

AGENDA

1. **Call to order** Matt Elberfeld, Chair
2. **Pledge of Allegiance** All
3. **Quorum** - The secretary will determine and advise chair as to the presence of quorum.
4. **Approval of the agenda** - Consideration of the agenda (*After approval, deletions are subject to a 2/3 majority vote of those members present.*) **Action requested.**
5. **Approval of the minutes** - Consideration of the minutes from the April meeting.
Attachment 1. Action requested.

Administrative - *Items related to NKADD finance and administration will be discussed.*

6. **Ethics Report** - Monthly report from NKADD Ethics Officer. Joe Cottingham will report.
7. **Financial Reports** - Monthly financial reports will be presented for consideration. Chris Korba will report. *Attachment 2. Action requested.*
8. **Proposed Employee Compensation** increases will be presented for consideration. Chris Korba will report. *Attachment 3. Action requested.*

Committee Reports - *NKADD standing and ad hoc committees will present updates.*

9. Ad Hoc Nominations Committee report, Chair Elberfeld will report. **Action requested.**

Programmatic - *Items related to NKADD programs will be discussed.*

10. **E-Clearinghouse request** - Katie Jo Berkshire Kirkpatrick will present. *Attachment 4. Action is requested.*
11. **Aging Allocations** - FY26 Aging Allocations. Anne Wildman will present. *Attachment 5. Action requested.*
12. **KPDI Fiscal Agent Resolution** - request for board resolution NKADD to serve as fiscal agent for City of Carrollton's KPDI grant. Chris Courtney will present. *Attachment 6. Action requested.*

Additional Items

13. **Chairman's Report**
14. **Executive Director's Report**
15. **Announcements**
16. **Adjournment**

**NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT
BOARD OF DIRECTORS MEETING MINUTES
22 Spiral Drive, Florence, Kentucky
June 26, 2025**

- I. **Call to order** – Chair Matt Elberfeld called the meeting to order in the NKADD Conference Rooms located at 22 Spiral Drive, Florence, KY, and Teams at 12:00 noon.
- II. **Pledge of Allegiance** – Chair Matt Elberfeld led the Pledge.
- III. **Quorum** – Chair Matt Elberfeld declared a quorum verified by Amy Scalf.

Board members present were:

Mayor Julie Metzger Aubuchon
Jamie Baker
Mark Collier*
Judge Chuck Dills
Matt Dusing
Matt Elberfeld*
Judge David Fields
Sherry Hamilton*
Mayor David Henson
Brittaney King
Rebecca McClure*

Mayor Paul Meier
Chris Moriconi*
Judge Gary Moore
Judge Ryan Morris
Bryan Norton
Pat Raverty
Marie Schenkel
Caroline Weltzer
Judge David Wilhoite
Lisa Wilson-Plajer
George Zubaty

*Indicates Alternate in attendance and voting.

Those members not present or without representation:

Mayor Robb Adams
Sarah Cameron
Mayor Charles French
Mayor Tom Guidugli Jr.
Mayor Jim Hamberg
Mayor Sabrina Hazen

Jordan Huizenga
Judge Kris Knochelmann
Tom Lampe
Bill Mitchell
Lindsey Rechten
Mayor Ron Washington

Staff Present

Clay Beyer, Chris Courtney, Belinda Dungan, Correy Eimer, Shannen Kelch, Katie Jo Kirkpatrick, Chris Korba, Katie Rhodes, Amy Scalf, Anne Wildman

Guests

Meghan Bankemper, Office of Sen. Mitch McConnell
Angie Cain, Department for Local Government
Billy Matthews, Office of Sen. Rand Paul

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 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.

