

**Minutes**  
**BRADD Executive Council**  
**Wednesday, April 26, 2023**  
**Monroe County Extension Office**

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

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 Gary Dillard. It was determined a quorum was present.

**2. Approve Minutes**

Chairman Dillard reported the minutes from the March 22, 2023 Executive Council meeting were previously emailed to the members for prior review.

**Motion: Mr. Steve Thurmond made a motion to approve the March 22, 2023 Executive Council minutes. The motion was seconded by Mrs. Dawn Devore. Motion carried.**

**3. Review and Approval of Clearinghouse Projects**

Chairman Dillard called on Ms. Emily Hathcock who presented one regional clearinghouse project. Ms. Hathcock informed the Council's packet contains a description of the project for South Logan Water Associations distribution system upgrade and extension project. Ms. Hathcock informed the project was reviewed by BRADD staff for conflicts or duplications, of which there were none.

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

**4. Financials**

**• Review of Executive Director's Timesheets and Travel for March 2023**

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 Dennis Harper to approve the Executive Director March timesheets and travel forms as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.**

- **Quarter Three Accounts Payable**

Chairman Dillard called on Ms. Hong Nguyen who reported a listing of all the checks written and credit card statements from quarter three, January through March 2023, had been emailed to the members for prior review. A copy was available upon request. Ms. Nguyen denoted increased spending in the Aging Department because of the increased funds received from Home Care and Title III for the purchase of client supplies and home modifications/repairs. Ms. Nguyen noted many of the supplies purchased were from online vendors. Additionally, funding for Senior Centers garden box projects has been underway resulting in additional spending this quarter.

**Motion: Judge/Executive Joe Choate made a motion to approve the quarter three accounts payable as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)**

- **Quarter Three 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. Specifically, Ms. Nguyen pointed out the Economic Development Department account being slightly under the budget benchmark due to the unpaid transit feasibility study. The benchmark will be met once the invoice is received, and payment is made. The Aging department is currently at the 57 percent benchmark due to the meal's programs increased funds. BRADD staff have submitted new ways to utilize funds, however they were not approved by DAIL. This may result in underspent funds in this area. Other BRADD accounts are on target for the third quarter. Overall, the total expenditures and revenues are at 68 percent for the third quarter.

**Motion: Judge/Executive Joe Choate made a motion to approve the quarter three financials as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

- **FY 24 Cost Allocation Plan**

Chairman Dillard called on Ms. Hong Nguyen who informed the FY 24 BRADD cost allocation plan was emailed to the member for prior review. The document provides a description of how BRADDs costs are allocated. It outlines the financial process such as issuing checks and financial recordkeeping. The auditors use this document to monitor and evaluate the financial work being completed. Ms. Nguyen informed there were no procedural changes for this year's update. The Economic Development Authority (EDA) did provide one language change which was included on the signature page. Ms. Nguyen informed once approved, the final version would be maintained on the BRADD website.

**Motion: Judge/Executive Dennis Harper made a motion to approve the FY 24 Cost Allocation Plan as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**



## 5. Agreements and Contracts

### ● Aging Provider Update

Chairman Dillard called on Ms. Alecia Johnson, who reported a follow up from the January meeting. The Executive Council approved the rate increase for the in-home service provider, Comfort Keepers. Ms. Johnson informed since the rate increase, there have been an observed notice in aide availability. The areas of greatest increase have been in Warren County/Bowling Green and in Barren County, which are the largest of the served population. There has also been increases in available hours for Edmonson and Hart counties. BRADD staff are continuing to open meals and are trying to keep up pace with the availability of in-home hours as the need arises. Ms. Johnson informed satisfaction with the noticed progress with Comfort Keepers thus far.

### ● RLF Plan Homeland Security Resolution

Chairman Dillard called on Ms. Emily Hathcock who requested approval to enter into a resolution agreement with the Department of Homeland Security. This agreement would allow BRADD to apply for funding for Community Emergency Response Teams (CERT). This was a goal received from the Community Economic Development Strategy (CEDS).

**Motion: Mayor Michael Bowe made a motion to authorize signing the Homeland Security Resolution. The motion was seconded Mr. Steve Thurmond. Motion carried. (See attached)**

### ● RLF Plan

Chairman Dillard called on Ms. Hathcock who reported the member packet contains a resolution update for the Revolving Loan Fund (RLF) plan. Ms. Hathcock informed the Economic Development Authority has recommended language changes reflective of regulations.

**Motion: Judge/Executive Joe Choate made a motion to approve the RLF Plan Resolution as presented. The motion was seconded by Ms. Dawn Devore. Motion carried. (See attached)**

### ● RLF

Chairman Dillard called on Ms. Hathcock who informed the Council the Revolving Loan Fund Committee met recently and considered a business loan for the Metcalfe County Industrial Development Authority (IDA). They are requesting working capital funding to assist with the closeout of an in-progress project to outfit a spec building for the operation of a Stave Mill. The loan amount of \$50,000 for thirty-six months at 4 percent interest. Members asked what the rate was based on, Ms. Hathcock explained the rated is based on prime of which 4 percent is the lowest approved rate. Ms. Hathcock informed the RLF Committee recommended approval.

