

**Minutes  
BRADD Executive Council  
Wednesday, August 23, 2023  
BRADD Office Center**

Regular Members in Attendance: Mayor Michael Bowe, Judge/Executive Joe Choate, Ms. Dawn Devore, Mr. Gary Dillard, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mayor Mike Hughes, 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, 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 May 24, 2023 were previously emailed to the members for prior review.

**Motion: Judge/Executive Dennis Harper made a motion to approve the May 24, 2023 Executive Council minutes. The motion was seconded by Mr. Steve Thurmond. Motion carried.**

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

Chairman Dillard called on Mr. Eric Sexton who presented nineteen regional clearinghouse projects. Mr. Sexton informed the Council's packet contains a description of all projects. Eight additional projects were added from the original emailed packet. Mr. Sexton explained many of the projects are for safe rooms or safe room generators. Mr. Thurmond inquired why the Warren County Court's generator project was for the same amount as the actual safe room. Mr. Sexton was unsure of the correct amount but believe it to be carried over from the previous project. He informed he would confirm the correct rate and update accordingly. Mr. Sexton informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

**Motion: Mr. Steve Thurmond made a motion to approve the nineteen regional clearinghouse projects as presented upon verification of the Warren Couty Fiscal Court generator total cost; the motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

**4. Financials**

- **Review of Executive Director's Timesheets and Travel for May, June, July 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 May, June and July timesheets and travel forms as presented. The motion was seconded by Ms. Dawn Devore. Motion carried.**

- **FY 23 Quarter Four Accounts Payable**

Chairman Dillard called on Ms. Hong Nguyen who informed the members a copy of all incurred expenses were sent to the members for prior review. Those included the BRADD accounts payable and credit card statements. For quarter four, BRADD has spent approximately \$5.6 million. Ms. Nguyen informed many of the credit card expense are for client purchases through the respective aging programs and staff travel. Ms. Nguyen informed the process she undergoes of reconciling monthly credit card statements. Staff are required to submit an expense report which is both reviewed and checked off by the finance staff.

**Motion: Mayor Dwayne Hatcher made a motion to approve the FY 23 Quarter Four Accounts Payable as presented. The motion was seconded by Mr. Michael Stoyonovich.**

- **FY 23 Quarter Four Financials**

Chairman Dillard called on Ms. Hong Nguyen to further report on the year end financials for the period ending June 30, 2023. Ms. Nguyen provided a year-to-date comparison of FY 23 to FY 22. This was to inform how the BRADD budget has increased from the previous fiscal year. She further provided a balance of each of the BRADDs accounts for both fiscal years. In summary, the Waiver program saw the largest budget revenue increase, this being due to the program's expansion and increased client budget. The general fund saw the greatest expense, primarily due to the building modifications and additional fleet vehicle purchased. For FY 23, Ms. Nguyen informed the BRADD ended the final quarter of the fiscal year with \$18.72 million in revenue which represents 99 percent of the total revenues budgeted. BRADD spent \$18.67 million in expenditures which represents 98 percent of the total budgeted expenditures. Lastly, Ms. Nguyen provided a balance sheet detailing BRADDs \$5.5 million in total assets and \$1.9 million in total liabilities for the conclusion of FY 23.

**Motion: Judge/Executive Dennis Harper made a motion to approve the FY 23 Quarter Four Financials as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)**

## **5. Agreements and Contracts**

- **RFP Janitorial Services**

Chairman Dillard called on Mr. Eric Sexton who informed BRADD released a request for proposal for janitorial services on June 1, 2023. BRADD received five bids during the period. A summary of the bids received is included in the members packet. The annual bid totals ranged from \$43,000 to \$67,000. Also included were the scored

results for each category reviewed of the submitted bid packet. The BRADD bid review committee met and recommends the highest scoring bidder, S&S Cleaning at \$43,200, be accepted for the BRADD janitorial contract.

