

**Minutes
BRADD Executive Council
Wednesday, October 30, 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, 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 September 18, 2024 Special Called Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Michael Hughes made a motion to approve the September 18, 2024 Special Called Executive Council minutes. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Dillard called on Ms. Emily Hathcock who presented ten regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. The selection included a variety of projects throughout the region including Spectrum fiber services in Butler Co., Warren Co. Water District improvement, Adairville wastewater treatment improvements, East Logan Water line extension, Scottsville Water line lead service line inventory, Logan LEADS road improvements, Munfordville water pump station, ZeroV Company supports for Violence Against Women's Act, Franklin water line. Ms. Hathcock informed all projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mr. Michael Stoyonovich made a motion to approve the ten 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 September 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 Dennis Harper to approve the Executive Director September timesheets and travel forms as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.

- **FY 25 Quarter One Accounts Payable**

Chairman Dillard called on Mrs. Hong Nguyen who presented BRADD's Quarter One Accounts Payable for FY 2025. Mrs. Nguyen informed the report included all checks written which resulted in \$8.5 million spent in the first three months, as expected for business purposes. Expenses included vehicle fleet purchases and computer server. Ms. Nguyen informed the members all quarter end credit card reports, and check registers were submitted to the members for prior review. Mrs. Nguyen asked for any questions concerning the report.

Motion: A motion was made by Mayor Mike Hughes to approve the FY 25 Quarter One Accounts Payable as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

- **FY 25 Quarter One Financials**

Chairman Dillard called on Mrs. Hong Nguyen who presented BRADDs first quarter financial report for FY 2025. Mrs. Nguyen noted a revision to the revenue budget from \$24 million to \$28 million. This is primarily due to the Economic Development FEMA grant increase. Additionally, growth in the Participant Directed Services program has created an increase from \$17 million to \$20 million. Ms. Nguyen reported the year-to-date spending percentage is aligned with the targeted benchmark of 25 percent for quarter one. In expenditures, BRADD has spent \$7 million equaling 25 percent of total quarter expenditures. Ms. Nguyen provided a bylines report for the members review for each revenue and expenditure source. Ms. Ngueyn noted, the report indicated 23 percent spent on personnel, and 28 percent on indirect expenses. The balance sheet indicated BRADDs current total assets at \$7.3 million and current total liabilities at \$3.1 million for the quarter end. Total fund balance has increased by 11 percent from \$3.5 million to \$4.1 million. Mr. Sexton further reported the BRADD Anchor project funds are currently in an interest-bearing account to earn extra program funds until expenses begin.

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

5. Agreements and Contracts

- **CARES RLF Resolution**

Chairman Dillard called on Ms. Emily Hathcock who reported the members packet contains a copy of the certification of the CARES Revolving Loan Fund program. This is an annual certification necessary to ensure the program funds are being operated in accordance with the policies and procedures in the RLF plan.

Motion: Judge/Executive Joe Choate made a motion to approve the authorization of the CARES RLF Resolution. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

- **CEDS Update**

Additionally, Ms. Hathcock explained the Economic Development Authority (EDA) requires an annual update to be submitted for compliance measures. Ms. Hathcock requested the Board approve the use of the agency annual report to be submitted to satisfy the annual report needs.

Motion: Mayor Michael Hughes made a motion to approve the CEDS update with the BRADD annual report. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

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

Chairman Dillard called on Ms. Emily Hathcock who reported the RFP for the Federal Lands Access Program has been completed with the recommendation to use Gersham Smith to complete the trail study which includes the trail from Bowling Green to Mammoth Cave.

Motion: Judge/Executive Dennis Harper made a motion to approve Gersham Smith to complete the Federal Lands Access RFP. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **Cybersecurity Incident Response RFP**

Ms. Emily Hathcock informed BRADD has completed the RFP process for the Cybersecurity Incident Response with the selection of Hire A Cyber Pro as the provider.

Motion: Mayor Michael Hughes made a motion to approve the selection of Hire A Cyber Pro for the Cybersecurity Incident Response provider. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

- **Cybersecurity Vulnerability Assessment RFP**

Ms. Hathcock continued by informing, likewise the vulnerability assessment review process was completed and was awarded to Hire A Cyber Pro.

Motion: Mayor Dwayne Hatcher made a motion to approve the selection of Hire A Cyber Pro for the Cybersecurity Vulnerability Assessment. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Cybersecurity Resolution**

Ms. Hathcock informed a resolution was added to the agenda which would authorize the BRADD to submit cybersecurity application for the development of cybersecurity incident response plans for the water and wastewater utilities. The application is due November 3, 2024.

Motion: Judge/Executive Joe Choate made a motion to approve authorization of the Cybersecurity Resolution. The motion was seconded by Mayor Dewayne Hatcher. Motion carried. (See attached)

- **Franklin Senior Center Relocation**

Chairman Dillard called on Ms. Alecia Johnson who informed the Franklin-Simpson Senior Center has plans to relocate to 106 Crestmore Dr. in Franklin, KY. This location is near the current location and still within the Housing Authority. The Department for Aging will need to complete their review before granting approval for the new location. An inspection will occur on January 1, 2025. Ms. Johnson informed the area is smaller and could limit growth and opportunities. The City Officials are open to discussing a more permanent site in the future.

Motion: Mayor Mike Hughes made a motion to approve the relocation of the Franklin-Simpson Senior Center. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)

- **Edmonson County Senior Center**

Ms. Johnson further reported, the Edmonson County Senior Center has plans to relocate from the Edmonson County Library to Cedar Grove Church in Brownsville, KY. This move will be effective January 1, 2025 pending the approval from the Department of Aging.

