

**Minutes
BRADD Executive Council
Wednesday, December 14, 2022
BRADD Office Center**

Regular Members in Attendance: Mayor Michael Bowe, Judge/Executive Wil Cannon, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Michael Hughes, Mr. Steve Thurmond. (See attached sign-in sheet).

Virtual Attendees: Ms. Dawn Devore

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.

2. Approve Minutes

Chairman Thurmond reported the minutes from the October 26, 2022 Executive Council meeting were previously emailed to the members for prior review.

Motion: Judge/Executive Dennis Harper made a motion to approve the October 26, 2022 Executive Council minutes. The motion was seconded by Mayor Michael Hughes. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Thurmond called on Ms. Emily Hathcock who presented thirteen regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. The projects include: The City of Morgantown's water distribution system improvements, South Central Telecom's broadband expansion in Edmonson County, Green River Valley Authority's water line project in Hart County, Bowling Green Municipalities yoke meter set replacement. The Green River Valley Water District's projects for: water line extensions for Shady Lane and Caldwell Road, Barren County waterline extension, Node Rd water line extension and pump station. North Logan Water District's meter change out project. City of Lewisburg's system wide meter replacement. The City of Scottsville's transportation alternative program for streetscape improvements. Thorntons LLC project to install new fuel systems at three locations. Glasgow Water Company's transmission line to Barren River Lake and lastly, R.J. Corman Railroad Group for a rural supply chain and corridor improvements. 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 thirteen regional clearinghouse projects as presented; the motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

4. Financials

- **Review of Executive Director's Timesheets and Travel for October and November 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 Bowe to approve the Executive Director October and November timesheets and travel forms as presented. The motion was seconded by Mr. Gary Dillard. Motion carried.

- **FY 22 Audit**

Chairman Thurmond called on Mr. Lanny White, partner with Carr, Riggs and Ingram. Mr. White introduced his associate, Ms. Jennifer O'Connor who will be replacing Mr. White upon his retirement at the end of 2023. Mr. White informed members that the BRADD received an unmodified or clean opinion for the fiscal year 2022 audit. Two areas of internal control deficiencies were noted as suggestions or opportunities to strengthen internal controls. Further, Mr. White provided a description of the BRADDs net position and fund balances reviewing both general and special revenue funds. Mr. White explained the largest revenue generating account continues to be the Participant Directed Services (PDS). The PDS program did however experience a decrease from the previous year. For reference purpose, Mr. White provided a summary document for each member containing graph representations comparing records of the past five audits. The graphs were used for revenue and expenditure comparisons. A digital copy of the full final audit document was provided on the share screen. Due to length, the final copy will be emailed out to all members. Mr. Dillard asked if there was difficulty following the state auditors for this year's audit. Mr. White informed their approach is different. BRADD is often more conservative and restrictive with funds. Mr. White stated he examines the risk and cost when giving audit opinions. Members expressed thanks to Mr. White and his team for always doing a thorough job in the audit process.

Motion: Judge/Executive Wil Cannon made a motion to approve the Fiscal Year 2022 Audit. The motion was seconded by Mayor Michael Hughes. Motion carried. (See Attached)

5. Agreements and Contracts

- **Transit**

Chairman Thurmond called on Ms. Emily Hathcock who reported the members packet contains a summary of the transit feasibility study request for proposal that has been received by Michael Baker International. The company has worked with KYTC and Warren County MPO which could prove valuable for this study of the BRADD region. The proposal included five deliverables, with a budget of \$87,132.90 and proposed timeline of January 2023 to August 2023.

