

**Minutes**  
**BRADD Executive Council**  
**Wednesday, October 22, 2025**  
**BRADD Office Center**

Regular Members in Attendance: Judge/Executive Joe Choate, Mrs. Dawn Devore, Judge/Executive Doug Gorman, 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. Hong Nguyen, Ms. Alecia Johnson, Mrs. Ashley Mehmedovic, Ms. Brooke Edwards, 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 August 27, 2025 Executive Council meeting were previously emailed to the members for prior review.

**Motion: Judge/Executive Dennis Harper made a motion to approve the August 27, 2025 Executive Council minutes. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.**

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

Chairman Choate reported there were no clearinghouse projects to report this month.

**4. Agreements and Contracts**

● **Assisted Transportation Rate Change**

Chairman Choate called on Ms. Alecia Johnson who reported effective October 1, 2025, the Department for Aging and Independent Living made a change to the service definition for assisted transportation or escort services. Previously, it was defined as a one-way trip and has since been changed to a one hour unit. With this change, BRADD made the change of the unit rate from the previous amount of \$100 per unit to \$40.50 per unit, which will align with all other in-home services rates. Ms. Johnson explained the program is used to transport clients to medical appointments across the region. There is currently only one provider for this service. Ms. Johnson expressed concern as a greater expense for those in outlying counties where a further distance will occur as well as time billed for sitting and waiting while clients are at the medical appointment.

- **Park City Meals RFP**

Chairman Choate called on Ms. Johnson who reported the Aging Services Review Committee met on Wednesday, October 8, 2025, to review and make recommendations regarding Hot Meal Preparation Services for Park City Nutrition Site. Two proposals were received from Five Star Breaktime Solutions and from Esters Farm Catering. Both bids were reviewed and scored by the committee. Scoring was determined by utilizing the scoring criteria that was part of the request for proposal packet. It was determined that Five Star's bid received 77 out of 78 points for their bid, while Ester's Farm Catering received a score of 70 out of 78 points. As a result, it was determined by the committee that Five Star Breaktime Solutions be recommended as the provider of hot meals at Park City Nutrition Site. Ms. Johnson further noted, in Five Star's bid, a job description for the driver position is needed. It was also noted that clarification is needed for the inclusion of the State Dietician on their staffing plan and the exclusion of a utensil diagram from the bid packet. It was recommended by the committee that Five Star Breaktime Solution's proposal be accepted by the BRADD Board. Ms. Johnson explained if the proposal is accepted, the missing information will be requested.

**Motion: Mayor Mike Hughes made a motion to approve the Park City Meals RFP award to Five Star Breaktime Solutions. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**

- **Trager Update**

Chairman Choate called on Ms. Johnson, who reported an update on the Trager contract with the University of Louisville. The contract provided a part time position for a BRADD staff to work in the program. Ms. Johnson informed after having piloted the project it has been decided to end this contract with Trager. BRADD will continue to work with Trager to support their internship program and provide other administrative program supports.

- **CEDS Resolution**

Chairman Choate called on Ms. Emily Hathcock who reported the members packet contains a copy of a resolution for the Comprehensive Economic Development Strategy (CEDS) update for fiscal year 2025-2026. This annual resolution resolves to allow BRADD to remain compliant with annual CEDS requirements and adopts the CEDS strategy update which has been incorporated with the BRADD annual report.

**Motion: Mayor Dwayne Hatcher made a motion to approve the CEDS Resolution as presented. The motion was seconded by Judge/Executive Doug Gorman. Motion carried. (See attached)**

- **RLF Resolution**

Chairman Choate asked Ms. Hathcock to continue, she reported, the members packet contains a resolution to satisfy the annual update for the BRADD Revolving Loan Fund (RLF Legacy). The resolution certifies that the RLF plan is consistent with and supportive of the area's current economic adjustment strategy and is being operated in accordance with the policies and procedures of the RLF plan.

**Motion: Judge/Executive Doug Gorman made a motion to approve the RLF Resolution as presented. The motion was seconded by Mrs. Dawn Devore. Motion carried. (See attached)**

- **RLF CARES Resolution**

Chairman Choate called on Mr. Eric Sexton who reported the members packet contains a resolution for the CARES RLF, which resolves that BRADD is terminating this program, in agreement with EDA, and will return the federal share of the capital base. Mr. Sexton explained in 2020 BRADD received the base amount of \$250 thousand in CARES funds. These funds were loaned and have since been revolved back. BRADD currently has a balance of \$165 thousand to return. \$67 thousand remains loaned. Any outstanding loans will revolve back to BRADDs regular RLF legacy fund. Mr. Sexton seeks the boards approval to return the funds with the resolution presented.

**Motion: Mayor Mike Hughes made a motion to approve the RLF CARES Resolution as presented. The motion was seconded by Judge/Executive Dennis Harper. Motion carried. (See attached)**

- **RFP BRADD Conference Center AV**

Chairman Choate called on Mr. Erick Roy who reported the memebtrs packet contacts a sample Request for Proposal for BRADD Conference Center audio/visual upgrade. Mr. Roy reported the current set up have been in place since the room was constructed in 2003. The system is heavily used for meetings/trainings, etc. and has noticeable age and detreating quality. Mr. Roy pointed out the RFP timeline is included with the proposed release date of October 24, 2025.

