

**Minutes
BRADD Executive Council
Wednesday, July 27, 2022
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Joe Choate, Ms. Dawn Devore, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher. (See attached sign-in sheet).

Virtual Members in Attendance: Mayor Michael Bowe, Mr. Steve Thurmond.

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 both virtually and in-person.

2. Approve Minutes

Chairman Thurmond reported the minutes from the June 22, 2022 Executive Council meeting were previously emailed to the members for prior review.

Motion: Judge/Executive Dennis Harper made a motion to approve the June 22, 2022 Executive Council minutes. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Thurmond called on Ms. Emily Hathcock who presented eight regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. Ms. Hathcock informed the projects include: Monroe County Water District for system Improvements. The Glass Ceiling Enterprise, LLC for the Dive Greenspace/Pocket Park. The City of Franklin's projects for North Main Street Water line replacement, manhole rehabilitation project, and Morgantown Road water line upgrade. The City of Edmonton's Memorial Park Community Center project. Logan Todd Regional Water Commissions replacement of north Russellville's corroded pipe and the City of Edmonton's natural gal pipeline renovations. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mayor Dwayne Hatcher made a motion to approve the eight 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 June 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 Judge/Executive Joe Choate to approve the Executive Director June timesheets and travel forms as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

5. Agreements and Contracts

• Aging Program Contracts

Chairman Thurmond called on Ms. Alecia Johnson who updated the Council an additional \$14million dollars has been allocated statewide to increase meals for seniors. The exact amount to be received by BRADD has yet to be determined. Preparations are being made in the Aging Programs to increase the meals and services this fiscal year. BRADD is appreciative of the additional funding to help better serve the clients.

• PCAP Transition

Chairman Thurmond called on Ms. Johnson who reported the Personal Care Attendant Program (PCAP) will be taken over by the Department for Aging and Independent Living (DAIL) effective January 1, 2023. The program will now be operated at the state level as a measure of cost savings. BRADD received the letter notification from DAIL stating the significant cost savings will allow participants to pay attendants at a higher pay rate of pay of \$11 per hour. Ms. Johnson informed a copy of the letter is included in the member's packet. BRADD has one part time staff member with 13 clients serviced in the program. BRADD has contacted all participants by phone to inform them of this transition. DAIL will be notifying clients with a mailed letter.

• FY 23 JFA and KYTC Local Roads

Chairman Thurmond called on Ms. Emily Hathcock, who informed the Council the Fiscal Year 2023 contracts for the joint funding agreement (JFA) and the KY transportation cabinet's local roads contracts have both been received.

• RLF Updates

Chairman Thurmond called on Ms. Emily Hathcock who provided an update on loanee, Painted Parlor. As of today, they are current with their payment. After continued unsuccessful direct deposit attempts, the Loanee has now delivered two cash payments towards the loan. Mr. Sexton has spent considerable time and made numerous contacts in efforts to make special provision with this loanee to receive payment. Mr. Sexton has informed the further pursuit of legal action will be sought for continued late or missing payments. Members voiced agreement for Mr. Sexton/BRADD to cease continuing the attempt to collect funds and to proceed with legal action for any further late or missing payments. Ms. Hathcock further informed the RLF CARES has administrative funds that they plan to use for outreach and promotional events. She informed they has been in contact with some of the region's Chamber of Commerce's to promote the RLF program at Chamber events. Ms. Hathcock also informed

the regular RLF account has received two applications, if both are approved to be funded this will deplete the regular RLF account.

6. Personnel

- **Aging**

Chairman Thurmond called on Mr. Eric Sexton, Executive Director for all departmental personnel updates. Mr. Sexton reported the Aging department Lead Waiver Case Manager, Brooke Edwards last day will be July 29. She has provided ample notice of her resignation upon passing her therapist licensure she is taking a position in that field. Additionally, we received a resignation from Waiver Case Manager Lydia Newton. A replacement has been hired, Ms. Makayla Maxey, effective August 1, 2022. Additionally, Ms. Alexius Holder has submitted a two-day notice of resignation. BRADD will be positing the job vacancy. Mr. Sexton informed the workload capacity of Case Managers with the new Mains'L software is yet to be determined and two hires may be needed. Mr. Sexton hopes the new fiscal year approved pay scale will help attract quality candidates. Mr. Sexton informed the Waiver in-home visits will be temporarily reduced to every other month to help support increased case loads during this transition time.

- **Finance**

Mr. Sexton informed the finance department has hired a part time, temporary receptionist, Ms. Ede Jones to provide coverage at the front desk in rotation with the other par- time receptionists.

7. Other

- **Conflict of Interest**

Chairman Thurmond called on Mr. Caleb Speck. Mr. Speck reported one staff conflict of interest statement for Ms. Ede Jones. There are no apparent conflicts.

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

- **Building Fund Request**

Chairman Thurmond called on Mr. Eric Sexton who reported the BRADD Conference Center carpet is original to the building since 2003 and needs replacing. Mr. Sexton informed he has received three quotes for luxury vinyl flooring and three quotes for installation. A copy of the quotes are provided in the packet. Mr. Sexton asked approval to authorize the use of the BRADD building funds for the flooring installation in the Conference Center and Lobby. The average for the quotes was \$18,000 for materials and \$11,000 for instillation. The luxury vinyl is a durable 2.5 - 5 mm flooring suitable to support the large conference room tables. Mr. Sexton requested two

motions to approve amount limits for installation and materials. Mr. Sexton informed there are sufficient funds in the Building Account to support this project.

Motion: Judge/Executive Joe Choate made a motion to approve up to \$25,000 for flooring materials. The motion was seconded by Ms. Dawn Devore. Motion carried.

Motion: Mayor Dwayne Hatcher made a motion to approve to up to \$12,000 for flooring installation costs. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton informed the BRADD 54th Annual Meeting will be held in Simpson County at the SKYCTC Conference Center on Wednesday September 28, 2022 with a luncheon at 12 noon and meeting to follow. Invitations will be mailed. Mr. Sexton announced nominations are currently being accepted for the Tim Lee Carter and William H. Natcher service awards. Mr. Sexton inquired of changing the 2023 Board Meeting calendar to include removing the July monthly meeting. This due to the business of summer events, travel and additional duties of members. Removing the July meeting would give a total of three months in which Board Meetings would not take place. February, July and November. Members expressed agreement that summer months attendance was down and one less meeting could promote increased attendance. Mr. Sexton informed a Local Government Certificate program signing ceremony with WKU would take place today, of which Executive Council members are invited to participate. This program will offer educational assistance to government employee pursuing further education.

8. Adjourn

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



Signed, BRADD Chair