Motion: Mr. Michael Stoyonovich made a motion to approve the relocation of the Edmonson County Senior Center. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **Comfort Keepers Rate Change Request**

Ms. Johnson continued by informing in September the Department for Aging and Independent Living made a change to the definition of what constituted a Homecare escort/assisted transportation unit of service. Previously, it had been defined as half hour. To which Comfort Keepers charged \$38.50. DAIL changed the rate definition to "one way trip". Ms. Johnson has since received a rate change proposal from Comfort Keepers requesting to increase their rate to \$100, which would match what is currently their rate for Title III escort/assisted transportation per one-way trip. The proposal language states: "the rate per cost for the services established will remain the same for the three-year period. Adjustments will only be allowed when program policy or regulations are changed which require adjustments to the awarded contract."

Motion: Mayor Michael Hughes made a motion to approve Comfort Keepers rate increase per unit to \$100. The motion was seconded by Mayor Dewayne Hatcher. Motion carried.

- **U of L Geriatric Workforce Enhancement Program**

Ms. Johnson continued by informing the Council for informational purposes an additionally received grant for Aging from the University of Louisville which will provide funds for Geriatric Workforce. The grant is \$10,000 per year for five years. BRADD has previously been a recipient of this grant in years past.

- **Title III D Aging Services**

Ms. Johnson continued by informing the Council in FY 2024 BRADD requested and was approved to provide Title III-D Health Promotion classes in-house on a pilot basis. The services are designed to provide a variety of exercise and health education classes and activities to seniors to promote health and wellbeing.

Since under BRADD operation, staff have been able to increase units provided and expand partnerships with new agencies. BRADD staff would like to request these services to remain in-house permanently, unless the need to procure is established at a later time.

Motion: Mayor Michael Hughes made a motion to approve the Title III D services continued to be provided at BRADD. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

- **RFQ Anchor Project**

Chairman Dillard called on Mr. Eric Sexton, who provided a description of the proposal process. The request for qualifications (RFQ) was for the design services of the Mental Health Intake Center. Minimal questions or contact were received from bidders during the process. With three initial responses received, the BRADD policy and review committee decided not to open any of the originally received bids and place the RFQ back out with clarification. Due to the confusion the deadline was extended and re-advertised with clarification of the RFQ being for design services only. The BRADD attorney reviewed the RFQ and re-formatted to address any areas of confusion. The RFQs will now be due November 22, 2024. The Policy and Review Committee will be asked to review newly received proposals after that time. Another change with the process will require applicants to request a packet from BRADD in order to apply.

Motion: Mayor Michael Hughes made a motion to approve the clarification of the Anchor Project RFQ process and re-extend. The motion was seconded by Mayor Dewayne Hatcher. Motion carried.

6. Personnel

- **Economic Development**

Mr. Sexton reported the BRADD Public Administration Specialist, Haley Parrett has announced her resignation with a three week notice as she has accepted another position with the City of Bowling Green. The process will begin soon for the search of candidates to fill that role. Additionally, part time CED Administrative Assistant Allison Bailey has not become the full time CED Coordinator.

- **Aging**

Mr. Sexton reported Aging department received a notice of resignation from Case Manager Brian Cauley. The hiring process is underway in hopes of filling his position and hire an additional Waiver Case Manager. Further, Mr. Sexton spoke about retention efforts to adjust three aging staff salaries retro to October first with an increase increment of \$1,000 for each of the following Waiver Case Managers, Stephanie Bratcher, Hannah Addington and Ceara Baker. Mr. Sexton informed he plans to present a mid-year salary adjustment to the Board in December.

Motion: Mayor Michael Hughes made a motion to approve the \$1,000 salary increase for three listed staff. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

7. Other

- **Pension Plan Update**

Chairman Dillard called on Mr. Caleb Speck who reported the BRADD Trustees met on September 11, 2024 to consider increasing the BRADD 401k employer match from one percent to two percent. After one year of service, regular full-time staff can begin participating in the optional 401k plan. If staff contribute one percent, then BRADD matches it. Finance staff provided a budgetary report informing the annual cost to BRADD would increase from \$17,000 to \$35,000. With current budget trends, this increase could be sustained. The Trustees unanimously voted to approve the increase to two percent as an incentive to retain employees and encourage participation in the additional investment opportunity. Members asked if a three percent increase could be sustained. Mr. Sexton informed he would look into that.

Motion: Mayor Michael Hughes made a motion to approve the BRADD employer 401k match percent increase to two percent. The motion was seconded by Judge/Executive Joe Choate. Motion carried.

- **Other Updates**

Chairman Dillard called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton spoke on the future of Senior Centers. The recent meals project with the YMCA in Glasgow has brought about a revitalized way to feed seniors. One day last month 90 seniors participated in fitness class at the YMCA facility with over half staying to eat the meal in the facility. BRADD contracts with Community Action who operates all area senior centers, Mr. Sexton spoke about the future of BRADD and Community Action as they have reported losing funds on these programs. This has presented the opportunity for BRADD to examine services going forward and how they can best benefit seniors. One of the members spoke about the opportunity for BRADD to take over the services with a re-branding of senior centers. One member informed Community Action owns some of the buildings. Mr. Sexton informed he would keep the Council updated with the bid cycle for the upcoming fiscal years.

8. Adjourn

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



Signed, BRADD Chair