

**Minutes  
BRADD Executive Council  
Wednesday, May 24, 2023  
BRADD Office Center**

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

Staff in Attendance: Mr. Eric Sexton, Ms. Amy Carroll, Ms. Hong Nguyen, Ms. Michelle Hines, Ms. Emily Hathcock, Mr. Erick Roy 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 April 26, 2023 Executive Council meeting were previously emailed to the members for prior review.

**Motion: Mr. Steve Thurmond made a motion to approve the April 26, 2023 Executive Council minutes. The motion was seconded by Judge/Executive Joe Choate. Motion carried.**

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

Chairman Dillard 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 first project is with Bowling Green – Warren County MPO for unified planning work program, which outlines the transportation planning program for Fiscal Year 2024. The City of Edmonton's project for Memorial Park walking trail re-pavement, the City of Morgantown's water treatment plant updates, and Simpson County's Historic Courthouse security measure updates. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

**Motion: Mayor Mike Hughes made a motion to approve the four regional clearinghouse projects as presented; the motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**

**4. Financials**

● **Review of Executive Director's Timesheets and Travel for April 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 Mayor Billy Phelps to approve the Executive Director April timesheets and travel forms as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.**

- **FY 24 Salary Schedule**

Chairman Dillard called on Mr. Eric Sexton, who presented the Council with the fiscal year 2024 BRADD staff salary schedule. Mr. Sexton excused all staff from this portion of the meeting. Mr. Sexton provided the members with a draft salary schedule for the staff based on budget figures. Mr. Sexton spoke about the improvements made in the last year to enhance salaries to retain and recruit qualified staff. While the efforts are admirable, the agency is still behind. He compared last year's approach to this year's approach. BRADD is utilizing a blended cost of living base plus a performance factor. Mr. Sexton further mentioned the consensus of management, to again take a lower percentage increase to reward lower paid employees and work towards raising the entry level salary to be more competitive in the current market. After some discussion the following motion was made.

**Motion: Mr. Steve Thurmond made a motion to approve the FY 24 Salary Schedule as presented. The motion was seconded by Judge/Executive Dennis Harper.**

Before voting, further discussion ensued regarding the amount for employees lower than a seven percent increase. The following amended motion was made.

**Amended Motion: Mr. Michael Stoyonovich made a motion to amend the presented FY 24 Salary Schedule as to raise the minimum percentage increase to seven percent. The amended motion was seconded by Judge/Executive Joe Choate.**

Members then discussed the desire to first approve original motion and then approve the amended motion as follows:

**Motion: Mr. Steve Thurmond made a motion to approve the FY 24 Salary Schedule as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)**

**Amended Motion: Mr. Micahel Stoyonvich then made a motion to amend the presented FY 24 Salary Schedule as to raise the minimum percentage increase to seven percent. The amended motion was seconded by Judge/Executive Joe Choate. (See attached)**

Chairman Dillard excused Mr. Sexton from the meeting for the review and consideration of his annual evaluation. Chairman Dillard informed last month members were asked to complete an evaluation on the BRADD Executive Director Mr. Eric Sexton. Mr. Speck provided a summary of the results of each of the members. All members unanimously scored Mr. Sexton 10s, the highest ranking, in all categories. A summary of the comments made was also provided. Chairman Dillard informed he met with Ms. Hong Nguyen prior to the meeting to review the budget to determine a possible salary increase for Mr. Sexton. Mr. Dillard stated he would like Mr. Sexton to receive the same percent increase all other staff received. Members discussed. Judge/Executive Joe Choate asked for a comparison of other ADD Directors salaries. Mr. Speck informed the last record was from 2021, Mr. Speck provided a copy for the members review. Mr. Sexton ranked 7<sup>th</sup> among the directors. Mr. Thurmond commented on how Mr. Sexton is a leader among the other ADD directors across the state. Mr. Thurmond informed through his role as KCADD Board Chairman he has noticed how all the other directors come to Mr. Sexton to seek his guidance and direction on matters. Members agreed upon the excellent work Mr. Sexton has been accomplishing.

Mr. Stoyonovich suggested presenting Mr. Sexton with an increase of \$18,504. Members discussed in agreement and voiced favor for Mr. Sexton's salary to be increased to the higher of the ADD Director salary scale. Chairman Dillard asked Ms. Hong Nguyen if the budget could support the proposed \$18,504 increase. Ms. Nguyen informed this increase would need to come from the fund balance, which would prove supportive to sustain the increase going forward. Members voiced agreement.

