

**Minutes**  
**BRADD Executive Council**  
**Wednesday, January 28, 2026**  
**BRADD Office Center**

Regular Members in Attendance: Judge/Executive Doug Gorman, Mayor Mike Hughes, Mayor Billy Phelps, Mr. Steve Thurmond.

Virtual attendees: Mrs. Dawn Devore, Mr. Michael Stoyonovich (See attached sign-in sheet).

Staff in Attendance: Mr. Eric Sexton, Ms. Emily Hathcock, Ms. Alecia Johnson, Mrs. Ashley Mehmedovic, Ms. Brooke Edwards, Mr. Erick Roy, and Mr. Caleb Speck.

**1. Call to Order**

In absence of the Chairman, the Executive Council meeting was called to order by Vice Chairman Billy Phelps. It was determined a quorum was present.

**2. Approve Minutes**

Vice Chair Phelps reported the minutes from the December 17, 2025 Executive Council meeting were previously emailed to the members for prior review.

**Motion: Mayor Mike Hughes made a motion to approve the December 17, 2025 Executive Council minutes. The motion was seconded by Judge/Executive Doug Gorman. Motion carried.**

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

Vice Chair Phelps called on Ms. Emily Hathcock who reported the members packet contains a summary of seven regional clearinghouse projects. Many of the projects are Transportation Alternatives Program (TAP) projects. The first being with Metcalfe County Fiscal Courts Streetscape project, and the Kentucky Transportation Cabinet's roadway improvements in Allen County. The City of Russellville's TAP project to construct new sidewalks. Edmonson County Fiscal Courts TPA project for Sports Complex trail rehabilitation. The City of Bowling Green TAP project for greenway addition. The City of Auburn TAP project for new sidewalks. The City of Horse Cave TAP for sidewalk improvements. Ms. Hathcock reported that all projects were reviewed by BRADD staff for conflicts or duplications.

**Motion: Mr. Steve Thurmond made a motion to approve the seven regional clearinghouse projects as presented. The motion was seconded by Mayor Mike Hughes. Motion carried. (See attached)**

**4. Financials**

- **FY 25 Audit**

Vice Chair Phelps introduced BRADD Auditors, Ms. Jennifer O'Connor and Mr. Andrew Tolbert of CRI. Ms. O'Connor began by describing the audit delay, the Federal Office of Management and Budget (OMB) delayed the release of compliance supplement for single audits, related to the government shutdown.

Ms. O'Connor informed overall, BRADDs audit letter disclosed no internal control findings. The independent auditors report included an unmodified opinion, as a result of no audit findings. Mr. Tolbert then provided a summary of the net position based on a full actuarial basis, using graphic comparisons from the last four years. Overall BRADD has experienced a positive trend with budget increase of upwards of \$2 million. The reason for the increase is related to the change in overall fund balance, net change in fixed assets and actuarial changes. Mr. Tolbert covered areas with the largest funding sources. With increased support from annual dues, and positive growth due to the expansion of the Waiver program and pass through funds from the Anchor project, being primary drivers. Mr. Tolbert shared summarily, BRADD experienced an increase in expenditure related to the addition of senior center programs. Primarily related to the upfront expense with the purchase of technology and vehicles to operate this program. Mr. Tolbert shared the revenue over expenditure is in a positive position for FY 25, with a larger amount in deferred revenue than previous years. Upon approval, a copy of the full audit report will be available on the BRADD website. Mr. Thurmond and other members extended compliments to the Finance team for the sound, fiscal responsibility demonstrated. Judge Gorman commended the staff, particularly in that growth often results in greater opportunities for things to go wrong, BRADD has held strong with the growth. Staff were thanked for their work in protecting public funds. Mayor Hughes noted the increased responsibility of the management team with the extra responsibilities, without having increased the administration team.

**Motion: Judge/Executive Doug Gorman made a motion to approve the Fiscal Year 2025 audit as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried. (See attached)**

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

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

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

- **Quarter Two Accounts Payable**

Vice Chair Phelps called on Mrs. Hong Nguyen who reported a list of checks written for the quarter were emailed to the members for prior review. BRADD has spent approximately \$10 million, across all funds. Mrs. Nugyen noted, the JFA account is BRADDs primary operating account. A copy of the quarterly credit card expense reports were also provided for prior review and inspection. Mrs. Nguyen noted that spending was up for the month of October due to account renewals, conferences and travel expenses in addition to standard purchasing, Mrs. Nguyen anticipates expenditures to level out next quarter. Mrs. Nguyen asked for any questions about the accounts payable.

