

Minutes
BRADD Executive Council
Wednesday, April 23, 2025
Bowling Park, Leftwich Hall, Metcalfe Co.

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

Staff in Attendance: Mr. Eric Sexton, Ms. Emily Hathcock, Mrs. Hong Nguyen, Mrs. Amy Carroll, Ms. Alecia Johnson, Mr. Erick Roy and Mr. Caleb Speck.

1. Call to Order

The Executive Council meeting was called to order by Chairman Joe Choate. It was determined a quorum was present.

2. Approve Minutes

Chairman Choate reported the minutes from the March 26, 2025 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Michael Hughes made a motion to approve the March 26, 2025 Executive Council minutes. The motion was seconded by Mr. Steve Thurmond. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Choate called on Ms. Emily Hathcock who presented three regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. The selection included Caveland Wastewater treatment plant improvements and Brownsville pumping station improvement. Also, funding for the Bowling Green and Warren County MPO FY 2026 Unified Planning Work program. 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 three regional clearinghouse projects as presented; the motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

4. Agreements and Contracts

Mr. Sexton commented that the Anchor projects design and construction contracts were fully executed with work to begin soon.

● RAISE GRANT

Chairman Choate called on Ms. Emily Hathcock who reported the request for qualifications for the RAISE grant rendered three responses. The RFQ is for complete streets preliminary engineering. The review committee

consisted of BRADD staff Emily Hathcock and Ethan Bates and KYTC staff Ben Hunt, who met to rank and score all bids received. Ms. Hathcock informed a copy of the review committee results were left out of the packet but would be provided in follow-up to the Council. The review committee results recommended STV, inc. be selected to complete the RAISE grant, complete streets preliminary engineering process.

Motion: Mayor Michael Hughes made a motion to approve the selection of STV Inc. for the RAISE grant. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)

5. Personnel

- Aging

Mr. Sexton reported BRADD has hired a new part time Senior Center Manager for the Edmonton Center, Ms. Debbie Holley who began April 16, 2025 and van driver Patty Brown who began on April 21, 2025. Part-time BRADD employee Melissa Brown has transitioned to the part time Park City Senior Center Manager effective April 7th. The Allen and Simpson center employees will transition to BRADD effective May 1, 2025. In Allen, Pam Simmons has been hired as the full time manager and Jackie Howard as the driver. In Simpson, Kitty Thomas has been hired as part time manager and Beverly Duffer as driver. Hiring for other centers will be ongoing. Mr. Sexton also reported Daisy Mills as a new hire in the Wavier Department to help absorb the transition of Hannah Addington to the regional senior center coordinator.

6. Financials

- Review of Executive Director's Timesheets and Travel for March.

Chairman Choate informed the Council the timesheets and travel forms for Executive Director, Mr. Eric Sexton, had been previously emailed for prior review. Chairman Choate asked for any questions concerning the documents.

Motion: A motion was made by Mayor Dwayne Hatcher to approve the Executive Director December timesheets and travel forms as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

- Quarter Three Accounts Payable

Chairman Choate called on Mrs. Hong Nguyen who reported a copy of the credit card charges and checks written for the quarter had been provided to the members for prior review. Ms. Nguyen reported no noticeable change in the quarters spending as spending remained within the average of \$15-\$20 thousand. Primary purchases included client supplies and travel related expenses. Additionally, there were two RLF loans made in March.

Motion: A motion was made by Mayor Michael Hughes to approve the FY 25 quarter three accounts payable as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Quarter Three Financials**

Chairman Choate called on Mrs. Nguyen who further reported the members packet contains a copy of the financial reports. Mrs. Nguyen provided a summary of each account noting the year-to-date totals. BRADDs revenue rests at 72 percent which is near the targeted 75 percent benchmark. In expenses, BRADD has currently spent 54 percent of the total budget. Mrs. Nguyen reported this being in part to the Anchor project funds which have been received but spending was approved to be deferred to next quarter. Only one percent has been spent to date. Otherwise, BRADD spending is on target with the quarterly benchmark. Mrs. Nguyen reviewed the BRADD by-line and balance sheet totals. A question was raised about effects from the federal governments budget cuts and decreases. Ms. Nguyen reported BRADD has not experienced any effects to date but anticipates If it were to happen, the effects could occur next fiscal year. Mr. Thurmond asked about the uncollected RLF funds. Mr. Sexton informed all funds are past due with no further collection, law suits have been filed with Filppin Axe and Legins Seafood. BRADD has funds available for new loans.

Motion: A motion was made by Mayor Dwayne Hathcer to approve the FY 25 quarter three financials as presented. The motion was seconded by Mayor Michael Bowe. Motion carried. (See attached)

- **FY 26 Cost Allocation Plan**

Chairman Choate called on Ms. Hong Nguyen who reported a copy of the Fiscal Year 2026 Cost Allocation Plan was emailed to the members for prior review. Ms. Nguyen explained the plan contains the guide for processes followed ensuring fiscal responsibility. The foundation of the plan remains the same for this year's update. Finance staff reviewed and made changes for any process that have changed since the previous fiscal year. Updates included processes with the senior center expansion and additional fleet vehicles and insurance. The plan further outlines the method for shared costs for example the breakdown of direct and indirect staff. Direct staff are those working in a specific grant and indirect are those allocated across all accounts.

Motion: A motion was made by Mr. Steve Thurmond to approve the FY 26 Cost Allocation Plan as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

7. **Other**

- **Senior Center Updates**

Chairman Choate called on Ms. Alecia Johnson who reported BRADD continues to work through the senior center transitions with Community Action of Southern Ky to BRADD. The early transition centers include, Park City, Edmonton, Allen Co. and Simpson Co. with manager and van driver positions secured for each location. Park City and Edmonton transitioned in April and Allen and Simpson transitioned May 1st. The City of Edmonton has completed renovations and the center will have a grand reopening opening May. All other center locations will transition on July 1st. BRADD staff are continuing to visit each center to talk with participants and answer any questions. After the initial transition the BRADD team plans to focus on revitalization of senior centers.

- **Conflict of Interest**

Chairman Choate called on Mr. Caleb Speck who reported having received senior center staff Debbie Holley, Pam Simmons, Jackie Howard, BRADD staff Daisy Mills. No conflicts were reported.

Motion: A motion was made by Judge/Executive Dennis Harper to approve the four conflict of interest statements as presented. The motion was seconded by Mayor Michael Hughes. Motion carried.

- **Other Updates**

Chairman Choate called on Mr. Eric Sexton who welcomed everyone to Metcalfe County and thanked everyone for attending. He announced the next Executive Council and Board Meeting will be held on Wednesday, May 28, 2025 at the BRADD Office.

8. Adjourn

Motion: With no further business to consider, Mayor Dwayne Hatcher made a motion to adjourn, and the motion was seconded by Mr. Steve Thurmond. Motion carried.



Signed, BRADD Chair