**Motion: Mrs. Dawn Devore made a motion to approve the release of the RFP for BRADD Conference Center AV as presented. The motion was seconded by Judge/Executive Doug Gorman. Motion carried. (See attached)**

## 5. Personnel

- **Waiver**

Chairman Choate called on Mr. Eric Sexton for all personnel updates. Mr. Sexton informed BRADD has as opening for a Waiver Case Manager due to the resignation of Ms. Fayth Rose. The opening has been posted.

- **CED**

Mr. Sexton informed there will be an upcoming opening for a CED administrative assistant to fill vacancy. The GIS position is continuing to be evaluated before filing the vacancy.

- **Aging**

Mr. Sexton informed a new position had been created to support Senior Center program, volunteer coordinator Jennife Wade was hired on October 13. Mr. Sexton reported the Cave City Senior Center remains unstaffed due to difficulties hiring in that location.

## 6. Financials

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

Chairman Choate informed the Council the August and September 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 August and September timesheets and travel forms as presented. The motion was seconded by Mayor Dwayne Hatcher. Motion carried.**

- **FY 26 Quarter One Accounts Payable**

Chairman Choate called on Ms. Hong Nguyen who reported the meeting share screen contains a copy of all the checks written during the first quarter. Additionally, Mrs. Nguyen provided a listing of all credit card statements as previously emailed. Ms. Nguyen noted the credit card spending was up due to the completion of several client projects, such as wheelchair ramps. Mrs. Nguyen further noted the increase in spending due to technological needs this quarter. Otherwise, expenses were standard business transactions and those related to client supply purchases. A question was raised about BRADD credit card policy, to which Mrs. Nguyen described the staff reporting and documentation process as well as Mrs. Nguyen's monthly reconciliation process. The Executive Director must pre-approve any purchases over \$500.00. Mrs. Nguyen noted accounts payable spending increased this quarter due, payroll expense increased from \$85 thousand to \$100 thousand.

**Motion: Judge/Executive Doug Gorman made a motion to approve the FY 2026 quarter one accounts payable as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**

- **FY 26 Quarter One Financials**

Chairman Choate called on Mrs. Hong Nguyen, who reported the members packet contains a copy of the FY 26 quarter one account financial summaries for each of the BRADD operating accounts. Mrs. Nguyen noted first quarter spending is down. The target benchmark for quarter one is 25% spending. The Anchor Project has largely resulted in quarterly underspent funds due to delayed spending for project construction. Mrs. Nguyen provided a summary of each of the BRADD accounts total revenue and expenditures for the quarter end. In total revenue BRADD has recognized approximately 22 percent, which is \$11 million of \$51 million budgeted. In expenditures, BRADD has spent approximately 17 percent which is \$8 million of \$50 million budgeted.

**Motion: Mrs. Dawn Devore made a motion to approve the FY 26 quarter one financials as presented. The motion was seconded by Mayor Mike Hughes. Motion carried. (See attached)**

## 7. Other

- **Conflict of Interest**

Chairman Choate called on Mr. Caleb Speck who presented five staff conflict of interest statements for senior center employees; Kristy Simmons, Amanda Cherry, Kelly Drew Settle, Meredith Walters, Kenneth Brown. Mr. Speck reported no conflicts were disclosed.

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

- **Communications Position**

Chairman Choate called on Mr. Eric Sexton who requested the creation of a new position at BRADD. Within the Administration department, the Communications Director would be responsible for outreach, social media, general press, website assistance and other communications related duties supportive to each department at BRADD. Mr. Sexton emphasized the importance of telling our story to promote the services and work of the agency. Mr. Sexton is currently managing BRADD social media accounts and they require a set of devoted skills and attention. Mr. Sexton provided a job description for any member wishing to review. Mr. Sexton expressed desire to fill the position by January 2026 and requested a salary range be approved for \$55 to \$65 thousand. A college degree in a related field would be required in addition to five years of related experience. Members discussed the importance of social media and growing needs in this area. Judge Choate inquired if the position would be eligible to assist city and county governments with media and communications needs. Mr. Sexton informed he envisioned the position to attend outreach events and be out and about in the communities supporting activities and initiatives. This could be an opportunity, particularly, to support smaller counties or cities who do not have social media support. Mr. Sexton informed five of the fifteen Area Development Districts have this position while others are beginning to explore the need.

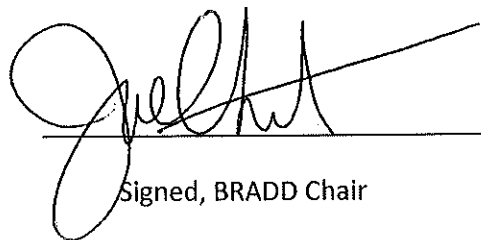
**Motion: Mayor Mike Hughes made a motion to approve the Communications Director position as presented at a salary range of \$55 to \$70 thousand. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (see attached)**

- **Other Updates**

Chairman Choate called on Mr. Eric Sexton who thanked all who participated in the BRADD 57<sup>th</sup> Annual Meeting last month. Mr. Sexton had a call with the Governor on Monday related to meals funding, the Governor has allocated 9.1 million to all ADDs to cover shortfalls. BRADD had no projected shortfalls this year due to continued support from Cities/Counties. Mr. Sexton thanked Mr. Stoyonovich and Mayor Phelps for attending the NADO conference in Salt Lake City, UT. Mr. Sexton encouraged other board members to participate in next year's annual conference which will be held in Reno, NV. Mr. Sexton announced there would not be a November board meeting, the next regularly scheduled board meeting will be held Wednesday, December 17<sup>th</sup>.

**8. Adjourn**

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



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Signed, BRADD Chair