NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT
BOARD OF DIRECTOR’S MEETING

22 Spiral Drive
Florence, KY

OCTOBER 23, 2014

MINUTES

I. CALL TO ORDER - George Zubaty, Chair, called the meeting to order in the NKADD Conference Rooms located at 22 Spiral Drive, Florence, KY at Noon.

II. INVOCATION - The invocation was given by Judge Henry Bertram, followed by the Pledge of Allegiance.

III. QUORUM - George Zubaty, Chair, declared a quorum based on the Secretary's roll call.

Board members present were:

Judge Henry Bertram       Joe Cottingham       Mark Kreimborg*
Judge Carolyn Keith       Lewis Diaz           Susan Maier
Judge Darrell Link        Casey Ellis          Chris Moriconi*
Judge Shorty Tomlinson    Connie Goins*         Pat Raverty
Mayor Sherry Carran       Becky Hopkins*        Frank Sommerkamp*
Mayor Rick Skinner        Robert Horine*        Josh Wice*
Amy Able*                Nyoka Johnston        Robert Yoder
Billie Bradford           Louis Kelly           George Zubaty
Lisa Buerkley*            Ian Koffler

* Indicates Alternate in attendance and voting.

Those members not present or without representation:

Judge Ken McFarland       Mayor Gene McMurry    Willie Schadler
Mayor Charles French      Mayor Doug West       Mark Sheffer
Mayor Jim Hamberg         Ray Kremer           Lisa Wilson-Plajer
Mayor Mark Hart           Ken Rechtin           Bobby Young

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Staff members present:

Sara Anderson  Shelley Noe  Drew Tilow
Larry Bosley  Meghan Sandfoss  Anne Wildman
Bryan Cobb  Tonia Slone  Lori Zombek
Lisa Cooper  Barbara Stewart

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

Larry Tincher - Kentucky Transportation Cabinet (KYTC)
John Thomas – GRW Architects
Shane Lyle – GRW Architects

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

Louis Kelly – Announced that Chase Crigler and his wife welcomed a baby girl, Piper Rose.

Tincher – Announced that the gas tax would have an effect on KYTC’s budget in the coming year.

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.

The Agenda was amended to include item E. Approval of Workforce Development Associate Director Job Description under Section X and to move Northern Kentucky Transit to Item F. under Section X. Lewis Diaz moved to approve the October 23, 2014 Agenda as amended; seconded by Judge Shorty Tomlinson. Motion carried.

VII. PRESENTATION OF MINUTES - Minutes of the August 21, 2014 meeting of the Board of Directors were mailed out previously and were ready for approval subject to any additions, deletions, or corrections. Action requested.

Frank Sommerkamp moved to approve the Minutes; seconded by Billie Bradford. Motion carried.

VIII. CONSENT AGENDA – See Attachment 01. Action requested.

Judge Henry Bertram moved to approve the Consent Agenda; seconded by Mark Kreimborg. 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.**

Judge Carolyn Keith moved to approve the cumulative financial reports, as presented, seconded by Mayor Sherry Carran. **Motion carried.**

B. **Finance & Administration Committee Report** – Mayor Rick Skinner and Lewis Diaz presented Annual Staff Salary Adjustments. **Action requested.**

Mayor Rick Skinner moved to approve the annual staff salary adjustments in the amount of $57,715, seconded by Lewis Diaz. **Motion carried.**

Mayor Rick Skinner and Lewis Diaz presented the Executive Director Evaluation with a recommendation for a $4,000 raise.

Judge Darrell Link moved to approve the evaluation and raise for the Executive Director; seconded by Pat Raverty. **Motion carried.**

C. **NKADD Building Expansion** – Bryan Cobb reported that bids have been received for construction of the NKADD building expansion and recommended acceptance of the bid from Ashley Construction for approximately $1.059 million. See Attachment 03. **Action requested.**

Judge Darrell Link moved to approve the recommendation, seconded by Judge Henry Bertram. **Motion carried.**

D. **Board Re-Appointments** – Lisa Cooper reported that Nyoka Johnston, Willie Schadler, Lisa Wilson-Plajer, Ken Rechtin, and Joe Cottingham have been re-appointed by their respective Judges/executive. **Action requested.**

Mark Kreimborg moved to approve all re-appointments; seconded by Judge Shorty Tomlinson. **Motion carried.**

E. **Meeting Schedule** – Lisa Cooper reported on the schedule of upcoming NKADD Board of Directors meetings and recommended that the November 27, 2014 and December 25, 2014 meetings be cancelled and a special meeting be held December 4, 2014 instead. **Action requested.**

Mayor Sherry Carran moved to approve the recommendation, seconded by Pat Raverty. **Motion carried.**
F. FSA and Vendor Renewal – Lori Zombek reported on the options for the Flexible Spending Account and recommended selection of MedBen as vendor as their bid was less than current vendor Chard Snyder. See Attachment 04. **Action requested.**

Frank Sommerkamp moved to approve the recommendation; seconded by Mayor Rick Skinner. **Motion carried.**

G. Staff Recognition – Lori Zombek presented a 15 year service award to Tonia Slone. **No action requested.**

X. PROGRAMMATIC - Items relating to NKADD program activities will be discussed at this time.

A. Council on Aging Appointments – Anne Wildman reported that Kathleen Jarvis and Cindi Collins have been appointed to serve on the Council on Aging by their respective Judges/executive. See Attachment 05. **Action requested.**

Judge Shorty Tomlinson moved to approve the appointments; seconded by Pat Raverty. **Motion carried.**

B. Announcement of Aging RFP – Anne Wildman reported that an RFP for a variety of aging services would be released on October 27th and will be due on November 26th. **No action Requested.**

C. WIB Member Nominations – Barbara Stewart reported on the nomination of Leshia Lyman to the WIB. See Attachment 06. **Action requested.**

Judge Darrell Link moved to approve the nomination, seconded by Robert Yoder. **Motion carried.**

D. Workforce Innovation and Opportunity Act (WIOA) 2014 – Barbara Stewart reported on the recent passage of and details contained within the WIOA of 2014, which will be implemented on July 1, 2015. **No action requested.**

E. Approval of Workforce Development Associate Director Job Description – Barbara Stewart reported that under the terms of the WIOA, approval is required for the Workforce Development Associate Director/NKWIB Director.

Mayor Sherry Carran moved to approve the job description; seconded by Robert Yoder. **Motion carried.**
F. Northern Kentucky Transit – Lisa Cooper reported that NKT dissolved on October 13 and a plan is being developed for asset distribution. **No action requested.**

XI. **EXECUTIVE DIRECTOR’S REPORT** - Lisa Cooper reported.

DLG is requesting input on the Community Development Block Grant program through an online survey.

The Heroin Impact Response Task Force is working toward its goal and will present on its progress on October 28.

Please submit ADF requests to NKADD as soon as possible so they may be approved at the December meeting.

Kentucky Connected, along with Gallatin, Carroll, and Owen counties received the Spirit of Kentucky Award from Gov. Beshear at the Governor’s Local Issues Conference in August.

Frank and Pat Sommerkamp received the Devou Cup at the Northern Kentucky Chamber of Commerce Annual Dinner.

XI. **ANNOUNCEMENTS AND REMINDERS**

The next meeting of the NKADD Board of Directors will be held on December 4, 2014.

XII. **ADJOURNMENT** – Judge Shorty Tomlinson moved to adjourn the October 23, 2014 meeting of the Board of Directors; seconded by George Zubaty. **Motion carried.**

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George Zubaty, Chair

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Mayor Rick Skinner, Secretary/Treasurer