

**Minutes
BRADD Executive Council
Wednesday, May 22, 2024
BRADD Office Center**

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

Staff in Attendance: Intermittent for various parts of the meeting. Mr. Eric Sexton, Ms. Amy Carroll, 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 April 29, 2024 were previously emailed to the members for prior review.

Motion: Mayor Michael Hughes made a motion to approve the April 29, 2024 Executive Council minutes. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Dillard called on Ms. Emily Hathcock who presented eleven regional clearinghouse projects. Ms. Hathcock informed this month's report contained a variety of projects, with the majority pertaining to land and water and recreational trail grants. The Council's packet contained a detailed description of each project. A question was asked about the process of BRADD obtaining the projects. Ms. Hathcock informed the projects are submitted by the applicant through the state clearinghouse portal. BRADD receives notice for any project within the region and will review projects for their relation to the Community and Economic Development Strategy (CEDS) plan. Ms. Hathcock further informed that 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 eleven regional clearinghouse projects as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

4. Financials

- **Review of Executive Director's Timesheets and Travel for April 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 Michael Hughes to approve the Executive Director April timesheets and travel forms as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

- **FY 25 Salary Schedule**

Chairman Dillard called on Mr. Eric Sexton to present the fiscal year 2025 staff salary schedule. Mr. Sexton asked staff present to exit the meeting. Mr. Sexton provided members with a copy of the proposed salary schedule for their review. The schedule included a proposed range of percent increases from three to six percent. Mr. Sexton explained staff undergo an annual evaluation and the range award is based on those results. A base increase of three percent is awarded as the standard cost of living adjustment for the year, and then evaluation scores make up the merit portion. Mr. Sexton informed the salary schedule was put together based off the finance departments budget assessment for FY 25. Mr. Sexton noted percentage increases ranged from three to six and a half percent. Mr. Sexton drew the members' attention to two new positions listed on the schedule for a drug policy director and finance staff person. Additionally, retroactive to May 1, 2024 we adjust Caleb Speck's salary by \$2,500 increase to reflect his recent SHRM certification. We also have budgeted for two internal staff promotions for Assistant Director positions in both Aging and CED for FY 25. Members expressed agreement with these items.

Motion: A motion was made by Mayor Michael Hughes to approve the FY 25 Salary Schedule as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **FY 25 Budget**

Mr. Sexton welcomed staff back into the meeting. Chairman Dillard called on Ms. Hong Nguyen to present the Fiscal Year 2025 BRADD budget. Ms. Nguyen informed the members a copy of the FY 25 revenues and expenditures, by grant, was provided in the members packet. The budget is based on the expected contracts for the year. BRADD expects \$24.6 million in revenue and likewise \$24.6 million in expenditures. FY 25 revenues and expenditures both resulted in a nine percent increase from the previous budget year. The FY 25 budget is almost double from two years ago. Ms. Nguyen explained the increase is largely due to the expansion of the aging programs, Participant Directed Serves (PDS), pay increases. In revenues, BRADD will receive 15 percent of funding from federal sources, 81 percent from state sources, and 3.6 percent from local sources. In expenditures, BRADD is projected to spend 14 percent in personnel, 1 percent in training and travel, 2 percent in direct other, 3.4 percent in indirect and 80 percent in program services. Ms. Nguyen spoke about new grants to be received for Appalachian Regional Commission (ARC) LDD Ready, and Drug Control Program in conjunction with the new regional Mental Health Treatment Facility. There were a couple of ARPA grants that will not continue. There are no additional large funding increases expected. Ms. Nguyen spoke about various other expenses as listed in the expenditures and explained the allocations for general expense line item.

Motion: A motion was made by Mayor Michael Bowe to approve the Fiscal Year 2025 Budget as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

5. Agreements and Contracts

- **FY 25 KIA**

Chairman Dillard called on Ms. Emily Hathcock who reported for information purposes, BRADD has received the Fiscal Year 2025 Kentucky Infrastructure Authority (KIA) contract or memorandum of agreement for the amount of \$137,920. This contract is what KIA pays BRADD to provide assistance to counties for related services.