**Motion: Judge/Executive Dennis Harper made a motion to approve the Loan request for Metcalfe County IDA. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)**

- **Other**

Chairman Dillard called on Ms. Hathcock for the consideration of an additional resolution for Hazard Mitigation Planning. Ms. Hathcock explained the resolution would allow the submission of a grant application for disaster relief emergency assistance. BRADD would use received grant funds to support the Disaster Resiliency Coordinator position, development of GIS platform for local emergency managers and implementing non construction aspects of local disaster plans.

**Motion: Judge/Executive Joe Choate made a motion to approve the Hazard Mitigation Resolution as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

Chairman Dillard called on Ms. Hathcock who requested the Council's approval to enter with the KY Department of Transportation and Federal Transit Administration for the submission of the Transit projects. Ms. Hathcock informed the Barren River Local Elected Officials Organization (BRLOO) met previously, in March, and considered and approved the same resolution. Ms. Hathcock was informed by the Department of Transportation that the Executive Council also needed to adopt the resolution for submission.

**Motion: Judge/Executive Joe Choate made a motion to approve the Transit Resolution as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

## **6. Personnel**

- **Aging**

Mr. Eric Sexton provided all personnel updates which included the hiring of a new Aging Case Manager, Ms. Melissa Massey, who began on April 27, 2023. This position is replacing the resigned Case Manager Ms. Rebekah Edwards. Mr. Sexton informed of the possibility of hiring another candidate, in a temporary capacity, to fill the position of part time SHIP and MIPPA assistant and work part time with the Expanded Meals Program (ESMP).

- **Finance**

Mr. Sexton informed finance intern Mr. Trevor Fields has graduated and accepted a full-time position elsewhere. Mr. Sexton is working with the Finance Department staff to replace with another finance internship opportunity.

## **7. Other**

- **FY 2024 Annual Dues and Aging Donations**

Chairman Dillard called on Mr. Caleb Speck who informed the BRADD fiscal year 2024 annual dues have been assessed. The dues rate remains the same as in past years at 0.50 cents per capita. Mr. Speck informed the population data was generated from the state data center and is based on the 2020 Census with population estimates from 2021. Mr. Speck informed a summary of the assessed dues is provided in the member's packet. Mr. Speck also informed a dues notice will be sent, for budgetary planning purposes. The notice will also contain the FY 24 aging donations amount which continues to be the same as previous years. The annual dues will be invoiced in June with a July 31<sup>st</sup> due date while the aging donations will be invoiced in July with an August 31<sup>st</sup> due date.



**Motion: Judge/Executive Joe Choate made a motion to approve the FY 24 Annual Dues assessment as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)**

- **Conflict of Interest**

Chairman Dillard called on Mr. Caleb Speck who reported receiving one staff conflict of interest form for new employee Brooke Edwards. Ms. Edwards disclosed additional outside employe with a behavior health company of which she plans to contract for periodic work. BRADD does not do business with the mental health agency and Mr. Speck reported not seeing a potential conflict with this disclosure.

**Motion: Judge/Executive Joe Choate made a motion to approve the conflict of interest as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

- **Other Updates**

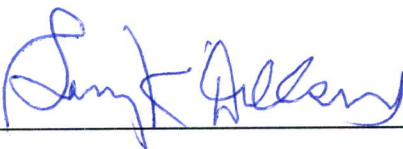
Chairman Dillard called on Mr. Eric Sexton who requested the review of purchasing a BRADD fleet vehicle. Mr. Sexton reported BRADD currently has a 2013 Ford Escape that is aging and has been costly to maintain due to mechanical issues. Mr. Sexton proposed to the Council trading the Ford for a new Honda civic base model sedan. Mr. Sexton informed he received three quotes and provided those to the members. Those included Gary Force Honda at \$20,500, Whites Honda at \$24,200 and Hardin Co. Honda at \$29,815. Mr. Sexton requested approval up to \$29,900 for a new fleet vehicle purchase. Members discussed that Gary Force Honda had the best price and sounded like the best option to buy locally.

**Motion: Judge/Executive Joe Choate made a motion to approve up to \$29,900 for the purchase of new BRADD fleet vehicle. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**

Lastly, Mr. Sexton announced that the next BRADD Executive Council and Board meeting will be held on Wednesday, May 24, 2023. Half of the BRADD area Legislators have responded to be present for today's annual Legislative meeting. Mr. Sexton invited the member to the BRADD's annual staff retreat to be held in Barren County on Friday May 5<sup>th</sup> an agenda with more information will be sent.

## **8. Adjourn**

**Motion: With no further business to consider, Mayor Dwayne Hatcher made a motion to adjourn, and the motion was seconded by Judge/Executive Joe Choate. Motion carried.**



Signed, BRADD Chair