

Minutes
BRADD Executive Council
Wednesday, August 28, 2024
BRADD Office Center

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

Staff in Attendance: Mr. Eric Sexton, Ms. Emily Hathcock, Ms. Alecia Johnson, Mrs. Amy Carroll, Mrs. Hong Nguyen, 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 June 27, 2024 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Billy Phelps made a motion to approve the June 27, 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 eight regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. The selection included a variety of projects; Bowling Green City storm sewer, Fountain Run fire hydrant replacement, Bowling Green Municipalities funds for renovation, water treatment filter, and generator. Cumberland Medical Centers new access point in Butler Co., City of Munfordville water meter replacement and lastly a project with Bowling Green Airport for stormwater improvements. Ms. Hathcock informed all 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 eight regional clearinghouse projects as presented; the motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)

4. Financials

• **Review of Executive Director's Timesheets and Travel for June & July 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 Judge/Executive Joe Choate to approve the Executive Director June and July timesheets and travel forms as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **Quarter Four Accounts Payable**

Chairman Dillard called on Mrs. Hong Nguyen who presented BRADD's Quarter Four Accounts Payable for FY 2024. Mrs. Nguyen reported BRADD credit card expenses increased this quarter due to clients purchase of larger items such as wheelchair ramps, handrails and grab bars. These are special approved funding projects clients can receive depending upon need and state funding. Checks written for the quarter were standard and as expected for total expense. Ms. Nguyen informed the members all quarter end credit card reports and check registers were submitted to the members for prior review and were also provided on the meeting room screen. Mrs. Nguyen asked for any questions concerning the report.

Motion: A motion was made by Mayor Mike Hughes to approve the FY 24 Fourth Quarter Accounts Payable as presented. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **Quarter Four Financials**

Chairman Dillard called on Mrs. Hong Nguyen who presented BRADDs fourth quarter financial report for FY 2024. Mrs. Nguyen provided a different report, from the standard, for year-end comparison. Mrs. Nguyen presented a multi-year comparison of BRADD programs over the last four years from FY 21 to present. She noted the overall budget increases each year with the largest between FY 23 and FY 24. Mrs. Nguyen reported the FY 2025 annual dues were received in full for the first time in many years. BRADD opened a money market account during FY 24 which earned five percent interest and generated funds. These funds had previously been placed in a CD and are used to provide program matches for shortfalls. Mrs. Nguyen provided a summary of each of the BRADD accounts, including the Economic Development which has seen steady growth with an increase of programs. RLF had one loaned fund in FY 24 while one loanee, Painted Parlor, had to be written off due to failure to pay. Aging funds remained steady. The Waiver program increased by sixty clients which resulted in an increased revenue overall. The Veterans program is small, only serving a few clients, and remains the same. Mrs. Nguyen reviewed the balance sheet with the members describing the position of all BRADD asset sources. A financial report by line items was reviewed which included the funding sources. In Mrs. Nguyen's comparison since FY 21, she noted that overall BRADD has increased revenue of 35 percent and expenditures have increased on average of 32 percent. Mrs. Nguyen further provided a pie chart demonstration for a better representation for of the BRADDs spending. Demonstrations revealed the vast majority of the BRADD budget is placed into programs and services. Judge/Executive Joe Choate noted an error on the Aging accounts total revenue. Mrs. Nguyen informed the number was a typo due to having too many zeros. The correct number will be included in the report for filing. Members voiced agreement. Mrs. Nguyen reported, overall, BRADDs total revenue represented 101 percent of the budget, likewise expenditures represented 101 percent of total expenses budgeted.

Motion: A motion was made by Judge/Executive Joe Choate to approve the Fourth Quarter Financials report as presented. The motion was seconded by Mayor Billy Phelps. Motion carried. (See attached)

5. **Agreements and Contracts**

- **CED Contracts Update**

Chairman Dillard called on Ms. Emily Hathcock for an update on the departments contracts received to date, Ms. Hathcock reported BRADD is in receipt of the the fully executed local roads contract for FY 25.

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

Additionally, Ms. Hathcock explained, members received an emailed copy of the FLAP RFP for prior review. BRADD is accepting requests for proposals for the Federal Lands Access Programs which involves connecting walking trails to Mammoth Cave. This project will be in partnership with MPO and is a \$560 thousand dollar project.

Motion: Mayor Michael Hughes made a motion to approve the release of the FLAP RFP. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **Cybersecurity RFPs**

Chairman Dillard called on Ms. Emily Hathcock, who informed that BRADD is ready to release two request for proposals related to cybersecurity. One is for cybersecurity vulnerability for \$113 thousand. The other is cybersecurity incident response for \$183,500. Copies of both RFP were provided to the members for prior review.

Motion: Judge/Executive Joe Choate made a motion to approve the release of the two cybersecurity RFPs as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Aging Contracts Update**

Chairman Dillard called on Ms. Alecia Johnson who reported the Department for Aging and Independent Living (DAIL) has sent the remaining FY 2025 contracts. BRADD has received contracts for NSIP (Nutrition Services Incentive Program) and MIPPA (Medicare Improvement for Patients and Providers Act).