**Motion: Judge/Executive Joe Choate made a motion to approve accept S &S Cleaning for the janitorial bid. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)**

- **CED Contracts Update**

Chairman Dillard called on Mr. Eric Sexton who reported for informational purposes the annual Transit contract with KYTC has been received in the amount of \$30,000. BRADD has also engaged in additional grant work as a pilot project, for this fiscal year, to provide additional technical assistance to local governments. BRADD entered into memorandum of agreement with the following: Cave City, Park City, Barren County, Scottsville and Franklin. Mr. Sexton is hopeful this service will further benefit these entities with increased technical assistance beyond the normal agreement offerings. This could create the opportunity for BRADD to further expand services offered to communities.

- **Safe Streets for All Resolution**

Chairman Dillard called on Mr. Sexton who informed the Council's packet contains a copy of a resolution for Safe Streets for All. Last year BRADD applied for the grant and received the award. The approval of this resolution would authorize Mr. Sexton to sign the contract for the multiyear planning grant.

**Motion: Mayor Michael Hughes made a motion to approve the Safe Streets for All Resolution as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)**

- **Aging Contracts Update**

Chairman Dillard called on Ms. Alecia Johnson who reported for informational purposes BRADD has received FY 24 contracts for NSIP (Nutrition Services Incentive Program) which pays for additional meals, and the US Aging Vaccines Initiative Grant. This grant will be used to help educate and raise awareness on COVID, shingles, and flu vaccines for seniors, and help limit barriers to vaccination services. All other Aging Services contracts are for a two-year period, FY 23-24 and were received and signed last year.

- **FY 24 Aging Programs & Services**

Chairman Dillard called on Ms. Alecia Johnson who reported the Council's packet contains a copy of the BRADDs Fiscal Year 2024 Aging Programs and Services report. The Aging Council met on August 16<sup>th</sup> for review and consideration of the report. The Council recommend it for approval. Ms. Johnson informed the report contains a summary of the various BRADD aging services administered for the fiscal year. Included were the contract amounts for each service.

**Motion: Mr. Steve Thurmond made a motion to approve the Fiscal Year 24 Aging Program and Services report as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)**

- **Other**

Chairman Dillard called on Mr. Eric Sexton who informed the Council an additionally received resolution is included in the member's packet. The resolution is with the office of Homeland Security and would authorize Mr. Sexton, as Executive Director, to apply for an additional Cybersecurity grant. A question was raised in what the difference of this resolution is from the previously approved cybersecurity resolution? Mr. Sexton explained the first resolution entered was for the purpose of conducting a study and writing response plans. Funds received from today's resolution will inform where issues lie. This approval will work towards the multi-step process of addressing the cybersecurity needs.

**Motion: Ms. Dawn Devore made a motion to approve the authorization of the Cybersecurity Resolution as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**

## **6. Personnel**

- **Aging**

Chairman Dillard called on Mr. Eric Sexton, Executive Director for all departmental personnel updates. Mr. Sexton reported BRADDs mostly recently hired Case Manager left returning to her previous job creating an opening. After advertising, a candidate was selected and hired. Mrs. Carla Wadlington began on August 18<sup>th</sup>. An additional Case Manager was needed to assist with the increased client caseload. An offer was made to Ms. Melissa Dorsey who will begin in September. Since the last meeting, the Part-time Aging Social Services Assistant position was filled. Ms. Terri Sims began on August 8<sup>th</sup> and will provide support to the Family Caregiver and SHIP and MIPPA programs.

## **7. Other**

- **Operational Fiscal Policies**

Chairman Dillard called on Mr. Eric Sexton who informed BRADD has undergone an update to the agencies fiscal policies. After legal review, the policies are now ready for the Council's consideration. The policies were emailed to the Council for prior review. Mr. Sexton informed this process has been an undertaking, while it has taken some time to accomplish, he feels BRADD is more up to date with the legalities of required policy. Upon being hired over five years ago it was Mr. Sexton's goal to get these policies updated. Mr. Sexton informed the update includes clear and concise language surrounding regulatory KRS legislation Area Development Districts (ADDs) are bound to operate under. There are a total of eight policies, covering ten areas, included in the update. In addition to the updated fiscal policies, there will be administrative operational policies issued as memorandums from the Executive Director. Mr. Sexton will present the updated memorandums once those are completed, to staff.

