider Update**

Ms. Johnson further informed, for informational purposes, there have been ongoing staffing shortage concerns with In-home service provider Comfort Keepers. The national caregiver shortage has created difficulty in the number of caregiver aids available to meet the demand. Ms. Johnson informed 30-40 percent of clients continue to go unserved due to the shortages. With increased funding, more clients are eligible to be served, however an additional plan is needed to use the funding to meet the gap in service. Ms. Johnson has proposed reaching out to additional provider companies to help satisfy the unserved client service. Ms. Johnson stated Comfort Keepers would be informed of the need of a supplemental company, which would occur outside the contract and procurement cycle, in efforts to help fill this need.

- **Transit RFP**

Chairman Thurmond called on Ms. Hathcock who informed the need of a regional transit feasibility study due to the local need for interconnected transit services. The idea of connecting cities together to better equip Seeking a provider to conduct this study. Judge/Executive Joe Choate inquired about Community Action having completed a similar study. BRADD staff were unaware. Ms. Hathcock informed Community Action holds a seat on the Regional Transportation Committee. Ms. Hathcock informed the desired timeline to begin the study in January with the use of a grant to fund the study.

Motion: Mayor Michael Hughes made a motion to approve pursuing the transit Request For Proposal. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **CEDS Resolution**

Ms. Hathcock informed a full rewrite of the BRADD's Comprehensive Economic Development Strategy (CEDS) has been completed. The rewrite includes a five-year plan update for the future growth and revitalization of the region. A copy of the resolution was included in the member's packet. Ms. Hathcock asked for approval for the Chairman and Executive Director to sign the resolution acknowledging the approval of the CEDS rewrite.

Motion: A motion was made by Judge/Executive Dennis Harper to approve the CEDS Resolution as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **KOHS Cybersecurity Resolution**

Ms. Hathcock informed the Council's packet contains the copy of a resolution authorizing BRADD to make applications for funds from the Kentucky Department of Homeland Security (KOHS). This regional grant opportunity would provide assistance with cybersecurity and further create county level incident response plans.

Motion: Mr. Gary Dillard made a motion to approve the KOHS Cybersecurity Resolution as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **RFL Committee Updates**

Chairman Thurmond called on Mr. Eric Sexton who informed the Council their packet contains a listing of reappointed members of the Revolving Loan Fund (RLF) Committee as well as the newly appointed members. The Committee members consist of volunteer banking professionals who guide the operations of the BRADD RLF funding requests.

Motion: Judge/Executive Dennis Harper made a motion to approve the RLF committee members. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached) Mayor Michael Hughes recused himself from the motion.

- **Other**

Mr. Eric Sexton further reported on behalf of RLF delinquent borrower, The Painted Parlor, has forced BRADD to pursue legal advice. After consultation with an attorney, Mr. Sexton informed he was advised to follow through with pursuit of the unpaid funds. There will be a \$1,500 retainer fee and up to an additional \$1,500 in expenses, plus the \$350 filing fee. The delinquent borrower still owes \$12-13 thousand in RLF funds. Members voiced agreement to pursue legal action in efforts to set the standard for any further occurrences with the funds.

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 two new Waiver Case Managers, Ms. Katelyn Miller, and Ms. Katie White. One Homecare Case Manager, Ms. Rose Florea and a part time MIPPA Assistant Ms. Jules Somers.

- **Finance**

Mr. Sexton informed the finance department has hired Ms. Sharon Woods, to fill a new position for Aging Contracts Specialist.

- **Economic Development**

Mr. Sexton reported the CED departments growth has led to the need for a part-time Administrative Assistant. The position was posted, interviews conducted, and Ms. Allison Bailey was hired and will begin on November 3rd.

7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported on nine staff conflict of interest statements. Three interns: Jennifer Tooley, OoMai Hasar, and Tessa Holmes. One part time, Jules Somers. Four full time: Katelyn Miller, Katie White, Kaitlin Rose Florea, Sharon Woods. One current staff adjustment for Matt Pedigo. Mr. Speck reported there were some disclosures of additional outside employment of which none appeared to create a conflict. Mr. Speck requested approval for filing.

Motion: Mayor Michael Hughes made a motion to approve the nine 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 presented a building fund request for the expense of materials only for updated hallway flooring to match those recently installed in the lobby and conference room. The members packet contained a listing of three supplier quotes for the office hallways. Mr. Sexton informed the previous provider, Parrish Carpets, was most desired and was lowest bid received. Mayor Hughes asked about the flooring quality. Mr. Sexton informed the grade of luxury vinyl was the same as that used in the lobby and conference center. The labor for the flooring installation will be quoted separately at the next meeting.

Motion: Judge/Executive Joe Choate made a motion to approve building account funds to purchase flooring materials for up to \$28,000 from Parrish Carpets. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

Additionally, Mr. Sexton informed BRADD was recently notified from South Central Bank of an old account related to the housing corporation which no longer exists, but the account remained active after the closure of the program. The bank sent a letter stating the account would be dissolving and that something needed to be done with the funds. Mr. Sexton informed the account contained \$14,662.42 and the funds were deposited into the BRADD local account. Further, Mr. Sexton asked the Council for guidance to address the company car vandalism issues. Mr. Sexton informed he devised two options to address this. The first of building a garage and second to create a fenced gravel lot with a gate. Estimates were provided with \$13-\$20 for the fence and gate and \$45-\$60 thousand for the garage. Members discussed. It was recommended that in the interim an offsite location be explored where the cars could be kept locked up safely until a determination could be made. Members voiced agreement with this option. Lastly, Mr. Sexton asked the Council for permission to grant additional staff holiday days during the Christmas holiday to include, December 27-29, 2022.

Motion: Judge/Executive Dennis Harper made a motion to approve authorizing Executive Director, Eric Sexton, permission to grant staff three days of Christmas Holiday time for December 27-29. Motion was seconded by Mr. Gary Dillard. Motion carried.

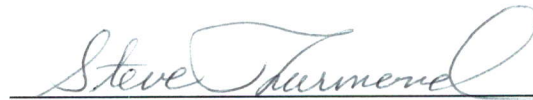
- **FY 23 Salary Schedule Modification**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton dismissed all BRADD staff for a presentation of a modified salary schedule for Fiscal Year 2023. Mr. Sexton informed the Council voiced revisiting the FY 23 salary schedule again, when possible, for additional adjustments in efforts to better align salaries with market values due to the rising costs and inflation. Mr. Sexton presented a revised salary schedule with an average 1.33 percent increase effective January 1, 2023. Mr. Sexton asked the Council to withhold an adjustment for his salary until his annual review in June 2023. This adjustment will help the agency reach a targeted plan for Fiscal Year 2024 starting salaries of 38-40 thousand.

Motion: Mayor Michael Hughes made a motion to approve the FY 23 salary modification as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

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 Michael Hughes. Motion carried.

A handwritten signature in blue ink that reads "Steve Thurmond". The signature is written in a cursive style with a large, looping "T" and "M".

Signed, BRADD Chair