- IV. **Approval of the Agenda** - The Board of Directors is 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 agenda with two additions from Katie Jo Kirkpatrick, seconded by Pat Raverty. **Motion carried.**
- V. **Approval of the Minutes** – The Board of Directors is asked to approve the minutes from the May 2025 Board Meeting. Attachment 01. **Action requested.**
Judge Gary Moore moved to approve the minutes; seconded by Lisa Wilson-Plajer. **Motion carried.**
- VI. **Administrative** – Items relating to NKADD Administration were discussed at this time.
- A. **Ethics Report** – No Report. **No action requested.**
- B. **Financial Reports** – Chris Korba presented cumulative financial reports. See Attachment 02. **Action requested.**
Judge Chuck Dills moved to approve the Financial Reports; seconded by Mark Collier. **Motion carried.**
- C. **Budget** – Chris Korba presented the FY26 Budget. See Attachment 03. **Action requested.**
Mayor Paul Meier moved to approve the Expense Report; seconded by George Zubaty. **Motion carried.**
- D. **Insurance Payment** – Chris Korba presented the KACO Insurance Renewal bill for payment. See Attachment 04. **Action requested.**
Jamie Baker moved to approve the payment; seconded by Marie Schenkel. **Motion carried.**
- VII. **Committee Reports** – NKADD Standing and ad hoc committees will present updates.
- A. **Ad Hoc Nominations Committee** – Chair Matt Elberfeld presented an Ad Hoc Nominations Committee, consisting of himself, Marie Schenkel and Joe Cottingham. **Action requested.**
Caroline Weltzer moved to approve the payment; seconded by Mark Collier. **Motion carried.**
- VIII. **Programmatic** - Items relating to NKADD programs were discussed.
- A. **Agricultural District request** –Katie Jo Berkshire Kirkpatrick presented three properties for consideration as Agricultural Districts: Setter Road in Boone County, and in Gallatin County, a property on HWY 127 in Glencoe and one on US 42 East in Warsaw. See Attachment 5. **Action requested.**

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ATTACHMENT 1

Joe Cottingham moved to approve the requests; seconded by Judge Gary Moore.

Motion carried.

- B. E-Clearinghouse Request – Katie Jo Berkshire Kirkpatrick presented five projects for consideration See Attachment 6. **Action requested.**
Judge Chuck Dills moved to approve the requests; seconded by Brittaney King. **Motion carried.**
- C. Commodities –Chris Courtney presented a request to purchase a box truck for the commodities program. See Attachment 07. **Action requested.**
Judge Gary Moore moved to deny the previous RFP;; seconded by Caroline Weltzer. **Motion carried.**
Judge Todd Woodyard moved to approve the request to purchase a box truck from FYDA Freightliner for \$68,545; seconded by Jamie Baker. **Motion carried.**
- D. NEO-Ride Membership – Shannen Kelch presented a request for a Board Resolution to join NEO-Ride to support the Regional Coordinated Mobility Plan. See Attachment 8. **Action requested.**
Pat Raverty moved to approve the request; seconded by Matt Dusing. **Motion carried.**

IX. Chairman's Report

- A. Chairman Matt Elberfeld reported on local, regional, state, and federal updates.

X. Announcements and Reminders

XI. Adjournment

- At 12:43, Mayor Paul Meier moved to adjourn; seconded by Jamie Baker. **Motion carried.**

Matt Elberfeld, Chair

Lisa Wilson-Plajer, 1st Vice Chair

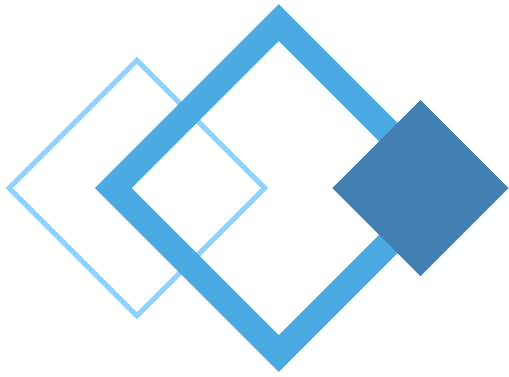
MAY 2025

MONTHLY FINANCIAL REPORT

NORTHERN KENTUCKY AREA
DEVELOPMENT DISTRICT



July 24, 2025



FINANCE DIRECTOR'S MESSAGE

NKADD Board of Directors,

It is the busiest time of the year for the F&A Team here at NKADD. We are in the mitts of closing FY25 and have gotten FY26 off to a cautious start. We look forward to this time almost as much as we look forward to putting it in our rearview mirror. We have scheduled Bramel for August and Barnes Dennig will be on site October 17th to start the FY25 Audit. The audit will be presented at the December meeting.

