

Minutes
BRADD Executive Council
Wednesday, March 22, 2023
BRADD Office Center

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

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

1. Call to Order

The Executive Council meeting was called to order by the BRADD Vice Chair Judge/Executive Joe Choate. It was determined a quorum was present.

2. Approve Minutes

Vice Chair Choate reported the minutes from the January 26, 2023 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Billy Phelps made a motion to approve the January 26, 2023 Executive Council minutes. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

3. Review and Approval of Clearinghouse Projects

Vice Chair Choate called on Ms. Emily Hathcock who presented 21 regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. The projects are primarily Safe Room, Homeland Security, and water related projects. 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 21 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 January and February**

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

Motion: A motion was made by Mayor Dwayne Hatcher to approve the Executive Director January and February timesheets and travel forms as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried.

5. Agreements and Contracts

- **ESMP**

Vice Chair Choate called on Ms. Alecia Johnson who provided an update on the Expanded Senior Meal Program (ESMP). Ms. Johnson stated, the Department for Aging and Independent Living (DAIL) provided BRADD with additional ESMP funds for the fiscal year. Ms. Johnson informed the special focus of funds has been used to serve meals to BRADD waiting list clients. Further, Ms. Johnson informed BRADD has also worked to develop several pilot projects for new and innovative ways to reach the regions seniors. Projects underway include offering a hot lunchtime meal at the YMCA in Glasgow. The facility was willing to participate in this efforts and provide the space for meal time. The YMCA has several seniors who participate in exercise classes. A second project is with the Park City Senior Center to offer congregate meals on Mondays and Tuesdays. Additionally, BRADD is working with Bowling Park in Edmonton to help enhance the meal services they offer to the senior community. Ms. Johnson informed BRADD has other projects in the works in efforts to utilize the additional ESMP funds to help better serve the senior community. Further, Mr. Eric Sexton informed the Council that this has been a unique opportunity for BRADD to have additional funding for meals. Mr. Sexton explained BRADD is trying to fund projects that can be sustained into the future beyond the initial activity. Mr. Sexton informed it appears that some of the funds will be unspent. Unspent funds can be returned and used by other Area Development Districts. Initially, BRADD received \$1.7 million in additional funds. Mr. Sexton informed the funds are restricted with prior project approval by DAIL before implementation. BRADD has had several project ideas but they have not all been approved. BRADD staff are working diligently to create new and innovative ways to reach the aging populations hunger needs.

- **ARC**

Vice Chair Choate called on Ms. Emily Hathcock. Ms. Hathcock informed the Council BRADD has received the annual contract from the Application Regional Commission (ARC). The contract amount is \$52,502 for 2023.

- **USDA**

Vice Chair Choate called on Ms. Emily Hathcock who provided an update on the USDA Rural Business Development Grant Project resolution that was presented in January. Ms. Hathcock informed at this time it has been decided to wait another year before submitting for the program in efforts to obtain stronger project plan.

- **CRISI Resolution**

Ms. Hathcock further presented a resolution from the Consolidated Rail Infrastructure and Safety Improvements (CRISI) project application. Ms. Hathcock informed this would allow for a regional hazard rail plan in the event of a rail hazard material spill. This project would assist in establishing a response plan to prepare for such an event. Ms. Hathcock informed a copy of the needed resolution was included in the members packet. The resolution is needed to submit with the application.

Motion: Mayor Billy Phelps made a motion to approve signing the CRISI Resolution as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

- **Other**

Judge/Executive Dennis Harper inquired of the magisterial redistricting contract. Ms. Hathcock informed the draft contracts are in place which will include a base rate. Upon specifics of magistrate and precinct information, a more personalized price can be established. BRADD GIS Manager, Ms. Kim Morrow is the contact for this project. Ms. Hathcock did inform that the county would need to follow the KRS for exact advertisement requirements.

Mr. Sexton informed the members there will be an Application Regional Commission (ARC) conference held in Ashland, KY September 11-12. This would be particularly beneficial to the four ARC counties in the region.

6. **Personnel**

- **Administration**

Mr. Eric Sexton reported BRADD has recently hired a Network Administration (IT) Intern, Mr. John Nguyen, who will assist Mr. Erick Roy on special projects and will provide an opportunity for BRADD to pilot further opportunities to expand the network services BRADD provides.

- **Aging**

Mr. Sexton reported the Aging Department received a resignation from Case Manager, Ms. Rebekah Edwards who will be leaving at the end of April. The position has been posted. Further, BRADD has hired a part-time temporary Aging Assistant to support the work of the ESMP program, Ms. Melissa Brown will be working with the three current projects that are underway. BRADD is also looking for a full time temporary ESMP position to provide further assistance with this special project focus area.

7. **Other**

- **KY Deferred Compensation Resolution**

Vice Chair Choate called on Mr. Caleb Speck who reported the Councils packet contains a resolution for an updated resolution authorization for the BRADD employee retirement benefit provider, KY Deferred Compensation (KDC). BRADD entered into the original agreement with KDC in 2017. Mr. Speck informed this update includes the same participation details as the original set up. BRADD offers employees the opportunity to participate in a 457 B retirement investment plan. This is an employee driven benefit.

Motion: Mr. Steve Thurmond made a motion to authorize the KY Deferred Compensation resolution as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **Conflict of Interest**

Vice Chair Choate called on Mr. Caleb Speck who reported receiving one staff conflict of interest form for IT Intern Mr. John Nguyen. Mr. Nguyen disclosed additional outside employment which does not appear to create a conflict with his work at BRADD.

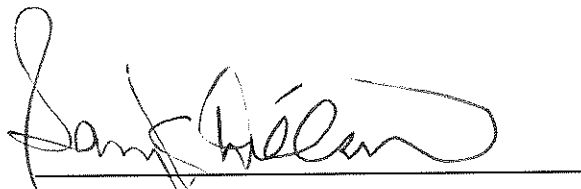
Motion: Mayor Michael Hughes made a motion to approve the Conflict of Interest form as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Other Updates**

Vice Chair Choate called on Mr. Eric Sexton who extended congratulations to Mr. Steve Thurmond on his new role as Chairman of the KY Council of ADDs. Mr. Thurmond will be the third person to represent BRADD on the KCADD board and is the first Citizen Member, from our region, to ever hold the office. Mr. Sexton informed BRADD is currently developing strategic plans in efforts to increase the operation efficiencies. Mr. Sexton encouraged all members to attend next months Board Meeting, Legislative Luncheon, to be held at the Monroe County Extension Office. An Executive Council meeting will be held prior at 11 am.

8. Adjourn

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

A handwritten signature in black ink, appearing to read "Sam Hillman", written over a horizontal line.

Signed, BRADD Chair