Motion: Mayor Michael Hughes made a motion to approve the Transit study request for proposal as presented. The Motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **RLF Plan Changes**

Chairman Thurmond called on Ms. Emily Hathcock who reported the revolving loan fund committee met and reviewed guiding documents for the RLF loan process. A summary of the proposed changes was provided in the member's packet. Ms. Hathcock highlighted a few of the changes. Since the defederalization of the RLF funds, plan changes were needed, this will also update the CARES funds designations. Further, language updates from the code of regulations were completed which added the requirement of a credit report to be completed for all applicants. Chairman Thurmond voiced agreement and asked about the credit report process. Ms. Hathcock informed previously the committee could request a credit report be completed but it was not a requirement. Ms. Hathcock informed a resolution was provided in the council packet for prior review. Approval of the resolution will update the Revolving Loan Fund Plan. An updated plan must be submitted every five years to continue the program under the Economic Development Administration (EDA).

Motion: Judge/Executive Wil Cannon made a motion to approve the RLF Plan changes and authorize signing the Resolution. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **RLF Loans**

Chairman Thurmond asked Ms. Hathcock to continue with the RLF updates. Ms. Hathcock informed the RLF committee met recently and considered two new loan applications. The first is for Lewis Memorial Inc. an assisted living facility located in Franklin. The business is requesting a \$25,000 working capital loan for 36 months at four percent interest. The second loan applicant, David Hawk with Hawk's Deli shop selling meats and lunch specials located in Edmonton. Requesting a fixed asset loan of \$50,000 for 60 months at four percent. A member asked how the interest rates was determined and Ms. Hathcock informed it is based on a set scale established by EDA. Chairman Thurmond asked if the new loan requestors had completed a credit report. Ms. Hathcock reported they had not. Considering the new plan updates the Council recommended approval of both loans pending the completion of a credit report.

Motion: Judge/Executive Wil Cannon made a motion to approve both RLF loans for Lewis Memorial and Hawks Deli pending credit report completion. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

- **Aging Provider Update**

Chairman Thurmond called on Ms. Alecia Johnson who informed the Council their packet contains a letter from provider Comfort Keepers with a proposed rate increase. Ms. Johnson explained the provider is making this request due to retention and labor shortage issues in maintaining adequate staffing. Ms. Johnson informed this problem has resulted in several BRADD clients going without service. Comfort Keepers informed they will use this increase to further enhance pay of existing and new caregivers by an average of twenty percent. Ms. Amy Carroll provided a cost analysis increase summary and explained how the rate increase would effect the BRADD budget. Ms. Carroll informed after making budget adjustments, it appears the budget could withstand this increase. The proposal would remain effective for the remainder of the contract cycle and would take effect beginning January 1, 2023. Ms. Johnson is hopeful this will help fulfill the current need and allow new clients to be served. Judge Harper asked if documentation could be provided supporting the staff wages were increased. Ms. Johnson informed BRADD will request the information and continue to monitor the progress of service for clients.

Motion: Mayor Michael Hughes made a motion to approve Comfort Keepers rate increase effective January 1, 2023. The motion was seconded by Judge/Executive Wil Cannon. Motion carried.

6. Personnel

- Aging

Chairman Thurmond called on Mr. Eric Sexton, Executive Director for all departmental personnel updates since the October meeting update. Mr. Sexton reported the Aging department has hired a new Waiver Case Manager in November, Ms. Alexis Hayes. Intern Ms. Oomai Hsar has been hired as a temporary, full-time employee for the new ADRC Meals Assistant Position. Intern Ms. Tessa Holmes has been hired as a seasonal employee providing assistance opening meals clients.

- Economic Development

Mr. Sexton reported the CED department has hired a new part time administrative assistant Ms. Allison Bailey.

7. Other

- Conflict of Interest

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported three staff conflict of interest statements. Ms. Allison Bailey and Ms. Alexis Hayes, no conflicts were disclosed. The third statement was an update by Ms. Kara Hunter who disclosed working towards completing her master's degree. She is participating in a paid internship with Balance Therapeutics. BRADD has allowed her to make scheduling adjustments and there are no apparent conflicts with this arrangement.

Motion: Judge/Executive Dennis Harper made a motion to approve the three staff conflict of interests as presented. The motion was seconded by Mayor Michael Hughes. Motion carried.