**Motion: Mayor Billy Phelps made a motion to approve a salary increase of \$18,504 for the Executive Director beginning with Fiscal Year 24. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.**

- **FY 24 Budget**

Chairman Dillard invited all staff to return to the meeting. Chairman Dillard called on Ms. Hong Nguyen who presented the BRADD Fiscal Year 2024 detailed budget. Ms. Nguyen informed last year's BRADD recognized \$11 million in revenue, this year the revenue has increased to \$22.56 million. The majority of this increase came from the aging programs funding. Particularly, the Waiver program received an increased client budget which passes through the BRADD. With the increase, Medicaid Waiver clients are now able to pay their caregivers up to \$21 per hour, up from last year's rate of \$11 per hour. The expanded meals program has resulted in increased funds to feed more seniors. Ms. Nguyen discussed how travel and program service areas have also increased. Ms. Nguyen provided a summary of the active BRADD grants including their funding sources. As some funds continue to be approved the total number will change. Total revenue funding includes \$3.6 million in federal funds, \$18.2 million in state funds, and \$669,000 in local funds. In expenses, Ms. Nguyen provided a similar breakdown of the BRADD grants with spending projections. Ms. Nguyen talked about the personnel increases for the new year with last year's expenses at 2.5 million FY 24 personnel expenses are expected to increase to 3 million. This is a result of salary changes and the addition of new staff. Other expenses like travel and training are estimated at \$105,000 and other expenses at \$545,000. Indirect costs at \$736,000. Lastly Ms. Nguyen noted the FY 24 BRADD budget is almost entirely pass through funding at \$18.1 million of the \$22.5 million pass through. Ms. Nguyen informed she would provide an adjusted budget total with any newly received funding contracts. Ms. Nguyen asked the Council for any questions.

**Motion: Mayor Mike Hughes made a motion to approve the FY 24 budget as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)**

## **5. Agreements and Contracts**

- **FY 24 KIA**

Chairman Dillard called on Ms. Emily Hathcock who reported for informational purposes, BRADD has received the Kentucky Infrastructure Authority (KIA) contract for Fiscal Year 2024 in the amount of \$76,000. This is the same contract amount as the previous year.

- **FEMA Resolution**

Chairman Dillard called on Ms. Emily Hathcock who informed the Council's packet contains a copy of the FEMA Resolution. The resolution purpose is for obtaining certain federal financial assistance under the disaster relief act or funds otherwise available from the disaster relief fund after a federally declared emergency by the President. Ms. Hathcock informed BRADD plans to use funds obtained to create safe rooms in industries throughout the region. The projected expense for these projects currently totals \$3.5 million.

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

- **RFP Janitorial Services**

Chairman Dillard called on Mr. Eric Sexton who informed the Council the BRADD office is in need of janitorial services. After the previous provider's resignation, BRADD entered into an emergency contract with another provider. A request for proposal has been developed for bidding the service. Mr. Sexton informed a copy of the RFP was emailed to the members for prior review and a printed copy is available in the members packet. The proposal will be sent to all previously interested parties and will be advertised and posted on the BRADD website. Mr. Sexton informed a schedule of events was included in the packet which includes a release date of June 1, 2023 with a proposal due date of July 31, 2023. Mr. Sexton hopes to have a contracted janitorial service in effect by September 1, 2023. Mr. Sexton stated he would return to the Council or Policy and Review Committee, for review and approval of the received bidders.

**Motion: Mayor Mike Hughes made a motion to approve the Janitorial Services Request for Proposal as presented. The motion was seconded by Ms. Dawn Devore. Motion carried. (See attached)**

## **6. Personnel**

- **Aging**

Chairman Dillard called on Mr. Eric Sexton, Executive Director for all departmental personnel updates. Mr. Sexton reported BRADD Aging Services Case Manager Rose Florea has resigned, her replacement, Ms. Mackenzie Fleming has been hired with a start date of June 1, 2023. BRADD is currently advertising for a part time position in the Aging Department for a MIPPA Assistant. This position will provide assistance in Medicare Improvement for Patient and Providers Act (MIPPA).

- **Finance**

Mr. Sexton informed BRADD has hired a new Finance Intern, Ms. Briana Shelton, who is currently a WKU accounting major. Ms. Shelton will work part time this summer and next semester.

## **7. Other**

- **Conflict of Interest**

Chairman Dillard called on Mr. Caleb Speck. Mr. Speck reported two staff conflict of interest statements. Ms. Melissa Massey, Aging Case Manager, no conflicts disclosed. And Ms. Briana Shelton, Finance Intern, disclosed additional outside employment at FedEx which does not appear to create any conflicts with her work at BRADD.

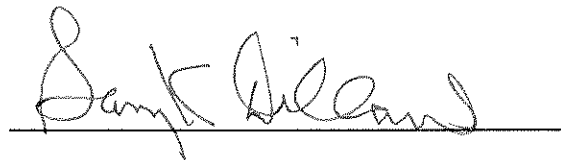
**Motion: Judge/Executive Joe Choate made a motion to approve the two staff conflict of interests as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.**

- **Other Updates**

Chairman Dillard called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton informed BRADD will hold the next Board Meeting on June 28, 2023. Mr. Sexton is considering giving the Executive Council the month off if there are no pressing matters to be considered. Mr. Sexton encouraged members to attend next month's full board meeting as it will consist of the annual equity and inclusion training as presented by Dr. Martha Sales of WKU.

**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.**

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

Signed, BRADD Chair