I. **CALL TO ORDER** – Shorty Tomlinson, Chair, called the meeting to order in the NKADD Conference Rooms located at 22 Spiral Drive, Florence, KY at Noon.

II. **INVOCATION / PLEDGE OF ALLEGIANCE** - The invocation was given by Mayor Milkweed Wotier, followed by the Pledge of Allegiance.

III. **QUORUM** – Shorty Tomlinson, Chair, declared a quorum based on the Secretary’s roll call.

Board members present were:

Judge Casey Ellis Mayor Milkweed Wotier Pat Raverty
Judge David Fields Amy Able* Willie Schadler
Judge Kris Knochelmann Joe Cottingham Frank Sommerkamp*
Judge Ken McFarland Lewis Diaz Todd Spurgeon
Judge Gary Moore Matt Elberfeld* Shorty Tomlinson
Judge Bobby Lee Westrick Amy Heeger Josh Wice*
Mayor Tyson Hermes Jordan Huizenga* Lisa Wilson-Plajer
Mayor Chris Reinersman Tom Lampe Bobby Young
Mayor Rick Skinner Susan Maier George Zubaty
* Indicates Alternate in attendance and voting.

Those members not present or without representation:

Judge Steve Wood Mayor Jim Hamberg Nyoka Johnston
Mayor Robb Adams Mayor Elonda Hinson Louis Kelly
Mayor Nelson Brown Billie Bradford Bobby Young
Mayor Mark Carnahan Pat Dressman

---

THE NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT (NKADD) WILL MAKE EVERY REASONABLE ACCOMMODATION TO ASSIST QUALIFIED PERSONS WITH DISABILITIES ACCESSING AVAILABLE SERVICES OR IN ATTENDING AGENCY ACTIVITIES. IF THERE IS A NEED FOR THE NKADD TO BE AWARE OF A SPECIFIC REQUIREMENT, YOU ARE ENCOURAGED TO CONTACT THIS AGENCY PRIOR TO THE ACTIVITY SO THAT SUITABLE ARRANGEMENTS CAN BE CONSIDERED FOR THE DELIVERY OF THE SERVICE.
Staff members present:

Sara Anderson       Bryan Cobb       Meghan Sandfoss
Larry Bosley        Lisa Cooper       Barbara Stewart
Margaret Bowling    Amy Scalf        Anne Wildman

IV. INTRODUCTIONS - The Chair asked guests to introduce themselves and to note the jurisdiction or organization they represented.

Bob Porter - Rep. Massie’s Office
Shane Noem - Sen. McConnell’s Office
Billy Matthews - Sen. Paul’s Office
Laura Pleiman - Boone County (Alternate for Judge Gary Moore)
Larry Tincher - KYTC
Jim Thaxton - HIRT
Adam Davey - VonLehman & Company, Inc.
Jerry Anglin - American Engineers

V. RECOGNITION OF AUDIENCE - Anyone wishing to address the Board was asked to do so at this time.

No reports were made at this time.

VI. APPROVAL OF AGENDA - The Board of Directors was asked to approve the agenda (after the agenda is approved, deletions are subject to a 2/3 majority vote of those members present). Action requested.

George Zubaty moved to approve the January 28, 2016 Agenda; seconded by Lisa Wilson-Plajer. Motion carried.

VII. PRESENTATION OF MINUTES - Minutes of the December 3, 2015 Meeting of the Board of Directors were mailed out previously and are ready for approval as amended subject to any additions, deletions, or corrections. Action requested.

Judge Kris Knochelmann moved to approve the Minutes; seconded by Jordan Huizenga. Motion carried.
VIII. CONSENT AGENDA – See Attachment 01. Action requested.

Frank Sommerkamp moved to approve the Consent Agenda; seconded by Mayor Chris Reinersman. Motion carried.