- Title VI

Chairman Thurmond called on Mr. Caleb Speck who reported the BRADD recently completed the annual review of the Title VI plan. Mr. Speck informed the plan received few updates this year. Those included, staffing demographics as well as regional demographics to reflect updated Census data from the American Community Survey. The annual Title VI staff training was also included. Mr. Speck provided a hard copy of the full plan for any interested in reviewing. The plan has passed the review of the Office of Civil Rights and a letter stating the guidelines have been met was provided in the member's packet. The plan will be sent to the KY Department of Transportation for the next step of the annual review process.

Motion: Mayor Michael Bowe made a motion to approve the annual Title VI plan as presented. The motion was seconded by Judge/Executive Wil Cannon. Motion carried. (See attached)

- **Building Fund Request**

Chairman Thurmond called on Mr. Eric Sexton who informed the Council their packet contains a summary of three quotes for the labor portion of the flooring project in the BRADD hallways and meeting rooms. Mr. Sexton recommended using the same company that completed the lobby floor installation, B&W Flooring. Mr. Sexton recommended approving up to \$17,500 to complete this project as this is the average of the quotes received. Members agreed that B&W Flooring was agreeable based on the quote provided.

Motion: Mr. Gary Dillard made a motion to approve the use of BRADD Building Funds up to \$17,500 for the installation of the new flooring as presented. The motion was seconded by Mayor Michael Bowe. Motion carried. (See attached)

- **2023 Board Meeting Dates**

Chairman Thurmond called on Mr. Eric Sexton who reported the Council's packet contains a copy of the 2023 proposed Board Meeting dates. Mr. Sexton noted the removal of the July board meeting date, as previously discussed, to allow more flexibility during the busy summer months. Mr. Sexton also informed the annual Legislative Luncheon will take place in April in Monroe County at Cleary Construction. Members voiced agreement.

Motion: Judge/Executive Wil Cannon made a motion to approve the 2023 Board Meeting dates as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

- **2023 Executive Director Out of State Travel**

Chairman Thurmond called on Mr. Caleb Speck who presented the out of state travel for Executive Director Mr. Eric Sexton. Mr. Speck informed the Council's packet contains a list of the proposed travel dates with the corresponding organizations. Mr. Speck informed Mr. Sexton has been invited to participate in the Tennessee Valley Authority (TVA) for the first time this year, of which represent two of the meetings on the schedule. Mr. Speck informed Mr. Sexton is a Council member of South-East Regional Directors Institute (SERDI) and will be a guest speaker at one of the meetings.

Motion: Judge/Executive Wil Cannon made a motion to approve the 2023 Executive Director out of State Travel. The motion was seconded by Judge/Executive Dennis Harper. Motion Carried. (See attached)

- **Other Updates**

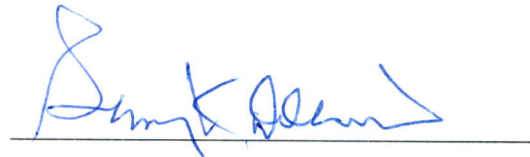
Chairman Thurmond called on Mr. Eric Sexton who requested the Council to authorize the Executive Director the ability to approve two floating holidays for staff for 2023 calendar year. Mr. Sexton informed two floating holidays were approved last year and allowed staff to use them for additional days off at the staff member's choosing. Mr. Sexton informed staff were appreciative of the days last year. Mr. Sexton stated this would be an additional benefit for all full-time staff who accrue leave time. Judge Cannon expressed this would be a good thing to continue to help with employee morale.

Motion: Judge/Executive Wil Cannon made a motion to approve BRADD Staff two floating holidays for calendar year 2023. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

Additionally, Mr. Sexton informed BRADD will hold the next January Executive Council and Board Meeting on Wednesday, January 25, 2023.

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.



Signed, BRADD Chair