Chris Korba
Director of Finance and Administration

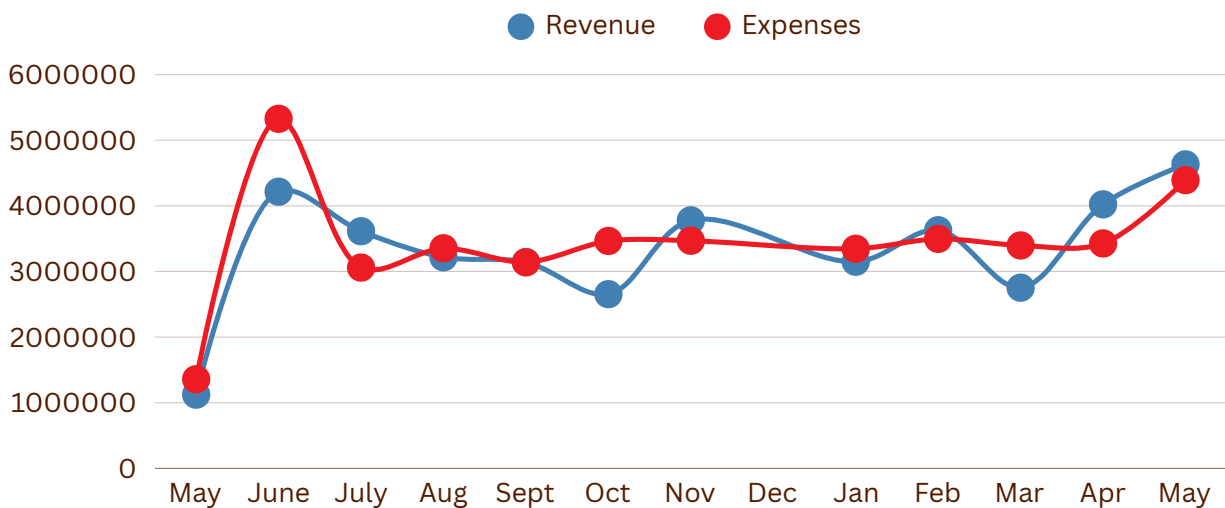
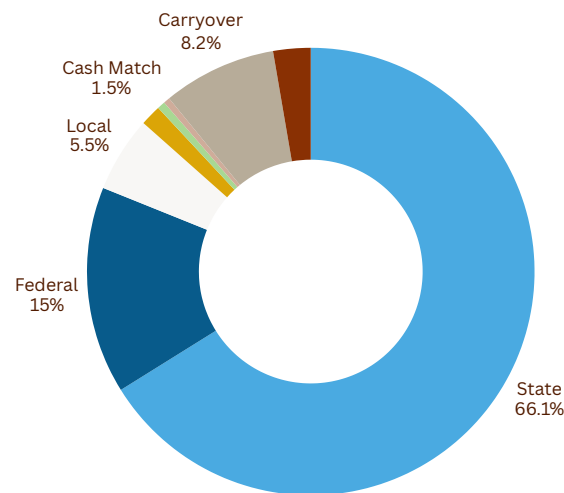
MONTHLY REVIEW

May 2025

Revenues and expenses are pacing right on our FY25 budget amounts. When comparing our figures to this time last year, May sees a 20% increase in revenues and a 24% increase in expenses.

Through 5/31/2025 NKADD has a revenue of \$42,013,358 Which is 93% of our expected revenue.

- State Funds 66.1%
- Federal Funds 15.0%
- Other Funds 13.4%
- Local Funds 5.5%



Cash Balance
of
\$6,002,130
(An 4% increase from last
year)



Accounts Receivable
Balance of
\$2,100,20,
(A 14% decrease from last year)



Accounts Payable
Balance of
\$895,293,
(A 116% increase from last
year)



Interest Earned
Balance of
\$142.209
(A 11% increase from last year)



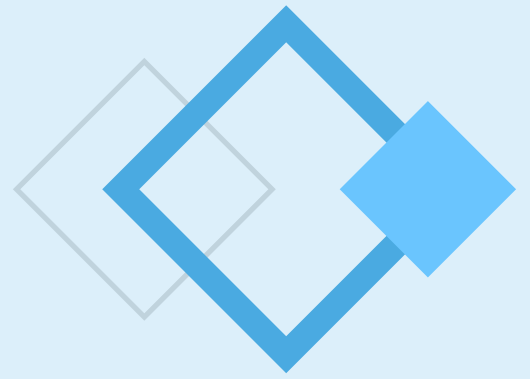
Consolidated ADD
Northern Kentucky Area Development District
For 4/30/2025

