

Minutes
BRADD Executive Council
Wednesday, January 26, 2023
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. Michael Stoyonovich, Mr. Steve Thurmond. (See attached sign-in sheet).

Virtual Attendees: Ms. Dawn Devore

Other Attendees: Judge/Executive Scott Lindsey

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

1. Call to Order

The Executive Council meeting was called to order by the newly elected BRADD Chairman Mr. Gary Dillard. It was determined a quorum was present. Chairman Dillard welcomed newly appointed Executive Council member, Mr. Michael Stoyonovich representing Edmonson County.

2. Approve Minutes

Chairman Dillard reported the minutes from the December 14, 2022 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Billy Phelps made a motion to approve the December 14, 2022 Executive Council minutes. The motion was seconded by Mr. Steve Thurmond. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Dillard called on Ms. Emily Hathcock who presented nine regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. The projects include: The City of Bowling Green's tornado safe rooms at Lovers Lane Soccer Complex, Preston Miller Park, and Pedigo Park. Also street and sidewalk improvements for the City of Bowling Green. The City of Edmonton's water line extension along Chris Harper Road. The City of Russellville- Logan County airport construction improvements. The City of Scottsville's revision to a previous sewer line replacement project and project to lead service line inventory in the City's water distribution system. Bowling Green Municipal Utilities project for yoke meter set replacement. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Judge/Executive Dennis Harper made a motion to approve nine regional clearinghouse projects as presented; the motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)

4. Financials

- **Review of Executive Director's Timesheets and Travel for December 2022**

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

Motion: A motion was made by Judge/Executive Joe Choate to approve the Executive Director December timesheets and travel forms as presented. The motion was seconded by Mayor Michael Bowe. Motion carried.

- **Quarter Two Financials**

Chairman Dillard called on Ms. Hong Nguyen who provided an overview of the BRADD financials. Ms. Nguyen began with the quarterly financial report which included a summary of all the BRADD accounts. Ms. Nguyen reviewed each accounts year to date revenue percentage for quarter two. In total revenue, BRADD is at the 47 percent benchmark which aligns closely to the targeted 50 percent. Ms. Nguyen informed the accounts are slightly under benchmark primarily due to unspent COVID funding, strict regulations have resulted in the inability to spend funds as planned. Un-spent funds may be carried over and used next year. Similarly, Ms. Nguyen explained each of the BRADD accounts expenditures which resulted in a total of 47 percent of budgeted revenue spent for quarter two. Further, Ms. Nguyen provide a line-item summary by funding source. Federal and State funding accounts for 94 percent of the BRADDs funding, local contributions/dues make up two percent and other local contracts revenue make up four percent. Expense accounts are represented by personnel at 16 percent, direct other (training, mileage, supplies) at three percent, indirect (staff working in many programs) four percent, and program expense (vendors and clients) 77 percent. Ms. Nguyen reported the BRADD budget is on target for quarter two of fiscal year 2023.

Motion: Mayor Billy Phelps made a motion to approve the quarter two financials as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Quarter Two Accounts Payable**

Chairman Dillard called on Ms. Hong Nguyen who reported a listing of all the checks written and credit card statements from quarter two, October through December 2023, had been emailed to the members for prior review. A copy was also provided on the meeting room screen. Ms. Nguyen provided a summary of each of the BRADD accounts including purpose of primary checks written. The credit card expenses included various travel travel expenses, fuel for company vehicles, and client supply purchases. Judge Choate commended BRADD staff for keeping Board Members well informed knowing where and how funds are spent.

Motion: Mayor Michael Bowe made a motion to approve the quarter two accounts payable as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)

5. **Agreements and Contracts**

- **Aging Review Committee**

Chairman Dillard called on Ms. Alecia Johnson, Associate Director of Aging. Ms. Johnson reported BRADD Aging services recently requested proposals for the Title III-D Health Promotion and Disease Prevention. These services are designed to provide a variety of exercise and health education classes and activities which promote health and wellbeing for seniors. No bids were received by the due date. This service was previously provided by Community Action. The Aging Services Review Committee met and recommended that the Executive Council make a motion and approve the transition of Title III-D Health Promotion and Disease Prevention services be provided through the BRADD Office. The Aging Council met and recommended the services be moved in-house, to BRADD. Ms. Johnson asked the Council to consider the request due to having received no bidders from outside providers. Ms. Johnson informed if moved in-house BRADD staff would pilot this program for one year beginning on July 1, 2023. A determination on staffing will be made as a restriction by ACL exists prohibiting use of funds for program administration.

Motion: Mr. Steve Thurmond made a motion to approve relocating the Title III-D Health Promotion and Disease Prevention services to the BRADD Office. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **CED Resolutions**

Chairman Dillard called on Ms. Emily Hathcock who reported the members packet contains a resolution to authorize the Rebuilding American Infrastructure with Sustainability and Equity (RAISE). Ms. Hathcock explained this opportunity is with the U.S. Department of Transportation to provide a planning grant which would fund a regional assessment to determine best practices to enhance pedestrian walkways to prevent death and serious injury on roads and streets.

Motion: Judge/Executive Dennis Harper made a motion to authorize signing the RAISE Resolution. The motion was seconded Mayor Billy Phelps. Motion carried. (See attached)

Ms. Hathcock further presented a resolution from the Economic Development Authority (EDA) Public Works Grant Application. This resolution would allow the BRADD Office to continue offering the Disaster Coordinator position services for another three years.

Motion: Judge/Executive Joe Choate made a motion to approve signing the EDA Public Works Resolution. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)

Ms. Hathcock presented a third resolution with USDA: Rural Business Development Grant Project. The resolution would authorize the BRADD to use USDA funding for the cost of regional leadership and business technical support programs. Ms. Hathcock informed this would be particularly beneficial to support the BRADD Revolving Loan Fund program and further cooperative support with the Small Business Development Center.

Motion: Mayor Dwayne Hatcher made a motion authorize signing the USDA Business Development resolution. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Other**

Mr. Eric Sexton further commented, some of the resolutions presented were premature due to the deadline dates and the timing alignment with the next Council meeting. Mr. Sexton informed an awarded grant called Building

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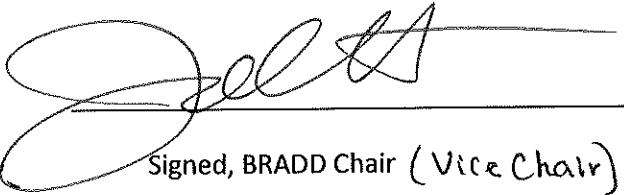
Motion: Mayor Dwayne Hatcher made a motion authorize signing the USDA Business Development resolution. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Other**

Chairman Dillard called on guest, Judge/Executive Scott Lindsey to provide update on the Edmonson County water supply situation.

8. Adjourn

Motion: With no further business to consider, Judge/Executive Joe Choate made a motion to adjourn, and the motion was seconded by Mr. Michael Stoyonovich. Motion carried.



Signed, BRADD Chair (Vice Chair)