

**Minutes
BRADD Executive Council
Monday, October 30, 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 and Mr. Michael Stoyonovich. (See attached sign-in sheet).

Staff in Attendance: Mr. Eric Sexton, Ms. Amy Carroll, Ms. Hong Nguyen, Ms. Michelle Hines, Ms. Emily Hathcock, Ms. Alecia Johnson, 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 last Executive Council meeting held on August 23, 2023 were previously emailed to the members for prior review.

Motion: Mayor Billy Phelps made a motion to approve the August 23, 2023 Executive Council minutes. The motion was seconded by Mayor Michael Hughes. 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 majority of the projects are for Water or emergency services. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Judge/Executive Joe Choate made a motion to approve the nine 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 August and September 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 Joe Choate to approve the Executive Director August and September timesheets and travel forms as presented. The motion was seconded by Mr. Michael Stoyonovich. **Motion carried.**

- **FY 24 Quarter One Accounts Payable**

Chairman Dillard called on Ms. Hong Nguyen who informed the members a copy of all quarterly expenses were sent to the members for prior review. Those included the BRADD accounts payable and credit card statements. Ms. Nguyen informed the BRADD management team met recently to consider a new credit card provider. BRADD will be switching from Truist to Pinnacle Financial Partners in hopes of improved customer service. Additionally, BRADD has opened a money market account with Pinnacle Bank in the amount of two hundred thousand dollars(\$200,000). Specifically, these are BRADD dollars eligible to earn interest. Funds had previously been invested in a CD. With the new money market account funds can still draw interest and be accessed anytime as needed to supplement projects. The current interest for the money market account is at 5 percent APY for the first six months.

Motion: Ms. Dawn Devore made a motion to approve the FY 24 Quarter One Accounts Payable as presented. The motion was seconded by Mayor Michael Hughes.

- **FY 24 Quarter One Financials**

Chairman Dillard called on Ms. Hong Nguyen to further report on the financials for the period ending September 30, 2023. Ms. Nguyen drew the members attention to the revised budget in comparison to the original budget. Ms. Nguyen noted another revision is needed due to receiving additional Community and Economic Development and Aging services grant funds. Ms. Ngyen pointed out columns of funding more than the quarter's targeted 25 percent goal, would eventually level out due to the spending process. Some programs have carryover funds which can be applied across multiple years. The bylines report indicated BRADDs year-to-date percentage currently stands at 24 percent of the budgeted revenue received and 24 percent of expenses have occurred. Ms. Nguyen noted the closeness to the targeted 25 percent quarterly target, adding the one percent difference would be caught up in the coming quarter. Ms. Nguyen reviewed the BRADDs balance sheet outlining the agency's assets and liabilities and resulting total fund balance.

Motion: Judge/Executive Joe Choate made a motion to approve the FY 24 Quarter One Financials as presented. The motion was seconded by Mayor Dwayne Hatcher. **Motion carried. (See attached)**

5. Agreements and Contracts

- **Aging Provider Rate Increase**

Chairman Dillard called on Ms. Alecia Johnson who reported Aging Services hot meal provider, Five Star Food Service, has submitted a rate increase request. A copy of the request letter was provided in the members packet. The request includes an 11 percent increase to their current approved unit rate. Five Star's contract with BRADD is through June 2025. Their current rate is \$5.14 per meal, the request is for a \$0.58 increase which will bring their

rate to \$5.72 per meal. Five Star has cited their reason for the request is due to the increased food costs. Ms. Johnson informed documentation was provided to demonstrate the need for increases. Ms. Johnson further stated the request was presented to the Aging Council and they recommend approval. Ms. Johnson asked should the increase be considered, a recommended effective date of November 1st, 2023 would be placed in effect.

Motion: Mayor Billy Phelps made a motion to approve Five Star's requested 11 percent rate increase effective November 1, 2023. The motion was seconded by Mr. Michael Stoyonovich. Motion Carried. (See attached)

- **RFPs SHIP & Ombudsman**

Chairman Dillard called on Ms. Alecia Johnson who further reported BRADD is requesting proposals from interested parties for SHIP (State Health Insurance Assistance Program) and Legal Assistance Services, as well as the Long Term Care Ombudsman program service. Ms. Johnson explained the proposals are for Fiscal Year 2025, a one year only contract. This is in efforts to align these programs on the same procurement cycle as other programs. Ms. Johnson explained the two programs are funded through Title III Older Americans Act, Centers for Medicare and Medicaid Funding, and state funding. A copy of the request for proposal schedule is included in the member's packet. Ms. Johnson informed the Aging Services Review Committee is scheduled to meet on January 11th at 10 am at BRADD to review received proposals. The BRADD Board would then review and approve the recommended proposals at the January Board Meeting. The contracts would become effective July 1, 2024.