IX. ADMINISTRATIVE - Items relating to NKADD Administration will be discussed at this time.

A. Financial Reports - Larry Bosley presented the cumulative financial reports. See Attachment 02. Action requested. Lisa Wilson-Plajer moved to approve the cumulative financial reports; seconded by George Zubaty. Motion carried.

B. Finance & Administration Committee Report – Judge Kris Knochelman and Adam Davey with VonLehman & Company presented the Fiscal Year 2015 Audit for review and consideration. Action requested. Judge Gary Moore moved to approve the Fiscal Year 2015 Audit; seconded by Tom Lampe. Motion carried.

C. HVAC Replacement – Bryan Cobb reported on the failure of one of our HVAC units on December 30, 2015. Under the Emergency Provisions of NKADD’s Purchasing Procedures it was determined, with the guidance of our Board’s F&A Committee, to replace this unit along with two others deemed in disrepair. Bryan is presenting for approval a quote of $20,879 from Design Comfort to replace these units. See Attachment 03. Action requested. Pat Raverty moved to approve the quote from Design Comfort; seconded by Lisa Wilson-Plajer. Motion carried.

D. Transparency/Accountability Standards - Lisa Cooper provided a review of Governing, Transparency and Accountability Standards adopted by KCADD and asked for feedback on implementation at NKADD. See Attachment 04. No action requested.

E. By-Laws Committee – Lisa Cooper reported that Louis Kelly, Todd Spurgeon and Pat Dressman have been appointed to the NKADD By-Laws Committee. Action requested.

Mayor Rick Skinner moved to approve the appointments; seconded by Tom Lampe. Motion carried.
X. **PROGRAMMATIC** - Items relating to NKADD program activities will be discussed at this time.

A. **Council on Aging Appointments** - Anne Wildman presented Claire Parsons of Boone County to be appointed to the Council on Aging. See Attachment 05. **Action requested.**

Jordan Huizenga moved to approve the appointment; seconded by Lewis Diaz. **Motion carried.**

B. **Human Services Contract Update** - Anne Wildman discussed the impact the rescinding of the Minimum Wage Executive Order has on contracts and is requesting an extension of the current contracts through the end of FY16. **Action requested.**

Willie Schadler moved to approve the contract extensions until June 30, 2016; seconded by Mayor Chris Reinersman. **Motion carried.**

C. **Commodities Warehouse** - Due to the annual contract for the commodities warehouse space with New Perceptions ending in June, Bryan Cobb requested feedback from the board on looking into other options, including a recent partnership offer with the Freestore Foodbank. **No action requested.**

D. **Funding Update** - Meghan Sandfoss presented information on Recreational Trails and Land and Water Conservation Fund grants. See Attachment 06. **No action requested.**

E. **NKADD Contracts** – Lisa Cooper gave an update on the FY16 contracts and programs administered by NKADD. See Attachment 07. **No action requested.**

XI. **EXECUTIVE DIRECTOR’S REPORT**

The Northern Kentucky Legislative Caucus Public Forum will be held on Saturday, February 6, 2016 at the Northern Kentucky Convention Center at 9 a.m.

KCADD’s Legislative Breakfast will be February 11th at 7 a.m. in the Capital Annex Cafeteria, their Annual Meeting will follow.

Please take a minute to read the article entitled, ‘Communities’ Do-It-All Partner’ published in the Lane Report illuminating the fundamentals of Area Development Districts.
XII. **ANNOUNCEMENTS AND REMINDERS**

The next meeting of the NKADD Board of Directors will be held on February 25, 2016 at 12 Noon in the NKADD Conference Rooms.

Larry Tincher announced that Rick Long has retired from KYTC, if you have any requests for their office, please forward those to Craig Caudill.

XIII. **ADJOURNMENT** – Lisa Wilson-Plajer moved to adjourn the January 28, 2016 meeting of the Board of Directors; seconded by Frank Sommerkamp. **Motion carried.**

____________________________________
Harold “Shorty” Tomlinson, Chair

____________________________________
Judge Kris Knochelmann, Secretary/Treasurer