

**Minutes  
BRADD Executive Council  
Wednesday, March 27, 2024  
BRADD Office Center**

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

Staff in Attendance: Mr. Eric Sexton, Ms. Amy Carroll, Ms. Michelle Hines, Ms. Emily Hathcock, Ms. Alecia Johnson, 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 January 24, 2024 were previously emailed to the members for prior review.

**Motion: Mayor Dwayne Hatcher made a motion to approve the January 24, 2024 Executive Council minutes. The motion was seconded by Mr. Michael Stoyonovich. 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 and wastewater related projects. A question was raised about the tornado's effects on the housing projects. Ms. Hathcock informed it opened funds to developers to construct new units for those damaged from the tornado. The Council's packet contained a detailed description of each project. The projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

**Motion: Judge/Executive Dennis Harper made a motion to approve the seven regional clearinghouse projects as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)**

**4. Financials**

**• Review of Executive Director's Timesheets and Travel for January and February 2024**

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 Billy Phelps to approve the Executive Director January and February timesheets and travel forms as presented. The motion was seconded by Ms. Dawn Devore. Motion carried.

**5. Agreements and Contracts**

- **RAISE Resolution**

Chairman Dillard called on Ms. Emily Hathcock who reported the members packet contains a copy of a resolution pertaining to the RAISE grant for regional transportation planning. Ms. Hathcock explained the resolution acknowledges compliance with the KY Transportation Cabinet's execution of the awarded grant.

**Motion:** Mayor Michael Hughes made a motion to approve the signing of the RAISE resolution as presented. The motion was seconded by Mayor Michael Bowe. Motion carried. (See attached)

- **Hazard Mitigation Grant Program (HMGP) Resolution**

Chairman Dillard called on Ms. Emily Hathcock who reported the members packet contains a copy of the resolution for BRADD to receive funding under the Disaster Relief Acts disaster relief fund. This will be an application agent with FEMA for all matters pertaining to federal disaster assistance.

**Motion:** Mr. Steve Thurmond made a motion to approve signing the Hazard Mitigation Grant Program (HMGP) Resolution as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)

- **Federal Lands Access Program (FLAP)**

Chairman Dillard called on Ms. Emily Hathcock who requested approval to release a request for proposal (RFP), upon finalization. Mr. Sexton explained the RFP draft is completed and available for members review, however it is awaiting the finalized activity schedule. BRADD staff are seeking approval of the RFP so that when the activity schedule is ready, it can be released. Mr. Sexton explained that the RFP is for a feasibility study for the 23-mile multi use trail from downtown Bowling Green towards Mammoth Cave.

**Motion:** Mayor Billy Phelps made a motion to approve the released RFP upon completion. The motion was seconded by Mayor Michael Hughes. Motion carried.

- **Disaster Resiliency Coordinator (DRC) Renewal**

Ms. Hathcock further reported, for information purposes, that BRADD has reapplied for disaster resiliency grant funds from the Economic Development Authority (EDA). The grant award is \$360 thousand dollars. BRADD will utilize these funds to continue to support the region in preparation for response to natural disaster.

- **Title III D**

Chairman Dillard called on Ms. Alecia Johnson who reported the The Title IIID Health Promotion and Disease Prevention Program has been administered in-house by BRADD staff for FY 2024 due to there being no bids for the program during procurement. The program has experienced growth this past year with the health promotion classes at the Barren County YMCA, Warren County Parks and Rec, Bowling Green Parks and Rec, Pieces of Hope, and various senior centers through Community Action. Ms. Johnson requested the program stay in-house for another fiscal year to allow time for continued growth.

**Motion: Mayor Michael Hughes made a motion to approve the Title IIID program services remain under BRADD administration for Fiscal Year 2025. The motion was seconded by Mr. Steve Thurmond. Motion carried.**

## 6. **Personnel**

- **Aging**

Chairman Dillard called on Mr. Eric Sexton, who reported BRADD had two Case Managers to leave employment. Two new Case Managers have been hired, Mr. Brian Cauley and Ms. Stephanie Bratcher. Mr. Sexton further explained two new Case Manager positions would be added due to program growth. Interviews have taken place for these positions with plans for them to begin employment in April. Mr. Thurmond asked if BRADD issued exit interviews to departing staff. Mr. Sexton explained BRADD completes exit interviews and has found the feedback to be helpful in some cases but not always. Mr. Sexton spoke about efforts currently being made to complete stay surveys to learn more about why staff remain in the workplace. Mr. Thurmond inquired about departures related to salary reasons, Mr. Sexton informed BRADD has seen a downward trend in staff departing solely for salary-related reasons.

- **CED**

Mr. Sexton reported BRADD is seeking to hire a Community Development Specialist to assist with administrative work with the CED department's high volume. Interviews have been completed. Mayor Hughes inquired of BRADDs preparation for the upcoming growth with the proposed increased government funding. Mr. Sexton informed, this position is partially in response to that but BRADD CED staff may need to expand by one or two positions in efforts to have staff available in the administration of future projects and funds.

## 7. **Other**

- **RLF Updates**

Chairman Dillard called on Mr. Sexton who reported legal action has been taken with the default loan, Painted Parlor. A default judgement has been awarded and a non-wage garnishment has been issued. Mr. Sexton further informed there are several other loans which are borderline default, but they are monitoring them closely. Mr.

Sexton encouraged members to spread the word as there are available RLF funds to be loaned and the committee is accepting applications.

- **BRADD Sign**

Mr. Sexton further informed BRADD has obtained three quotes for a new sign at the end of the drive. The average cost is \$8,300.00. Mr. Sexton requested approval to use funds from the building fund to install a new sign up to \$10,000.00. Mr. Sexton provided quotes in the member's packet.

**Motion: Mayor Billy Phelps made a motion to approve up to \$10,000 of the building fund be used for new BRADD sign. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)**

- **American Rescue Plan Act (ARPA) Vehicle**

Mr. Sexton informed BRADD staff submitted a request to the Department for Aging and Independent Living (DAIL) for the approval of ARPA funds to be used for the purchase of a vehicle for Case Managers. Mr. Sexton informed DAIL approved the request. Mr. Sexton provided three quotes for vehicles in the member's packet. All quotes were just over \$32,000. This purchase is not currently in the budget, Mr. Sexton requested approval for up to \$34,000 of ARPA funds to be used for the vehicle purchase.

**Motion: Mayor Michael Hughes made a motion to approve up to \$34,000 of ARPA funds to be used for the purchase of a Honda CRV for Aging Case Managers. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

- **Conflict of Interest**

Chairman Dillard called on Mr. Caleb Speck who reported BRADD has received two conflict of interest statements from new hires, Mr. Brian Cauley and Ms. Stephanie Bratcher. There were no disclosures or apparent conflicts with their employment.

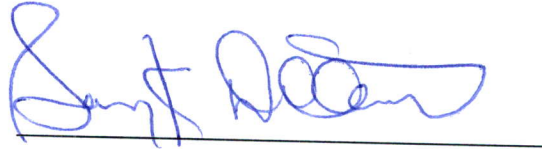
**Motion: Judge/Executive Joe Choate made a motion to approve the two new staff conflict of interest statements as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.**

- **Other Updates**

Chairman Dillard called on Mr. Eric Sexton who provided final announcements and updates. Mr. Sexton provided an update on the Anchor Project, which is the regional mental health treatment facility concept in attempt to address opioid crisis. A request has been submitted to the General Assembly asking for \$23 million dollars in funds for the full project. Mr. Sexton informed today's guest speakers would provide more insight into this effort. Further, Mr. Sexton invited all members to next month's Legislative Luncheon to be held at the Hart County Fairgrounds. This will take place on Monday, April 29<sup>th</sup>. Executive Council will meet prior but may begin at 11:30 am.

## **8. Adjourn**

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

A handwritten signature in blue ink, appearing to read "Dwayne Hatcher", is written over a horizontal line.

Signed, BRADD Chair