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	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>% Used</u>	<u>PYTD Actual</u>	<u>% Inc/Dec</u>
<u>Revenues</u>					
4100. Federal	6,286,128	7,853,983	20%	6,908,098	-9%
4200. State	27,780,381	28,887,231	-4%	21,611,307	29%
4300. Local	2,487,076	1,303,798	91%	1,850,838	34%
4400. Cash Match	877,838	1,695,680	-48%	790,113	11%
4700. Local Revenue Applied	(6,954)	(2,318)	200%	4,604	-251%
4800. Carryover	3,454,444	3,454,444	0%	2,248,102	54%
4900. Commodities Received	1,134,446	1,800,000	-37%	1,662,262	-32%
Total Revenues	42,013,359	44,992,818	-7%	35,075,325	20%
<u>Expenses</u>					
5100. Personnel	5,350,457	6,352,075	-16%	4,863,842	-10%
5300. Professional Services	645,403	620,894	4%	444,804	-45%
5400. Travel	98,213	103,956	-6%	115,289	15%
5500. Facilities	283,530	417,793	-32%	290,987	3%
5700. Operating	1,057,057	1,151,400	-8%	900,996	-17%
5800. Equipment	82,924	169,500	-51%	97,706	15%
5900. Admin	(29,143)	207,228	-114%	(32,300)	10%
6000. Pass-Through Contractual	30,428,323	34,151,887	-11%	23,886,410	-27%
Total Expenses	37,916,764	43,174,733	-12%	30,567,734	-24%
Excess Revenue Over (Under) Expenditures	4,096,595	1,818,085	125%	4,507,591	-9%

THANK YOU



For questions regarding the monthly financials, please contact Chris Korba, Director of Finance and Administration at chris.korba@nkadd.org or at 859-283-8160.

NKADD
22 Spiral Drive
Florence, KY 41042
859-283-1855
www.nkadd.org

FISCAL YEAR 2026

ANNUAL SALARY ADJUSTMENTS

Effective 08/25/2025 for the 09/05/2025 Paycheck

Division	Avg % Increase	Wage \$ Increases
Aging & Disability Services	6.14%	\$ 120,825
Workforce	5.50%	\$ 44,561
Finance & Administration	6.13%	\$ 31,723
Local Government Services	6.00%	\$ 22,204
Office of Drug Control Policy	4.00%	\$ 15,049
Community Development Services	6.00%	\$ 8,510

ANNUAL EVALUATIONS

The Northern Kentucky Area Development District completes annual evaluations for assessment of employees.

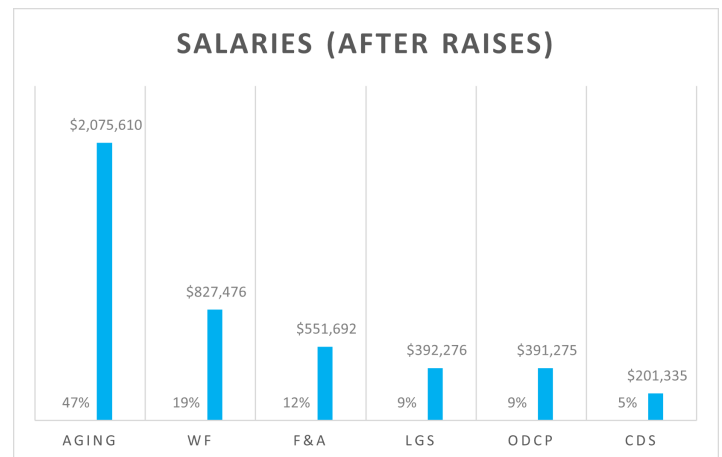
We updated the process in Fiscal Year 2024 and it remains the same for Fiscal Year 2026.. This approach included self evaluations, supervisor evaluations, and goal setting. The employee and supervisor then meet to review the evaluations.

COST OF LIVING

All full time eligible employees received at least a 4% Cost of Living Adjustment (COLA).

