

**Minutes**  
**BRADD Executive Council**  
**Wednesday, May 28, 2025**  
**BRADD Office Center**

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

Staff in Attendance: Mr. Eric Sexton, Ms. Emily Hathcock, Mrs. Amy Carroll, Ms. Alecia Johnson, Ms. Brooke Edwards, Mrs. Ashley Mehmedovic 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 April 23, 2025 Executive Council meeting were previously emailed to the members for prior review.

**Motion: Mayor Dwayne Hatcher made a motion to approve the April 23, 2025 Executive Council minutes. The motion was seconded by Mayor Billy Phelps. Motion carried.**

**3. Review and Approval of Clearinghouse Projects**

Chairman Choate called on Ms. Emily Hathcock who presented three regional clearinghouse projects. The members packet contains a summary description of each project. Projects included, The City of Woodbury's recreational trails program for an ADA accessible trail at their Nature Park. City of Scottsville's installation of sewer infrastructure. Edmonson County Fiscal Court recreational trails grant for Springs Sports Complex walking trail. Ms. Hathcock informed all 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 three regional clearinghouse projects as presented; the motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**

**4. Agreements and Contracts**

● **KIA**

Chairman Choate called on Ms. Emily Hathcock who reported receiving the fully executed Kentucky Infrastructure Authority (KIA) grant in the amount of \$76,000 which is back to the previous contract amount after last year's increase.

- **Senior Center Leases**

Chairman Choate called on Mr. Eric Sexton who reported work is being done to secure leases with each of the senior centers. Many of the centers lease agreements are all encompassing to include rent and all utilities excluding internet services. Lease agreement has been completed with Edmonton, Allen County, Franklin/Simpson, Park City, Russellville, Warren. Pending agreements include Fountain Run, Glasgow, Butler, Edmonson, Hart, Monroe. One agreement is still in draft for Cave City. Mr. Sexton will continue to get the agreements completed before the transition date. The leases include a variety of parties involved including Community Action, Churches, County/Cities governments. BRADD will assume operations of all regional senior centers effective July 1, 2025. All four of the early transition centers have gone well.

- **Senior Center Designations**

Chairman Choate called on Ms. Alecia Johnson who reported the members packet contains a transition report which outlines five needed changes to the structure of current senior centers. Ms. Johnson informed Park City Senior Center has operated as a pilot and would like to transition to an official nutrition site. Warren Co. Senior Center has a location change to Russellville Road beginning July 1. The Russellville Senior Center status change from a multipurpose senior center to senior center. The hours will be 9 am to 2 pm, which will better reflect their actual use and operation. The Glasgow Center designation from multipurpose center to senior center with hours of operation from 8 am to 1 pm. Lastly, the Cave City Center designation change to nutrition site in efforts to recruit additional participants. Ms. Johnson informed BRADD will work with the Department of Aging and Independent living who will grant final approval. Further members asked for an explanation for the different senior center categories, Ms. Johnson informed a nutrition site is a place for meals only. A multi- purpose encompasses broader activities than just meals, including home delivered meals, transportation, activities, etc. A regular senior center includes the meals and activities.

**Motion: Mayor Mike Hughes made a motion to approve the Senior Center Designation as presented, including the five requested changes to Park City, Warren Co., Russellville, Glasgow and Cave City centers. The motion was seconded by Judge/Executive Doug Gorman. Motion carried. (See attached)**

- **Banking Services**

Chairman Choate called on Mrs. Amy Carroll who informed the members packet contains an extension and modification agreement with Independence Bank, which BRADD utilizes for primary business banking. Mrs. Carroll reports BRADD utilizes other area banks for CDs, Credit Card Services, etc. Further, Mrs. Carroll noted the extension includes an increase in sponsorship to the BRADDs annual meeting. BRADD staff continue to remain satisfied with the services from Independence Bank and recommend continuing the services agreement.

**Motion: Judge/Executive Dennis Harper made a motion to approve Independence Bank's extension agreement as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)**

## 5. **Personnel**

- **Aging**

Mr. Sexton reported the early transition of senior center staff in Allen and Simpson Counties effective May 1. In Allen County, full time manager, Pam Simmons and part time driver, Jackie Howard. In Simpson County, part time employees, manager Kitty Thomas and driver Beverly Duffer. Ms. Niang Cing has been hired as the BRADD Dash driver three days per week. A new Waiver Case Manager, Daisy Mills, began in April and BRADD is currently advertising for an additional Case Manager. Ms. Ariana Pennington, former intern, began May 19 as temporary Aging Assistant.

## 6. Financials

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

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 Mike Hughes to approve the Executive Director April timesheets and travel forms as presented. The motion was seconded by Judge/Executive Doug Gorman. Motion carried.**

## 7. Other

- **Senior Center Fleet**

Chairman Choate called on Mr. Eric Sexton who reported the need of six vehicles for the senior center locations. Mr. Sexton informed many of the inherited fleet are in a state of disrepair and will be used in future surplus of inventory. Mr. Sexton informed BRADD has received state approval to use \$109,000 of ARPA funds for the purchase of senior center vehicles. Mr. Sexton is seeking approval to use the BRADDs fund balance for the purchase of the remaining vehicles. Mr. Sexton has used competitive negotiations to obtain three quotes, as provided in the members packets. The quotes averaged \$36,890. Gary Force Honda had the lowest quote and supply capabilities. A question was asked about maintenance expenses, Mr. Sexton informed program funds are used to cover those costs.

**Motion: Judge/Executive Doug Gorman made a motion to approve the purchase of six fleet vehicles from Gary Force Honda, with the use of BRADDs fund balance, and ARPA funds. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**

- **Building Fund**

Chairman Choate called on Mr. Eric Sexton who reported that with the additional growth and expansion of BRADD programs, staffing needs have led to the request for building modifications to add windows into a new office space. Mr. Sexton informed a copy of three project quotes are provided, with the average being \$10,456. Mr. Sexton asked for the board to allow up to \$12,000 from the building fund to cover the project expenses with services provided by the lowest bidder, Stewart Richey.

**Motion: Mayor Mike Hughes made a motion to approve the use of up to \$12,000 of building funds for the window project as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.**

- **Conflict of Interest**

Chairman Chote called on Mr. Caleb Speck who presented five new hire's conflict of interest statements, all of which have been reviewed, with only additional employment disclosure, none present conflict with BRADD employment. Statements included Ariana Pennington, Patricia Brown, Kitty Thomas, Beverly Duffer, Ning Cing.

**Motion: A motion was made by Judge/Executive Doug Gorman to approve the five staff conflict of interest statements as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried.**

- **Other Updates**

Chairman Choate called on Mr. Eric Sexton who thanked everyone for their participation in the recent CEDS Summit. With over 120 in attendance, the feedback received proved to be a successful event. Mr. Sexton informed BRADD plans to continue offering this annual training event. Mr. Sexton encouraged the members to attend next month's meeting on June 25<sup>th</sup>. The meeting will include a presentation of the FY 26 budget.

Chairman Choate called on Mr. Caleb Speck who informed the Council members are asked to complete an annual performance evaluation of the Executive Director. In preparation for next month's budget meeting, Mr. Speck provided an evaluation form and asked it to be completed and returned with their review. Mr. Speck informed the results are confidential with a summary given to Chairman Choate to review with Mr. Sexton.

**8. Adjourn**

**Motion: With no further business to consider, Judge/Executive Dennis Harper made a motion to adjourn, and the motion was seconded by Judge/Executive Doug Gorman. Motion carried.**



Signed, BRADD Chair