- **Edmonson County Senior Center**

Chairman Dillard called on Ms. Alecia Johnson who informed the Executive Council for informational purposes that BRADD was notified the Edmonson County Public Library's Board of Directors voted to request the removal of the Edmonson County Senior Center from their facility by January 1, 2025. A new location has not been identified at this time. BRADD and CASKY will work together with local officials to complete this relocation within the designated timeframe.

- **FY 25 Aging Contracts**

Chairman Dillard called on Ms. Alecia Johnson who reported BRADD, to date, has received, reviewed, and signed contracts for Kentucky Caregiver and Medicaid ADRC. Other contracts have been sent in draft but are not yet finalized at this time. Allocations for these contracts are expected to be received at a later date.

6. Personnel

- **Aging**

Chairman Dillard called on Mr. Eric Sexton, who reported that BRADD has hired a new Case Manager, Ms. Hannah Addington for the Waiver Program. As this program continues to grow, this will allow adequate staff case loads.

7. Other

- **Conflict of Interest**

Chairman Dillard called on Mr. Caleb Speck who reported BRADD has received one conflict of interest statement from new hire, Hannah Addington, with no conflicts disclosed.

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

- **Other Updates**

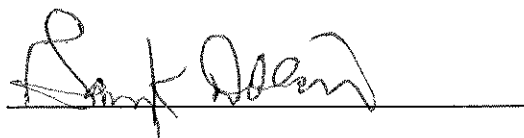
Chairman Dillard called on Mr. Eric Sexton who announced next months Executive Council meeting would be held at a different date and time. In an attempt to offer a variety of times to include the working Mayor's schedules, the June Executive Council meeting will be held on Thursday, June 27, 2024 beginning at 4 pm at the BRADD Office. Likewise, the board meeting will follow with a reception at 5 pm and meeting at 5:30 pm.

Chairman Dillard asked Mr. Sexton to leave the meeting for discussion of the Executive Directors annual review. Mr. Dillard previously asked the Executive Council to complete an annual evaluation of Mr. Sexton. All evaluation results were collected and compiled into one summary. Members received a copy of the summary which indicated excellent reviews. Chairman Dillard spoke about Mr. Sexton's advanced leadership abilities, not only at BRADD, but in Frankfort and across the state. Mr. Dillard compared the highest earning Executive Directors salaries with Eric ranking in the middle. Mr. Sexton was assessed a three percent increase in the previously reviewed staff salary schedule for FY 25. Members discussed Mr. Sexton receiving a five percent increase due to high performance review. Further, it was discussed the direct use of a company vehicle. Members discussed the amount of travel Mr. Sexton does attending meetings and going to Frankfort. Mr. Dillard noted, while he receives mileage reimbursement, it would be a benefit for him to operate a company vehicle, as some of the other ADD Directors do. Members voiced agreement. Ms. Carroll informed the Auditors recommended a policy for company vehicle benefit. Mayor Phelps stated the policy wording should include, at the end of the current Executive Directors service, this policy must be reinstated. Mayor Hatcher voiced Mr. Sexton being the best director across the state and didn't want to take any chances on losing him. Further, Ms. Hong Nguyn described the plan for the company vehicles. One of the older CRVs would be designated for Executive Director use, the other oldest car will be traded in on the purchase or a newer company car for staff use. The purchase of the vehicle was included in the budget. Members voiced agreement. Mr. Stoyonovich recommend Mr. Sexton receive a six percent increase with the company vehicle benefit. Members voiced agreement.

Motion: Mayor Billy Phelps made a motion to approve a six percent cost of living salary adjustment for Executive Director to include a company vehicle benefit. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

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 black ink, appearing to read "Sam Adams", is written over a horizontal line.

Signed, BRADD Chair