PERFORMANCE BASED

After the completion of the evaluations, each supervisor gave their recommended performance based raise- 1-3% in addition to the COLA.



\$250,700

Agency-wide salary increase



5.9%

Average salary increase



NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Tara Johnson-Noem, Executive Director
Matt Elberfeld, Board Chair

22 Spiral Drive
Florence, Kentucky 41042
859.283.1885

Nominating Committee Report

On behalf of the Nominating Committee, please find below our recommended slate of candidates for both Board Officers and members of the Executive Committee. We believe this slate of candidates complies with the by law requirements regarding membership & eligibility of both positions, and also represents a reasonable balance of City, County and Citizen representation.

County	Person	Position
Boone	Judge Gary Moore	Chair
Campbell	Matt Elberfeld	Past Chair
Carroll	Mayor Robb Adams (Carrollton)	1st Vice Chair
Gallatin	Judge Ryan Morris	2nd Vice Chair
Grant	Mayor David Henson (Williamstown)	Member
Kenton	Brittaney King	Treasurer
Owen	Mayor Adam Gaines (Owenton)	Member
Pendleton	Judge David Fields	Member

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Matt Elberfeld", is written over a light blue horizontal line.

Matt Elberfeld
NKADD Nominating Committee Chair

CC: Marie Schenkel, NKADD Nominating Committee Member
Joe Cottingham, NKADD Nominating Committee Member

Starting Budget FY26

Starting Budget FY25

Service Allocation	Federal	All State	Total	%	Federal	All State	Total	Difference
Assessment		\$133,982	\$133,982	3.27%		\$118,380	\$118,380	\$15,602
Case Management		\$357,895	\$357,895	8.74%		\$362,155	\$362,155	-\$4,260
Personal Care		\$178,000	\$178,000	4.34%		\$180,000	\$180,000	-\$2,000
Homemaker		\$537,048	\$537,048	13.11%		\$488,875	\$488,875	\$48,173
Transportation	\$70,000		\$70,000	1.71%	\$71,278	\$0	\$71,278	-\$1,278
Legal Assistance	\$30,000		\$30,000	0.73%	\$40,000		\$40,000	-\$10,000
Ombudsman (TIIL, VII, LTC, E. Abuse)	\$87,988	\$131,739	\$219,727	5.36%	\$87,799	\$131,329	\$219,128	\$599
Aging & Disability Resource Center	\$145,972	\$120,288	\$266,260	6.50%	\$174,521	\$111,640	\$286,161	-\$19,901
Medicaid ADRC		\$27,075	\$27,075	0.66%		\$27,075	\$27,075	\$0
Senior Center Operations	\$184,407	\$124,953	\$309,360	7.55%	\$154,252	\$181,819	\$336,071	-\$26,711
TIILD Evidence Based Program	\$27,410		\$27,410	0.67%	\$27,239		\$27,239	\$171
Congregate Meals	\$142,380	\$7,090	\$149,470	3.65%	\$124,838	\$5,300	\$130,138	\$19,332
Home Delivered Meals	\$539,342	\$395,744	\$935,087	22.82%	\$540,894	\$383,684	\$924,578	\$10,508
License renewal (Centers)	\$1,421	\$11,579	\$13,000	0.32%	\$691	\$11,579	\$12,270	\$730
National Family Caregiver Program	\$178,753	\$22,947	\$201,700	4.92%	\$178,548	\$22,947	\$201,495	\$205
State Health Insurance Program		\$39,886	\$39,886	0.97%		\$43,726	\$43,726	-\$3,840
Chore		\$3,000	\$3,000	0.07%		\$4,000	\$4,000	-\$1,000
Home Repair/Supplies		\$0	\$0	0.00%		\$5,000	\$5,000	-\$5,000
In-home Respite		\$26,000	\$26,000	0.63%		\$30,000	\$30,000	-\$4,000
KY Caregiver		\$138,952	\$138,952	3.39%		\$141,280	\$141,280	-\$2,328
Mon Ami Cost	\$8,923	\$24,828	\$33,750	0.82%	\$0	\$0	\$0	\$33,750
NKADD Administration	\$146,631	\$252,820	\$399,451	9.75%	\$143,494	\$249,470	\$392,964	\$6,487
Totals	\$1,563,227	\$2,533,827	\$4,097,054	100%	\$1,543,554	\$2,498,260	\$4,041,814	\$55,240

