

Minutes
BRADD Executive Council
Wednesday, January 22, 2025
BRADD Office Center

Regular Members in Attendance: Mayor Michael Bowe, Judge/Executive Joe Choate, 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, Mrs. Amy Carroll, Mrs. Hong Nguyen, Ms. Alecia Johnson, Mr. Erick Roy and Mr. Caleb Speck.

1. Call to Order

The Executive Council meeting was called to order by the new BRADD Chairman Judge/Executive Joe Choate. It was determined a quorum was present.

2. Approve Minutes

Chairman Choate reported the minutes from the December 18, 2024 Executive Council meeting were previously emailed to the members for prior review.

Motion: Mayor Michael Hughes made a motion to approve the December 18, 2024 Executive Council minutes. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

3. Review and Approval of Clearinghouse Projects

Chairman Choate called on Ms. Emily Hathcock who presented four regional clearinghouse projects. Ms. Hathcock informed the Council's packet contains a description of all projects. The selection included, the City of Scottsville's natural gas supply to Smucker's Plant and sewer line rehabilitation project. The Glasgow Airport drainage ditch repair and the City of Auburn waterline upgrades. 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 four regional clearinghouse projects as presented; the motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

4. Agreements and Contracts

● **Anchor Project RFP Construction Management**

Chairman Choate called on Mr. Eric Sexton who reported the design firm, Stengel-Hill, put together a request for proposals for the construction management services for the Anchor Project. The RFP is set to be released on Friday, January 24, 2025 with proposals due February 14, 2025. The anticipated award date would be March 7, 2025. Mr. Sexton provided a copy of the proposal for the members review. Mayor Hughes inquired for clarification

whoever the project was awarded to would be working for BRADD or the design firm. Mr. Sexton confirmed they would be working for BRADD not the design firm.

Motion: Mayor Billy Phelps made a motion to accept the release of the Anchor Project RRQ for Construction Management. The motion was seconded by Mayor Michael Bowe. Motion carried. (See attached)

- **RAISE RFP Design**

Chairman Choate called on Ms. Emily Hathcock who reported the members packet contains a summary of the RAISE grants complete streets plans for the design RFP. The RAISE grant will first need to procure a design firm for the development and pre-construction of complete streets plans. The plan is for the cities of Franklin, Glasgow, Russellville, Scottsville and Tompkinsville. Projects have been identified from each of the cities and need design plans in order to execute the projects. The total for the design phase is estimated at \$200,000.

Motion: Judge/Executive Dennis Harper made a motion to approve the RAISE grant design RFP as presented. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

- **RAISE RFP Feasibility**

Chairman Choate called on Ms. Hathcock who reported, as part of BRADDs RAISE grant BRADD will release an RFP for consultant services to conduct a Regional Greenways Feasibility Study. The study will analyze possible routes and methods of connecting existing trails and pathways within the region to connect the ten counties and their cities. The grant is for \$100,000 to complete the study.

Motion: Mayor Dewayne Hatcher made a motion to approve the release of the RAISE Feasibility RFP as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)

- **RLF**

Chairman Choate called on Ms. Emily Hathcock who reported the RLF Committee met recently to review and consider two loans. The first loan is de-federalized legacy RLF account for a fixed asset loan of \$170,000. The loan applicant is Mr. Patel with Laxmi Hotels LLC. Mr. Patel has utilized the RLF loans previously and has always fulfilled his loan responsibilities. The loan is for a second mortgage on real estate of the previous Lewis Manor Assisted Living Care Facility in Franklin, KY.

Motion: Mayor Billy Phelps made a motion to approve the \$170,000 loan to Laxmi Hotels LLC as presented. The motion was seconded by Mayor Dewayne Hatcher. Motion carried. (See attached)

Ms. Hathcock continued with presenting a second loan from the RLF CARES fund. The same requestor as above, Mr. Patel is seeking a working capital loan of \$65,000 for a second lien on accounts, inventory and equipment for the same property.

Motion: Judge/Executive Dennis Harper made a motion to approve the RFL CARES working capital loan of \$65,000 to Mr. Patel of Southern Kentucky Senior Living at Lewis Mannor LLC. The motion was seconded by Mayor Michael Hughes. Motion carried. (See attached)

Ms. Hathcock further reported there are still RFL CARES funds available for lending and encouraged the members to share with any business who could benefit. There are big interest savings with these loans.

- **Aging RFPs**

Chairman Choate called on Ms. Alecia Johnson who reported the Aging Review Committee met and recommend the selection of the following providers for the aging services procurement cycle. SHIP and Legal Services and Ombudsman/Elder Abuse Services continue to be provided by KY Legal Aid. Frozen meal services were awarded to the highest scoring bidder, GA Foods. Transportation services, Senior Center, and hot meal delivery services received a bid by Community Action. Due to the much higher bid and programmatic concerns the discussion led the committee to recommend bringing the services in-house at BRADD, for the three-year bid cycle. Hot meal preparation services will continue to be provided by Five Star Breaktime Solutions. In-home services will re-issue a request. Multiple providers are possible for this service however the scoring criteria did not allow for multiple providers and rates. BRADD will issue a request for qualifications which bidders would agree to a fixed rate. Multiple bids will allow more client choice and opportunity for options during staff shortages. Ms. Johnson also provided a unit cost comparison sheet for all bidders. Mr. Sexton commented due to the large price increase, taking the senior center services in house would allow BRADD the opportunity to take a deeper dive at the financial situation and create a new vision for senior center as a revitalization effort. Judge Harper inquired about the ownership of the senior center buildings. Mr. Sexton responded that BRADD has a record of the centers and who they are owned by. He would anticipate a rental agreement could be reached with buildings Community Action owns, but those details would be forthcoming.