- **FY 25 Aging Programs and Services**

Chairman Dillard called on Ms. Alecia Johnson who informed the members packet contains a copy of the FY 2025 Aging Programs and Services Report. This report was previously reviewed and approved by the Aging Council on August 21st. Ms. Johnson explained the report contains a summary of all the BRADD programs with their funding allocations.

Motion: Mayor Mike Hughes made a motion to approve the FY 25 Aging Programs and Services report as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Other**

Chairman Dillard called on Ms. Emily Hathcock who reported having received a requested resolution from the Appalachian Regional Commission (ARC) and is seeking approval for the Board Chairman and Executive Director to sign in efforts for an enhanced plan related to the Hazard Mitigation Planning which is applicable to four of the BRADD counties.

Motion: Judge/Executive Joe Choate made a motion to approve the ARC Resolution and for Board Chair and Executive Director to sign in agreement. The motion was seconded by Mayor Mike Hughes. Motion carried. (See attached).

Lastly, Chairman Dillard called on Mr. Eric Sexton and Ms. Alecia Johnson for an update on the Edmonson County Senior Center. Ms. Johnson reported, BRADD has received notice that the current location of the Edmonson Co. Senior Center will be taken over by the building owner, Edmonson County Library. Due to spacing issues, the Library notified Community Action for the need to take over the remaining portion of the buildings shared space effective December 31, 2024. Ms. Johnson reported BRADD is trying to work with Community Action, who has not been responsive, in determining an alternative location. Mr. Sexton informed he is also working with Edmonson Co. Judge/Executive Scott Lindsey on relocation opportunities. Additionally, further research is being done should BRADD need to become more involved with the day-to-day operations of the Senior Center.

6. Personnel

- **CED**

Chairman Dillard called on Mr. Eric Sexton, Executive Director, for all departmental personnel updates. Mr. Sexton reported the agency is currently fully staff. Recent hires include Ty Foster as part time Community Development Specialist. Zach Bell, Community Development Specialist for water projects. Ethan Bates has transitioned from intern to regular part time Regional Transportation Planner.

- **Aging**

Mr. Sexton reported Aging department new hires include two new Waiver Case Managers, Tabitha Wilson and Emma Prince. Case Manager Oomai Hsar resigned, and her position is not being filled at this time due to status change of the program. Alex Witty has been hired as the part time BRADD Dash van driver. A former employee returning to BRADD is Jannah Lee as a part time remote Waiver Support Assistant. Brooke Edwards has accepted the first Director of Office of Drug Control Policy position.

7. Other

- **Revised Building Fund Request**

Chairman Dillard called on Mr. Sexton who reported the Executive Council previously approved up to seven thousand dollars to expand the BRADD pavilion. A year later the builder never showed up to complete the project. Mr. Sexton requested an amendment of the approved amount be extended to include up to nine thousand to complete this project with the selection of another builder.

Motion: Mayor Mike Hughes made a motion to approve amending the building fund request to approve up to nine thousand dollars for the building project. The motion was seconded by Mayor Billy Phelps. Motion carried.

- **Amendment to Executive Director Out of State Travel**

Mr. Sexton informed the Appalachian Regional Commission (ARC) has an upcoming conference in Chattanooga, TN next month. Due to other staff originally planning to attend it was not on the Executive Directors original out of state travel. Mr. Sexton asked for approval to include travel to TN for the ARC conference.

Motion: Mayor Mike Hughes made a motion to approve the amendment to the Executive Director out of state travel. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **Conflict of Interest**

Chairman Dillard called on Mr. Caleb Speck who reported all received staff conflict of interest statements since last meeting. Statements were received from: Alex Witty, Ty Foster, Zach Bell, Tabitha Wilson, Emma Prince. None of which reported any conflicts.

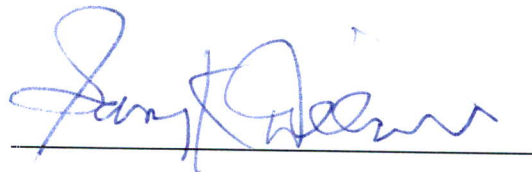
Motion: Judge/Executive Joe Choate made a motion to approve all six conflict of interest statements as presented. Motion carried.

- **Other Updates**

Chairman Dillard called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton proudly reported having received the City of Bowling Green's annual dues for FY 25 as the first contribution in over ten years. The BRADD annual meeting will be held Wednesday September 18, 2024 in Scottsville. Invitations have been mailed; guests are asked to RSVP. The next Executive Council meeting will be held on Wednesday October 30, 2024 at the BRADD Office. Mr. Sexton invited all to attend the first of four public meetings for the BRADD Anchor Project this evening in the BRADD Conference Room.

8. Adjourn

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



Signed, BRADD Chair