**Motion: Mayor Michael Hughes made a motion to accept the updated BRADD fiscal policies as presented. The motion was seconded by Judge/Executive Joe Choate. Motion Carried. (See attached as maintained in BRADD operational records due to length).**

- **Strategic Plan Draft**

Chairman Dillard called on Mr. Sexton who informed the Council a copy of the BRADDs draft agency wide strategic plan was included for the member's prior review. Mr. Sexton stated, much like the strategic planning efforts across the district, BRADD administration staff took the time to create goals to focus the work of the agency and plan for the future. Six goals were created across all departments. This effort is BRADDs way to let others know the work and focus of the agency. Mr. Sexton asked members to review the outlined goals and offer any feedback.

- **Building Fund Request for Pavilion**

Mr. Sexton informed the member packet contains a copy of three quotes for a BRADD pavilion project. Mr. Sexton stated during COVID staff really enjoyed the current outdoor space of the pavilion. As its use has continued to grow the current space is only large enough to accommodate a small group. Staff enjoy getting outdoors to eat lunch, meet with clients and have an outdoor space for group gathering. The three building quotes are provided and range from \$6,200 up to \$7,350. Mr. Sexton recommended going with the lowest quote with provider Bobby Woods. Mr. Sexton asked for approval up to \$7,000 for the project to include any other miscellaneous or additional expense.

**Motion: Judge/Executive Joe Choate made a motion to approve up to \$7,000 for the Pavilion project as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached).**

- **Executive Director Out of State Travel**

Chairman Dillard called on Mr. Caleb Speck who reported in accordance to the BRADD bylaws all Executive Director out of state travel requires Executive Council authorization. While all regularly scheduled travel was requested at the beginning of the year, Mr. Sexton was appointed as Treasurer of the Southeast Regional Directors Institute (SERDI) Board. As officer of this entity Mr. Sexton has been invited to attend the regional board meeting which will be held in Greenville, South Carolina. Mr. Speck requested the Council's authorization to approve Mr. Sextons out of state travel for September 23-26, 2023.

**Motion: Mayor Hughes made a motion to approve the addition to the Executive Director out of state travel as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried.**

- **Conflict of Interest**

Chairman Dillard called on Mr. Caleb Speck who 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.**

- **Nomination of Director Emeritus**

Judge/Executive Dennis Harper informed the Council Mrs. Dell Hall has been a dedicated member during her service to the BRADD Board. Judge Harper would like to recommend Mrs. Hall be appointed as Director Emeritus. Upon review of the BRADD bylaws he believes Mrs. Hall to encompass all qualities for this appointment as set forth in the BRADD Bylaws Article V Section 13. Members voiced much mutual agreement.

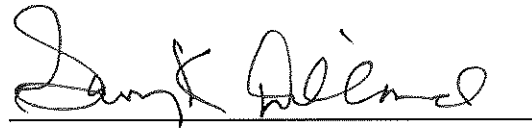
**Motion: Judge/Executive Dennis Harper made a motion to nominate Allen County Citizen Member Mrs. Dell Hall be awarded Director Emeritus of the BRADD Board. The motion was seconded by Mr. Steve Thurmond. Motion carried.**

- **Other Updates**

Chairman Dillard called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton invited all members to attend the upcoming regional Opioid Summit to be held September 18<sup>th</sup> from 11 am to 2 pm at the National Corvette Museum. The event is free but registration is required for meal planning purposes. The next Executive Council meeting will be held October 25<sup>th</sup>. Mr. Sexton informed Policy and Review Committee members a meeting will be called soon for the review of annual award nominations.

**8. Adjourn**

**Motion: With no further business to consider, Mayor Dwayne Hatcher made a motion to adjourn, and the motion was seconded by Ms. Dawn Devore. Motion carried.**

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

Signed, BRADD Chair