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

- **Senior Center Relocations Update**

Chairman Choate called on Ms. Alecia Johnson who reported the two senior center relocations were effective January 1, 2025 and have been approved by DAIL. The Franklin center moved into another building within the housing authority. The building is smaller. BRADD is working with city officials on future opportunities to grow and expand the center. The Edmonson County Center has relocated, and the new facility has required some modifications to meet the compliance requirements. Ms. Johnson thanks Judge Lindsey for his assistance in getting the building ready on time.

5. **Personnel**

- **Economic Development**

Mr. Sexton reported two new staff have been hired, Ms. Paige Hadden will fulfill the Public Administration Specialist role and Mr. Julien Hodge as a Community Development Specialist for the CED Department. Both began on Jan. 7, 2025.

- **Aging**

Mr. Sexton reported the hiring of a Waiver Case Manager, Ms. Chandi Tanner who begin on Jan 7, 2025.

- **Finance**

Mr. Sexton reported a new finance Intern has been hired, Ms. Lucy Arrington who begin Jan. 7, 2025.

6. **Financials**

- **Review of Executive Director's Timesheets and Travel for December 2024**

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 Michael Hughes to approve the Executive Director December timesheets and travel forms as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.

- **Quarter Two Accounts Payable**

Chairman Choate called on Mrs. Hong Nguyen who reported a copy of the checks written for the quarter were emailed for prior review and provided on the meeting room share screen. Ms. Nguyen reported that in the regular business accounts \$1.2 million has been spent. She reports this spending is average for the vendors, clients and staff travel needs.

Motion: A motion was made by Mayor Michael Hughes to approve the FY 25 quarter two accounts payable as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

- **Quarter Two Financials**

Chairman Choate called on Mrs. Hong Nguyen who reported the members packet contains a copy of the quarterly financial report. Ms. Nguyen described the targeted benchmark for quarter two at 50% however the total revenue and expenditures both fell under at 47% and 36% due to having received the Anchor Project funds. The money is being held in interest bearing account until the project begins. The interest earned will be applied to various project expenses. BRADD is otherwise on target for quarterly spending with only the total numbers being skewed due to the Anchor Project funds. Mrs. Nguyen reviewed the reports on funding sources. The balance sheet revealed seven million dollars in savings, some of which are eligible to be interest earning dollars. BRADD has \$11 million in total assets and \$3.5 million in total liabilities. The total fund balance is \$4.1 million. A summary of each of the BRADD accounts was provided for review.

Motion: A motion was made by Mayor Michael Hughes to approve the FY 25 quarter two financials as presented. The motion was seconded by Mayor Dewayne Hatcher. Motion carried. (See attached)

7. Other

- **Board Member/Ombudsman Conflict of Interest**

Chairman Choate called on Mr. Caleb Speck who reported, annually, BRADD Board Members are asked to complete a disclosure of any positions, arrangements, or transactions which could create a potential conflict of interest in the position as BRADD Board Member. Additionally, the aging Ombudsman program specifically asks for any members involvement with Long Term Care facilities in the region.

- **Conflict of Interest**

Chairman Choate called on Mr. Caleb Speck who reported having received four conflict of interest statements for the latest new hires. Ms. Lucy Arrington disclosed additional outside employment which does not appear to create a conflict. Ms. Paige Hadden, Mr. Julien Hodge and Ms. Chandi Tanner made no disclosures.

Motion: Mayor Billy Phelps made a motion to approve the BRADD new hires conflict of interest statements as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried.

- **Other Updates**

Chairman Choate called on Mr. Eric Sexton who provided additional announcements and updates. Mr. Sexton informed the annual ADD day in Frankfort will be held February 13, 2025 with the quarterly KCADD meeting at 10:30 am and lunch to follow at 11:30 am. Mr. Sexton informed a need for a special called Executive Council meeting is anticipated for March 6, 2025, which is the BRADD Committee day, for the purpose of approving the construction bid for the Anchor Project. There will not be a regular board meeting in February. Judge Harper asked about the local government opioid funds, Mr. Sexton informed RBADD staff are available to attend fiscal court meetings to present what the contribution will look like and how it will benefit the county or city. The funds could be invoiced to BRADD, much like annual dues, but made payable to the Office of Drug Control Policy.

8. Adjourn

Motion: With no further business to consider, Mayor Billy Phelps made a motion to adjourn, and the motion was seconded by Mr. Michael Stoyonovich. Motion carried.



Signed, BRADD Chair