\$35,157.34	\$2,402,087.55	*Total State funds FY26	\$2,366,930.21	*Total State funds FY25
\$19,673.00	\$1,563,227.00	Total Federal funds FY26	\$1,543,554.00	Total Federal funds FY25
\$409.99	\$131,739.46	Total Restricted funds FY26	\$131,329.47	Total Restricted funds FY25
\$55,240.33	\$4,097,054.01	Total Aging Funds FY26	\$4,041,813.68	Total Aging Funds FY25
	\$55,240.33	Total Change Between FY25& FY26		

This years \$55,240 dollar increase can be attributed to another year of growth in the over 60 population in our region between both Federal (\$20,772) and State (\$34,468) allocations. NKADD saw the largest growth in this population across all ADD Districts. DAIL entered into a contract for the statewide database with a company called Mon Ami. The cost for this system was covered in FY25 by DAIL but going into FY26 those costs were partially distributed to each ADD those cost have been distributed across all programs. The funds identified in this program reflect the Federal/State program portion.

Case Management, Chore, Home Repair, Personal Care and Respite services decreased in Homecare (State) funding based on the service expenditures at the end of FY25. Homemaker services were much higher at the end of FY25 due to being short staffed throughout FY25. We are fully staffed going into FY26 which has resulted in our assess services being increased and are anticipating being over ordered in homemaker service starting FY26 even with the increase in dollars. We were able to redirect ADRC expenses which also allowed us to put more dollars into the homemaker service.

The increase in the Congregate Meal program will help to ensure the same level of services will be provided in FY26 as they were in FY25.

The increase in the Home Delivered Meal program will not be enough to meet the demand of what was spent in FY25. Additional funding is no longer available and we will be seeking additional state dollars from DAIL to ensure we can continue to add clients to the meal program.

The decrease in senior center allocation is due to RC Durr no longer contracting with the City of Walton to operate their center. Staff are in communication with the Walton Center to ensure support is still available through this transition until the next funding cycle becomes available.

The SHIP program was cut statewide by \$38,040 with each ADD receiving between a 10-12% cut.

NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT

Resolution No. _____

A RESOLUTION AUTHORIZING THE NORTHERN KENTUCKY AREA DEVELOPMENT DISTRICT
TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH THE CITY OF CARROLLTON
FOR FISCAL AGENT SERVICES

WHEREAS, the City of Carrollton (hereinafter referred to as “City”) seeks a fiscal agent for their Kentucky Product Development Initiative (KPDII) grant to support enhanced infrastructure for Carrollton Utilities, an owned entity of the city serving portions of Carroll, Gallatin, Owen, Henry, and Trimble Counties, including the cities of Carrollton, Prestonville, Ghent, Sanders, Worthville, Glencoe, Sparta, Owenton, Campbellsburg, and Milton with natural gas, water or sewer service.

WHEREAS, the Northern Kentucky Area Development (hereinafter referred to as “NKADD”) is 501(c)(3) non-profit organization and unity of government created under KRS 147A designed to administer regional programs and provide technical assistance including the provision of fiscal agent services for groups providing services within the eight-county Northern Kentucky region.

WHEREAS, NKADD has the requisite expertise and capability to act as a fiscal agent by providing custodial, fiscal, and recordkeeping services under its federal and state non-profit status; and

WHEREAS, the City desires to enter into a Memorandum of Understanding (MOU) with NKADD to formalize a fiscal agent relationship in accordance with the terms outlined in the MOU, including but not limited to account management, bookkeeping, reporting, and custodial fund services;

NOW, THEREFORE, BE IT RESOLVED:

1. The NKADD Board hereby authorizes the Executive Director to enter into and execute a Memorandum of Understanding with the City of Carrollton, a copy of which is attached hereto and made a part of this Resolution.
2. The NKADD agrees to abide by the terms and conditions of the MOU, including those relating to fiscal responsibility, reporting, and indemnification.

ADOPTED BY THE NKADD BOARD, this _____ day of _____, 2025.

Tara Johnson-Noem, Executive Director

Attest