Motion: Judge/Executive Joe Choate made a motion to approve the RFP for SHIP, Legal Assistance, and Long Term Care Ombudsman program services. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **CED Contracts Update**

Chairman Dillard called on Ms. Emily Hathcock who reported for informational purposes the members packet contains a summary of the Community and Economic Development divisions additional contracts. Ms. Hathcock stated BRADD has entered into 10 contract agreements with various BRADD counties/cities to provide additional grant assistance, about what is provided through the JFA, as part of a pilot program. There are currently 31 projects in development. The provided summary outlined the various projects by funding source, with 17 of the projects in development, 13 projects underway and one with an application submitted.

- **CEDS Annual Update**

Chairman Dillard called on Ms. Emily Hathcock who reported the resolution for the Community Economic Development Strategy (CEDS) annual update is included in the members packet. BRADD enacted a live website containing the CEDS. Ms. Hathcock described the resolution will streamline the annual update into the BRADDs annual report. The resolution approves the annual report as the submission of the annual required data to EDA. Ms. Hathcock informed the CEDS website receives consistent updates for continuous information.

Motion: Mayor Michael Hughes made a motion to approve the CEDS update Resolution as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **ARC LDD Ready and KOHS Cybersecurity**

Chairman Dillard called on Ms. Emily Hathcock who reported BRADD has received one hundred thousand (\$100,000) in funds from an ARC- LDD Ready Grant, which will be used to offset the disaster resiliency services at BRADD. Additionally, one hundred and eighty three thousand (\$183,000) in cybersecurity funds from the the KY Office of Homeland Security. Ms. Hathcock discussed using the funds to conduct a cyber incident response plan in efforts to prepare communities when disaster occurs in efforts to have a plan of response prepared for governmental entities and critical infrastructure.

- **ADF Request for Housing and Childcare Study**

Chairman Dillard called on Mr. Sexton who informed BRADD has Area Development Funds (ADF) with the Department for Local Government (DLG). The funds were once allocated to ADDs to support community projects. Under previous administration, funds were no longer allocated. However, ADF continues to remain a line item in the state budget. There is currently a balance of \$33 thousand of funds at DLF gaining interest. Due to recent need, Mr. Sexton requested the balance be used for a housing and and childcare regional study. Mr. Sexton stated an RFP would be needed to begin the process and the funds could serve as the base for the RFP. Mr. Sexton described a project of this nature is an eligible use of the funds.

Motion: Judge/Executive Joe Choate made a motion to approve authorizing the use of ADF funds towards a regional Housing and Childcare study. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

6. **Personnel**

- **Aging**

Chairman Dillard called on Mr. Eric Sexton, Executive Director for all departmental personnel updates. Mr. Sexton reported BRADD has hired an additional Case Manager, Melissa Dorsey, to help support the program growth. Further, meal delivery has begun through the Expanded Senior Meal Program (ESMP). Two part-time employees, Emma Harris and Jonas Sproles have been hired as van drivers to deliver meals to those waiting to receive services in Bowling Green and Warren County.

7. **Other**

- **Conflict of Interest**

Chairman Dillard called on Mr. Caleb Speck to present the staff conflict of interest statements. Mr. Speck reported two statements have been received since the last meeting. Aging Case Managers, Carla Wadlington and Melissa Dorsey. Both reported no conflicts.

Motion: Ms. Dawn Devore made a motion to accept the conflict of interest statements as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion Carried.

- **Other Updates**

Chairman Dillard called on Mr. Sexton who informed final updates and announcements. BRADD has recently undergone a legal review of fiscal policies, as shared previously. Additionally, Mr. Sexton would like to initiate internal memorandums to staff. They are currently in the process of being created to cover things not requiring a fiscal policy. Specifically, things like approval of holiday and leave time, floating holiday, etc. Mr. Sexton asked the Council for any objections for BRADD to continue to offer additional holiday time at Christmas and continuing to offer two floating holidays per year. Members voiced agreement and agreed this was a great retention tool. Members were in agreement for Mr. Sexton to enact such memorandums. Lastly, Mr. Sexton provided a summary of House Bill 9 which will be addressed in further detail in the full board meeting by Representatives Jason Petrie and Brandon Reed. Mr. Sexton expressed how all BRADD 10 counties would now be eligible for state match funding. Mr. Sexton informed the next Executive Council meeting will be held December 13, 2023 at 11am due to the Thanksgiving holiday.

8. Adjourn

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



Signed, BRADD Chair