

**Northern Kentucky Area Planning Commission
Meeting Minutes: August 22, 2007**

Chairman Bill Goetz called the monthly business meeting of the Northern Kentucky Area Planning Commission to order at 5:15 PM in the Commission Chambers of NKAPC Building in Fort Mitchell. Attendance of the members was as follows.

	Term	Present	Absent
Chairman Bill Goetz	May 2006 through May 2008	X	
Vice Chairman Tom Kriege	May 2006 through May 2008	X	
Treasurer Tom Litzler	May 2006 through May 2008	X	
Commissioner Gloria Grubbs	May 2006 through May 2008	X	
Commissioner Lou Noll	May 2007 through May 2009	X	
Commissioner Billy Bradford	May 2007 through May 2009		X
Commissioner Gene Weaver	May 2007 through May 2009	X	

Also present was Gail H. Deatherage, Administrative Assistant.

Chairman Goetz led the Pledge of Allegiance and Commissioner Grubbs gave the invocation. He noted that Mr. Gordon was absent due to a family emergency with his father. Chairman Goetz also stated that this would be an abbreviated meeting and that he told the legal counsel that their presence was not necessary this evening.

ACCEPTANCE OF AGENDA

Chairman Goetz asked for review and approval of the agenda. Commissioner Noll made a motion to accept the agenda as presented; Commissioner Grubbs seconded the motion. Chairman Goetz asked for a voice vote which found unanimous approval. The motion passed.

ONGOING AND UNFINISHED BUSINESS

Chairman Goetz asked if the Minutes of the July 25, 2007, discussion forum were acceptable or if anyone had any additions or corrections. Commissioner Weaver noted that he was present for the meeting. Commissioner Weaver made a motion to accept the Minutes as presented; Commissioner Noll seconded the motion. Chairman Goetz asked for a roll call vote which found Commissioners Weaver, Noll, Grubbs, Litzler Kriege, Weaver, and Chairman Goetz in favor. The motion passed unanimously.

Chairman Goetz asked for comments from members.

Commissioner Grubbs stated that her "Wall of Honor" committee had not met as yet. Chairman Goetz noted that he wanted to include a representative from the Kenton County Planning Commission, but that he would like for the committee to go ahead and meet to start the ball rolling.

Commissioner Noll noted that the Covington projects and St. Elizabeth Corridor study were moving along, and that the Independence Study was receiving favorable comments with the Council and area residents.

Commissioner Litzler noted that the Minutes of July 25 should reflect him as present for the meeting.

Chairman Goetz noted that the Chamber of Commerce annual dinner meeting would be September 20. Ms. Deatherage noted that no information had been received but would advise when information comes in for this event.

Commissioner Kriege noted he had met with Chairman Goetz to go over some issues on long-range planning regarding internal issues in order to get a better handle on the financial situation and picture in order to assess where the Commission stands financially at this point. He noted he felt that the Committee should seek assistance from an accounting firm and would further discuss this with the executive director. He noted a meeting with Mr. Gordon had been scheduled, but due to his family emergency was postponed.

NEW BUSINESS

Chairman Goetz noted that he had placed the discussion of the Financial Advisor position on the agenda at the request of Commissioner Noll, but felt that since Mr. Gordon was not present to give his opinion or thoughts on this position, it should not be discussed without him present.

Commissioner Noll noted he felt strongly about discussing the position of financial advisor in order to decide what the position should include and how it should be structured, will it be a part time or full time position, and feels the search for this person should be started immediately. Some further general discussion ensued regarding various parameters of the position with no decision. Chairman Goetz noted he felt all these things should be handled through the Long Range Planning Committee and they could get the ball rolling.

Chairman Goetz noted that discussion regarding the executive director's FY07 performance review would begin, and he noted that it could not be done in executive session, so he asked that any member of the staff who was present voluntarily leave the meeting while the issue was being discussed. Ms. Deatherage was the only staff member present and she obliged..

Discussion was initiated on the Executive Director's performance evaluation using the results from individual evaluations submitted by each Commissioner and consolidated by Chairman Goetz. As the discussion progressed the sentiment of the Commission centered more on the evaluation process than on the evaluation comments that were submitted. The Commissioners felt that the form that had been used for evaluation purposes was really inappropriate given the fact that our observations are more general in nature and the form being used was more detailed and designed for supervisors who had daily supervision over the person they were evaluating.

It was felt that it would be best if the evaluation of the Executive Director would be a face-to-face meeting and based upon various goals and objectives that would be assigned to the Executive Director either at an annual retreat and/or as modified throughout the year. It was decided that the Board should meet with the Executive Director face-to-face to provide an assessment of his performance for the past years, and in future years the process should be blended into one or two "retreat" type meetings to be held by the Commission each year. Chairman Goetz noted that he would contact the Executive Director about meeting with the Commission for the purposes of a face-to-face evaluation

There being no further issues or comments to come before the Commission, Chairman Goetz adjourned the meeting at 7:05 PM.

Bill Goetz, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary