

Minutes
BRADD Executive Council
Monday, April 29, 2024
Hart Co. Fairgrounds, Munfordville, KY

Regular Members in Attendance: Judge/Executive Joe Choate, Mr. Gary Dillard, 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, 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 March 27, 2024 were previously emailed to the members for prior review.

Motion: Mayor Michael Hughes made a motion to approve the March 27, 2024 Executive Council minutes. The motion was seconded by Mr. Steve Thurmond. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Dillard called on Ms. Emily Hathcock who presented twenty-nine regional clearinghouse projects. Ms. Hathcock informed many of the projects pertained to weather resilience, including FEMA-related road projects to improve drainage. 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 Joe Choate made a motion to approve the twenty-nine 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 March 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 March timesheets and travel forms as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Quarter Three Accounts Payable**

Chairman Dillard called on Mrs. Hong Nguyen who presented BRADD's Quarter Three Accounts Payable for FY 2024. Mrs. Nguyen reported BRADD had \$6.3 million in cash flow, which is average for this quarter of the year. In expenditures BRADD credit cards spent \$16 thousand for the quarter end, of which a large portion was ARPA spending for client purchases. Mrs. Nguyen provided a copy of the BRADD accounts payable quarterly reports and copies of the credit card statements as previously emailed to the members for prior review. Mrs. Nguyen asked for any questions concerning the report.

Motion: A motion was made by Judge/Executive Dennis Harper to approve the FY 24 Third Quarter Accounts Payable as presented. The motion was seconded by Mayor Billy Phelps. Motion carried.

- **Quarter Three Financials**

Chairman Dillard called on Mrs. Hong Nguyen who presented BRADD's Third Quarter Financial report for FY 2024. Mrs. Nguyen reported the expenditure benchmark is 75 percent for quarter three, BRADD is currently at 73 percent. As of March 31, 2024, \$18 million of the budgeted \$25 million has been received. Mrs. Nguyen referenced the FY 21 budget assets for comparison purposes. Overall, assets have increased by 35 percent since FY 21. Liabilities have likewise increased in the last four years. BRADD has a fund balance of \$3.5 million, which represents a 20 percent increase in the past four years. BRADD's major programs were compared to their position from four years ago. Economic Development has increased by 28 percent. The revolving loan fund has decreased by 92 percent, largely due to CARES funding. Aging grew by 50 percent, with revenues increasing from \$2.7 million to \$4.1 million. Participant Directed Services (PDS) have grown by 200 percent. This large increase is due to the growth of PDS clients by 100. Further, Medicaid increased the client's rate of pay. Overall, BRADD has experienced a 120 percent increase in revenues in the four-year time frame. Mrs. Nguyen asked for any questions concerning the report.

Motion: A motion was made by Mr. Steve Thurmond to approve the Third Quarter Financials report as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

- **FY25 Cost Allocation Plan**

Chairman Dillard called on Mrs. Nguyen who presented BRADD Cost Allocation Plan for FY25. Mrs. Nguyen informed the Executive Council the plan was sent by email for the members prior review. The Plan contains language directing the financial operations and specifics of how expenses will be allocated. New employees will have to be added to the plan as necessary. The most significant change to the plan from previous years is the Certificate of Indirect Cost. This certifies all indirect costs are as stated and allocated directly to programs. This will require the use of a new form with notes for indirect costs, with a provisional note using the average of the last seven years as a baseline. Mrs. Nguyen informed that the FY 25 Cost Allocation Plan will be published on the BRADD website upon approval.

Motion: A motion was made by Judge/Executive Dennis Harper to approve the FY 25 Cost Allocation Plan as presented. The motion was seconded by Mr. Michael Stoyonovich.

5. Agreements and Contracts

- **Housing RFP Update**

Chairman Dillard called on Ms. Emily Hathcock who reported for information purposes, BRADD is awaiting the results of the states regional housing study. This data is expected to be released soon by the state. Upon release, BRADD still plans to share the information accordingly, and work on a study that fills the gaps.

6. Personnel

- **Aging**

Chairman Dillard called on Mr. Eric Sexton, who reported that BRADD has hired two new Case Managers, Ms. Heather Barbour and Ms. Ceara Baker. Mr. Sexton informed that BRADD is currently hiring an additional Case Manager due to program growth. Interviews have taken place with plans for someone to begin employment in May.

- **CED**

Mr. Sexton reported BRADD has hired Mr. Tyler Hopkins as the new Community Development Specialist within the CED department. This position will primarily provide administrative support due to the CEDs Departments high volume of projects. The position can then be further developed to serve a more specific program area as the position evolves. Further, Mr. Sexton informed the Council of the personnel goal to add assistant director positions within both the CED and Aging departments. This would be an internal opportunity which could create further leadership opportunities within the organization. Mr. Sexton informed salary information would be put into the next fiscal year budget.

7. Other

- **FY 25 Annual Dues and Aging Contributions**

Chairman Dillard called on Mr. Caleb Speck who reported the annual dues have been calculated for FY 25. Mr. Speck noted data was used from the KY State Data Center from which population estimates are generated based on the most recent census data. Mr. Speck informed the rate per capita remains at 0.50 cents. Mr. Speck provided the estimated dues sheet in the member's packet. Mr. Speck announced that FY 25 BRADD annual dues would be invoiced in early May. Judge/Executive Dennis Harper inquired of the Aging Contributions. Mr. Sexton informed the FY 25 Aging Contributions would be invoiced in June with an August 31st due date. The rates for those have not changed from previous years. Mr. Sexton emphasized the importance of Aging Contributions which help supplement any shortfall in aging programs to ensure vital programs continue and clients can remain to be served.

Motion: Judge/Executive Joe Choate made a motion to approve the FY 25 Annual Dues amounts as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)

- **Conflict of Interest**

Chairman Dillard called on Mr. Caleb Speck who reported BRADD has received three conflict of interest statements from new hires, Ms. Ceara Baker, Ms. Heather Barbour and Mr. Tyler Hopkins. Mr. Hopkins disclosed his involvement with the Republican Party. Mr. Speck reported further explaining to Mr. Hopkins BRADDs non-partisan commitment, Mr. Hopkins expressed understanding and voiced that his involvement would be kept to personal time and not brought into the workplace. There were no further apparent conflicts with their employment.

Motion: Mayor Michael Hughes made a motion to approve the two new staff conflict of interest statements as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

- **Legal Retainer**

Chairman Dillard called on Mr. Eric Sexton who informed the Council their packet contained a copy of a proposed legal retainer with Schuette Law Group. Mr. Sexton explained having a legal retainer would prove beneficial for the organization due to the number of projects and legal needs. Some of which include the need to update the agencies' by-laws including all the BRADD sub-committee by-laws. Additionally, a comprehensive overhaul of the request for proposal (RFP) process, review of communication structure, and other matters that may arise. Having worked with Schuette Law Group in the past, Mr. Sexton felt they had some knowledge of the design of the organization. Mr. Sexton requested approval of the Council to retain Schuette Law Group, as outlined in the attached engagement letter.

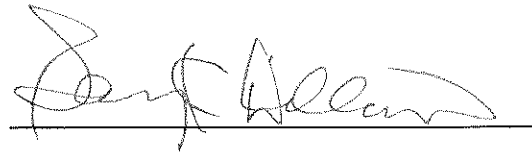
Motion: Mayor Billy Phelps made a motion to approve the Legal Retainer agreement as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

- **Other Updates**

Chairman Dillard called on Mr. Eric Sexton who provided final announcements and updates. Mr. Sexton encouraged all members to attend next month's Executive Council meeting which will consist of the review of the FY 25 budget. The next meeting will be held on Wednesday, May 22, 2024 at the regular time of 11:00 am. Mr. Sexton also spoke about the annual training requirement as a component of the contract with DAIL. Mr. Sexton informed members to be on the lookout for a virtual training opportunity.

8. **Adjourn**

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



Signed, BRADD Chair