**Motion: Mayor Mike Hughes made a motion to approve the Quarter Two Accounts Payable as presented. The motion was seconded by Mr. Michael Stoyonovich. Motion carried. (See attached)**

- **Quarter Two Financials**

Vice Chair Phelps called on Mrs. Hong Nguyen who reported the members packet contains a copy of the BRADD account statements for quarter ending December 31, 2025. Mrs. Nguyen noted an additional statement in the packet for a separate designation for the Anchor Project funds. She informed this was in efforts to provide a true picture of the program and not skew the other BRADD accounts with these pass through funds. In total revenue, BRADD is at 53 percent of the target benchmark, which is slightly above, but within a range that should balance out by next quarter. Mrs. Nguyen provided an overall summary referencing the balance sheet provided. This quarter BRADD earned \$400 thousand in interest, with much of the earnings related to the Anchor project funds. Mrs. Nguyen reported the total fund balance being \$5.6 million.

**Motion: Mr. Steve Thurmond made a motion to approve the FY 26 quarter two financials as presented. The motion was seconded by Mayor Mike Hughes. Motion carried. (See attached)**

5. **Agreements and Contracts**

- **Aging Services Area Plan**

Chairman Choate called on Ms. Alecia Johnson who reported, a summary of the Area Plan is provided in the members packet. The plan cycle will run from FY 2027 through FY 2029. Ms. Johnson requested review and approval of the plan. Upon approval the plan will be submitted to the Department for Aging and Independent Living (DAIL) by March 1, 2026 for their approval. Once final approval is received, the Area Plan will be posted on the BRADD website. Ms. Johnson further informed a full presentation of the Area Plan would be provided in the Board Meeting to follow.

**Motion: Judge/Executive Doug Gorman made a motion to approve the Aging Services Area Plan as presented. The motion was seconded by Mr. Steve Thurmond. Motion carried. (see attached)**

- **LTADD Services Engineering Contract**

Vice Chair Phelps called on Mr. Eric Sexton who reported having conferred with Lincoln Trail Area Development District (LTADD) concerning an engineering program they administer. The program contains elements that could be helpful for BRADD. One component is assistance with the road scoring process, which increases the eligibility for future funding. LTADD team offered their assistance to BRADD to guide services and review BRADDs work on these contracts from an engineering perspective. Mr. Sexton informed a formal contact would be forthcoming.

- **Tornado Saferooms RFQ**

Vice Chair Phelps called on Ms. Emily Hathcock who reported the members were provided with a copy of the request for qualifications for Tornado safe rooms. The proposal outlines the design for commercial safe rooms associated with various industries across the district.

**Motion: Judge/Executive Doug Gorman made a motion to approve the Tornado Safe Rooms RFQ as presented. The motion was seconded by Mayor Mike Hughes. Motion carried. (See attached)**

## **6. Personnel**

- **Waiver**

Mr. Sexton informed an internal posting for Waiver Coordinator would be forthcoming.

- **CED**

Mr. Sexton provided an update on the interview process for the GIS Specialist vacancy. No candidates had been selected from the first round of interviews. An internal posting for LEAD Community Development Specialist will be posted; this is a new opportunity for internal staff and will serve to assist in training and developing new CED staff on grant administration practices. Lastly, Mr. Sexton informed Ms. Emily Hathcock resigned from her position as Director of Community and Economic Development effective January 30, 2026.

- **Aging**

Mr. Sexton informed of an internal transfer with Aging Case Manager Ms. Chelsea Ennis transitioning to the Senior Center Coordinator role effective February 1<sup>st</sup>. Her position vacancy has been advertised. Additionally, Mrs. Cody Moats position has transitioned from Program Coordinator to Case Manager.

- **Finance**

The Staff Accountant position has been filled, Mr. Dylan Hardcastle will begin on Tuesday, February 24, 2026.

- **Administration**

Mr. Sexton announced Mr. Derek Parham has been hired as BRADDs new Director of Communications and will begin Monday, February 16, 2026.

All members expressed appreciation to Ms. Emily Hathcock for her service to BRADD. Members spoke about projects completed, tasks improved and the mark of betterment to the region from her service at BRADD. Members wished her the best in her new role.

## **7. Other**

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

Vice Chair Phelps called on Mr. Caleb Speck who reported the annual BRADD Board Member conflict of interest statement is required of all BRADD Board of Directors. This is an opportunity for members to disclose any possible conflicts with positions held that could conflict with the decision making for the BRADD. Additionally, BRADDs aging program, Long Term Care Ombudsman, requires a similar conflict of interest requesting members' position or involvement with any long-term care facilities across the region.

- **Other Updates**

Vice Chair Phelps called on Mr. Eric Sexton who expressed thanks to everyone for their willingness to pivot considering the recent snow and ice. Mr. Sexton informed there would not be a regular Board meeting in February. The next Meeting will be held Wednesday, March 25, 2026 at the BRADD Office.

**8. Adjourn**

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



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Signed, BRADD Chair