

**Minutes
BRADD Executive Council
Wednesday, January 24, 2024
BRADD Office Center**

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

Others in Attendance: Judge/Executive Scott Lindsey

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 December 13, 2023 were previously emailed to the members for prior review.

Motion: Judge/Executive Dennis Harper made a motion to approve the December 13, 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 seven regional clearinghouse projects. Ms. Hathcock informed many of the projects pertained to housing related projects. Ms. Hathcock informed the Council's packet contains a detailed description of each project. The projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mayor Billy Phelps made a motion to approve the seven regional clearinghouse projects as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

4. Financials

• Review of Executive Director's Timesheets and Travel for December 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 Michael Hughes to approve the Executive Director December timesheets and travel forms as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Quarter Two Accounts Payable**

Chairman Thurmond called on Ms. Hong Nguyen who reported the members received a record of the checks written and credit card statements, for prior review, for the second quarter ending December 31, 2023. Ms. Nguyen provided a summary of each of the BRADD operating accounts noting the JFA account acts as the BRADD primary operating account containing accounts payable, staff and vendor payments. Ms. Nguyen reported the amounts spent for the quarter in each account. Ms. Nguyen informed the CDO account represents a larger number this quarter due to transferring of \$1.2 million to Independence Banks money market account. BRADD is eligible to incur interest from these funds. The money market account will allow BRADD to draw higher interest while still allowing access to funds. Next quarters CDO spending should level to usual spending. Further, Ms. Nguyen informed the Council BRADD has switched credit card provider from BB&T to Pinnacle Bank. Both credit card providers have statements this quarter during the transition. Members will see reports from Pinnacle Bank going forward. Average credit card spending is \$10 to \$15 thousand per month. The majority of expense is related to client supply purchases. Chairman Dillard commended BRADD staff for good transparency.

Motion: Mayor Michael Hughes made a motion to approve the quarter two accounts payable as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried. (See attached)

- **Quarter Two Financials**

Chairman Dillard called on Ms. Hong Nguyen who informed the Councils packet contains the second quarters financial report. Ms. Nguyen provided a summary of the year-to-date percentages of each of the revenues collected for the the quarter. Ms. Nguyen provided further explanation for accounts over or under the targeted 50 percent objective. The general fund is above the benchmark at 94% due to having received all the annual dues contributions. Economic Development fund is under benchmark at 37% due to awaiting several new grants funds. The Revolving Loan Fund is over at 72% due to having no new loans and being conservative on projections. All other BRADD accounts are near the targeted benchmark. The expenditures represent similar percentages. Overall, both revenues and expenditures represent 48 percent. Ms. Nguyen further provided a by-lines report and balance sheet detailing \$5.9 million in assets, \$2 million in liabilities with a total fund balance of \$3.5 million.

Motion: Judge/Executive Joe Choate made a motion to approve the quarter two financials as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

In further discussion, Ms. Nguyen informed the BRADD received a contribution in dues from the City of Bowling Green, which was not originally budgeted. The city provided a pro-rated amount of almost half of the assessment. Mr. Sexton informed this was due to the City not having budgeted for the dues this year. Mr. Sexton thanked Mr. Dillard for his work to restore this partnership with the city. In the Mayors absence, two proxy designations have been received for Commissioners Sue Parrigin and Melinda Hill.

5. Agreements and Contracts

- **SHIP & Ombudsman Contracts**

Chairman Dillard called on Ms. Alecia Johnson who reported BRADD/AAAIL recently requested proposals for Long Term Care Ombudsman services, and Legal Assistance services for the State Health Insurance Assistance Program (SHIP). Ms. Johnson informed a copy of the received proposals is provided in the members packet with a breakdown of the specific services and rate for service. Kentucky Legal Aid submitted proposals for both contracts. The Aging Services Review Committee met on Thursday, January 11, 2024 and recommended approval of KY Legal Aid as the service provider to the Executive Council. Ms. Johnson informed the service would be for a period of one year, beginning July 1, 2024.

Motion: Mayor Billy Phelps made a motion to approve the SHIP and Ombudsman contracts for service provider Kentucky Legal Aid, as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

- **BEAD- Broadband Contract**

Chairman Dillard called on Ms. Emily Hathcock who reported with the further expansion of broadband throughout the BRADD region, there are still some underserved areas. Ms. Hathcock encouraged members to support the planning steering committees in their counties by sending someone who can report on unserved areas. Ms. Hathcock informed the broadband feasibility study, which was previously provided, can be used in comparison with the state's new data to review any discrepancies that communities may have. Ms. Hathcock informed this may be the only opportunity to challenge the process for underserved areas. In such, BRADD has entered into a contract with KY's newly established office of broadband development.

6. Personnel

- **Aging**

Chairman Dillard called on Mr. Eric Sexton, who reported BRADD is currently accepting resumes for a Case Manager position for Aging services, interviews will be upcoming.

7. Other

- **Board Member/Ombudsman Conflict of Interest**

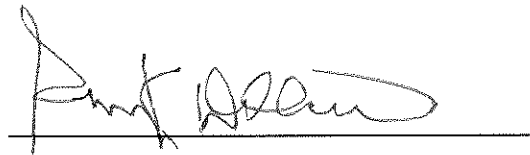
Chairman Dillard called on Mr. Caleb Speck who reported in accordance with the BRADD operating policies and procedures and program requirements, all Board of Directors are asked to complete the BRADD Conflict of Interest and the Ombudsman Conflict of Interest forms. These are collected annually and are an opportunity for members to disclose any potential conflicts that could be created with their position as a decision maker for BRADD's business operations. Mr. Speck provided copies of both forms for all members.

- **Other Updates**

Chairman Dillard called on Mr. Eric Sexton who provided announcements and updates in closing. Mr. Sexton invited all members to ADD day in Frankfort on February 15th. Lunch will be provided in the Capitol Annex Cafeteria. This is an opportunity for members to meet and network with area Legislators and attend the KY Council of ADDs Board Meeting. An invitation flyer is located in the full board packet. Mr. Sexton noted that some of the housing clearinghouse projects are partnering with two other ADDs, Pennyrile and Purchase in efforts to collectively administer potential housing project's for communities affected by the December 2021 tornadoes. Mr. Sexton informed of an upcoming training summit scheduled for April 9th. This will be an opportunity like the CEDS Summit. Further Mr. Sexton encouraged the members to have BRADD area high schools participation in a regional career fair which will contain workforce vendors and demonstrations. The next Executive Council meeting will be held on March 28, 2024. There will not be a February meeting due to the Legislative session.

8. Adjourn

Motion: With no further business to consider, Mayor Michael Hughes made a motion to adjourn, and the motion was seconded by Mayor Billy Phelps. Motion carried.

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

Signed, BRADD Chair