

**Minutes
BRADD Executive Council
Wednesday, December 13, 2023
BRADD Office Center**

Regular Members in Attendance: Mayor Michael Bowe, Judge/Executive Joe Choate, Judge/Executive Dennis Harper, Mayor Dwayne Hatcher, Mayor Billy Phelps and Mr. Steve Thurmond. (See attached sign-in sheet).

Virtual Attendance by Zoom: Ms. Dawn Devore

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.

Guests in Attendance: Mr. Lanny White, Mr. Andrew Tolbert, Ms. Jennifer O'Connor, all of Carr, Riggs and Ingram.

1. Call to Order

The Executive Council meeting was called to order by BRADD Vice Chair Joe Choate. It was determined a quorum was present.

2. Approve Minutes

Vice Chair Choate reported the minutes from the last Executive Council meeting held on October 30, 2023 were previously emailed to the members for prior review.

Motion: Mayor Billy Phelps made a motion to approve the October 30, 2023 Executive Council minutes. The motion was seconded by Mayor Dewayne Hatcher. Motion carried.

3. Review and Approval of Clearinghouse Projects

Vice Chair Choate called on Ms. Emily Hathcock who presented three regional clearinghouse projects. Ms. Hathcock informed there was a correction from the originally emailed projects with the removal of one project and the addition of two projects. Ms. Hathcock informed the Council's packet contains the correct description of all projects. The projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mayor Dewayne Hatcher made a motion to approve the three regional clearinghouse projects as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)

4. Financials

● **Review of Executive Director's Timesheets and Travel for October and November 2023**

Vice Chair Choate informed the Council the timesheets and travel forms for Executive Director, Mr. Eric Sexton, had been previously emailed for prior review. Vice Chair Choate asked for any questions concerning the documents.

Motion: A motion was made by Mayor Michael Bowe to approve the Executive Director October and November timesheets and travel forms as presented. The motion was seconded by Mayor Billy Phelps. Motion carried.

- **FY 23 Audit**

Vice Chair Choate called on Mr. Andrew Tolbert auditor with Carr, Riggs, and Ingram. Mr. Tolbert informed the team worked on the most recent audit of the Barren River Area Development District's fiscal year 2023 financials. Mr. Lanny White was still the primary auditor during the review but has since retired. Mr. Tolbert introduced Ms. Jennifer O'Connor who reported the overall result of the BRADD audit which was an un-modified opinion. Two letters were provided which included a report of the internal controls based on government auditing standards and the independent auditor report which also received an unmodified opinion. Ms. O'Connor commended the BRADD finance staff for a job well done resulting in a clean audit opinion. Mr. Tolbert further provided a specific breakdown of the BRADD accounts with graph representations beginning with a review of total assets and liabilities. Additionally, reviewed was the net position and ending fund balances with comparison of the general and special revenue fund. In spending BRADD incurred building maintenance and a fleet vehicle purchase resulting in increased expenditures from the prior year. The Participant Directed Services (PDS) aging program generated the largest program increase. This being primarily due to the participants caregiver pay rate increase. The PDS program was the primary driver for the years increases. In expenses, BRADD purchased the software, MainsL to better improve administrative efficiencies of the PDS program, allowing more time to focus on case management. Mr. Tolbert further informed all reported financials throughout fiscal year 2023 were found to have been accurately reported. No management letter was issued due to there being no issues to report by the auditor. Mr. Tolbert commended the BRADD staff on a job well done. Ms. Carroll informed the members, once approved, the FY 23 audit will be posted on the BRADD website.

Motion: Mayor Billy Phelps made a motion to approve the Fiscal Year 2023 audit as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

Mr. Steve Thurmond added for the record, a recognition to the BRADD Finance and Administration departments for exceptional work in the fiscal management of the BRADDs financials for FY 23. Mr. Thurmond thanked the staff for their hard work in ensuring the proper management of government funds.

Motion: Mr. Steve Thurmond made a motion to recognize the BRADD Administration and Finance staff for excellent fiscal management work. The motion was seconded by Mayor Dewyane Hatcher. Motion carried.

5. Agreements and Contracts

- **JFA**

Vice Chair Choate called on Ms. Emily Hathcock who reported the BRADD recently received a contract amendment for an increase of around \$26,000 to the Joint Funding Agreement (JFA) for Fiscal Year 2024.

- **KOHS**

Vice Chair Choate called on Ms. Emily Hathcock who informed BRADD is in receipt of a second grant from the Kentucky Office of Homeland Security (KHOS) in the amount of \$147 thousand, which will be primarily pass through funding. This will be utilized for equipment and training for Community Emergency Response Teams (CERT).

6. Personnel

- Aging

Vice Chair Choate called on Mr. Eric Sexton, for personnel updates. Mr. Sexton informed receiving the resignation of a Case Manager. It has been decided to wait until after the new year to post the position. Mr. Thurmond asked if the agency was fully staffed. Mr. Sexton responded that yes, presently, every position is staffed besides the case management vacancy reported. Mr. Sexton added, an extra Case Management position may be needed to help level caseloads brought on by the ESMP increases.

7. Other

- Pension Plan Resolution

Vice Chair Choate called on Ms. Michelle Hines who reported the members packet contains a copy of a resolution for their review and consideration for the BRADDs Pension Trust Profit Sharing Plan. Ms. Hines informed a full copy of the fully restated plan was emailed for prior review. Ms. Hines informed that plan attorney, Valarie Mayer of Mayer Harrod Law Group in Louisville has revised the plan in accordance with the applicable law and regulations to keep the plan compliant. In addition to the restatement, BRADD Trustees met and considered the request to amend the plan to allow for a partial withdrawal provision allowing terminated participants the option to only remove partial funds, if desired. The current plan is compliant for full distributions only. The Trustees agreed this provision would allow additional funds to remain in the plan for a longer period, which could help maintain higher account balances for the plan. The Resolution adopts the amendment and restatement retroactively to July 1, 2023. Additionally, new trustees were voted to be added to the plan. They include Ashley Mehmedovic, Emily Hathcock, Hollie Smith and Caleb Speck.

Motion: Mr. Steve Thurmond made a motion to approve the BRADD Pension Plan Resolution as presented. The motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)

- 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. CED Intern Eleri Gesler, with additional employment disclosures and Van Driver Jonas Sproles. Both appear to create no conflicts with the work of BRADD business.

Motion: Mayor Dewayne Hatcher made a motion to accept the conflict-of-interest statements as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion Carried.

- **Title VI Updates**

Vice Chair Choate called on Mr. Speck who reported the annual review to the BRADDs Title VI plan has been completed in compliance with the KY Transportation Cabinet. Mr. Speck informed this years changes included updating demographics of BRADD board members and staff. Also, the notice that employees have received the annual Title VI training. BRADD received guidance there will be changes to the reporting/investigating process as BRADD will no longer investigate its own complaints, all complaints will be sent to KYTC and DOT who will carry out any needed investigations concerning Title VI complaints. Mr. Speck informed the members their packet contains a copy of the Standard Title VI Assurance, policy statement and environmental justice which require Board and Executive Director signatures. Due to length, a copy of the full plan will be located on the BRADD website.

Motion: Mayor Michael Bowe made a motion to approve the annual Title VI plan updates as presented. The motion was seconded by Mayor Dewayne Hatcher. Motion carried. (See attached)

- **2024 Executive Director Out of State Travel**

Vice Chair Choate called on Mr. Caleb Speck who reported the members packet contains a copy of the 2024 travel conferences/trainings for the Executive Director. The BRADD bylaws state any overnight, out-of-state travel must be approved by the board. Mr. Speck explained most of the travel listed were similar to past year's meetings/Conferences. Mr. Speck noted Mr. Sextons position as board member of the SERDI organization which resulted in a couple of additional meetings due to the added responsibility.

Motion: Mr. Seve Thurmond made a motion to approve the Executive Director overnight, out-of-state travel for 2024 as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **2024 Board Meeting Dates**

Vice Chair Choate called on Mr. Eric Sexton who reported a copy of the 2024 BRADD Board Meeting schedule was provided in the member's packet. Mr. Sexton noted the BRADD By-laws state that meetings are generally the fourth Wednesday of every month unless otherwise informed. Mr. Sexton drew the members' attention to those meetings which did not fall on the fourth Wednesday. Mr. Sexton has attempted to schedule meetings, to avoid conflicts with other associations which the members are involved with such as KACo and KLC. Mr. Sexton informed the Board would not meet during the months of February, July, November. In an attempt to allow working mayors an opportunity to attend a meeting, Mr. Sexton recommended trying an evening meeting. The June meeting will be a reception beginning at 5 pm. Mr. Sexton asked for the member's feedback. Members voiced agreement. Mr. Sexton stated should the evening meeting not be well received, it could always be changed next year.

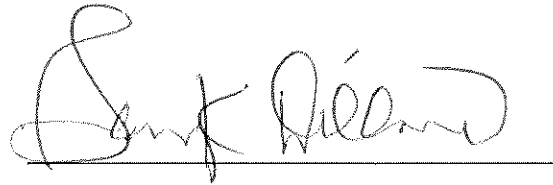
Motion: Mayor Dewayne Hatcher made a motion to approve the 2024 board meeting dates as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried (See attached)

- **Other Updates**

Vice Chair Choate called on Mr. Eric Sexton who informed the members a copy of the agency wide strategic plan was previously presented to the Executive Council. If there are no objections Mr. Sexton would like it to be adopted by the board. Members voiced agreement. Additionally, Mr. Sexton informed the member packet contains a copy of the KY Council of Area Development Districts Legislative priorities. Mr. Sexton spoke about each of the five areas and encouraged the members to remember these when speaking to their Legislators. Mr. Sexton disclosed to the members a new board which he has been appointed to, Metcalfe Co. Education Foundation Board, which will meet four times per year. The next Executive Council meeting will be held January 24, 2024 at 11 am. Lastly, Mr. Sexton reported the City of Bowling Green has paid a prorated portion of the FY 24 annual dues and the Mayor has designated a proxy representative to the board, City Commissioners Ms. Sue Parrigin and Ms. Melinda Hill.

8. Adjourn

Motion: With no further business to consider, Mr. Steve Thurmond made a motion to adjourn, and the motion was seconded by Mayor Dewayne Hatcher. Motion carried.

A handwritten signature in cursive script, appearing to read "Steve Thurmond", is written over a horizontal line.

Signed, BRADD Chair