Planning and Development Services Management Board
Meeting Minutes: September 19, 2019

Chairman Paul Meier called the monthly business meeting of the Planning and Development Services Management Board to order at 5:16 PM in Judge Knochelmann’s 5th floor conference room in the Kenton County Government Center in Covington. Chairman Meier led those gathered in a moment of silence and the Pledge of Allegiance.

Chairman Meier asked Ms. Remley to call the roll. Attendance of members was as follows.

<table>
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<tr>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Chairman Paul Meier</td>
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<td>X</td>
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<td>Vice Chairman Beth Sewell</td>
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<td>X</td>
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<td>Treasurer Tom Litzler</td>
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<td>X</td>
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<td>Jessica Fette</td>
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<td>X</td>
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<td>Tyson Hermes</td>
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<td>5:47</td>
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<td>Matt Mattone</td>
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<td>Gary Waugaman</td>
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Following the roll call, he asked that the record reflect that a quorum was present.

Also present were Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive Assistant/Office Manager.

Chairman Meier asked if there were any comments from the public and noted that there were none.

ACCEPTANCE OF AGENDA

Chairman Meier noted that approval of the September 10, 2019 meeting minutes had been left off the agenda and requested that this item be added after item 7. He asked if there were any additional changes. With none, Commissioner Sewell made a motion to accept the agenda as amended; Mr. Waugaman seconded the motion. A voice vote found unanimous approval.
ONGOING BUSINESS

Chairman Meier noted that there was a duplicate paragraph at the top of page 11 of the minutes of the August 15, 2019 and asked if there were any other additions or corrections.

With none, Mr. Litzler made a motion to accept the minutes of the August 15, 2019 meeting as amended; Mr. Mattone seconded the motion. Chairman Meier asked for a voice vote on the motion which found unanimous approval. The motion passed unanimously.

Chairman Meier asked if the minutes of the September 10, 2019 special meeting were acceptable or if anyone had any additions/corrections.

With no changes or corrections, Mr. Waugaman made a motion to accept the minutes of the June 20, 2019 meeting as presented; Commissioner Sewell seconded the motion. Chairman Meier asked for a voice vote on the motion which found unanimous approval with Mr. Mattone present but not voting. The motion passed unanimously.

A brief discussion regarding the August 15th minutes ensued. Mr. Litzler stated that they seem to show that we were going off in several directions regarding the salary and wage survey and that we need to make sure that everyone will be satisfied with what we get from the RFP. Chairman Meier noted that this issue would be discussed in more detail under item 12 of the agenda.

Ms. Cullum then reviewed the August financial statement (a copy of which is attached to the original minutes). She reported that, at 16.7% of the way through the fiscal year, revenues were below projections at 5.9%, fees for services were above projections at 20.1%, and expenses were below projections at 12.8% of budget. She noted that One Stop Shop Program revenue was below projections at 12.5% with expenses below projections at 13.6%.

Ms. Cullum provided a three-year comparison of expenses for employee benefits. Discussion regarding the CERS increases followed.

With no additional comments, Chairman Meier asked for a motion regarding the August financial report. Mr. Waugaman made a motion to accept the August 2019 financial report subject to audit; Mayor Fette seconded the motion. Chairman Meier asked for a roll call vote on the motion which found Board Members Waugaman, Fette, Litzler, Mattone, Sewell, and Chairman Meier in favor of the motion. The motion passed unanimously.

Chairman Meier asked for the report from legal counsel. Mr. Edmondson stated that the Board may want to vote to authorize the executive director and chairman to execute the deed and other documents to transfer the Fort Mitchell building to the Fiscal Court.

After some discussion regarding the transfer process, Commissioner Sewell made a motion to authorize Chairman Meier to execute the deed, mortgage, bond, or any other documents necessary to transfer the property at 2332 Royal Drive to the Fiscal Court; Mr. Waugaman
seconded the motion. Chairman Meier asked if there were any questions on the motion. With none, he asked for a roll call vote on the motion which found Board Members Waugaman, Sewell, Fette, Litzler, Mattone, and Chairman Meier in favor of the motion. The motion passed unanimously.

Additional discussion followed regarding the move and the Royal Drive building.

Chairman Meier then asked for a report from the executive director. Mr. Gordon stated that he had provided members with written comments prior to the meeting and asked if members had any questions. There were none.

Chairman Meier asked for reports from members. With none, he reminded members that the KLC conference starts next Tuesday in Covington.

NEW BUSINESS

Chairman Meier opened discussion regarding the initial draft request for proposals for a PDS wage and salary study. He stated that members needed to review the proposal to make sure everything is covered. Mr. Gordon stated that this is a rough draft and that staff would polish it after the Board’s and Council’s input.

There was discussion regarding forming a committee to review the RFP, who should be on the committee, and the process to be used.

Councilman Hermes joined the meeting at 5:47 PM.

After additional discussion regarding who should serve on the committee, Chairman Meier suggested the following.

From the Council  Commissioner Nienaber  
Mayor Jansing  
Mayor Reinersman or Councilman Pohlgeers

From the Board  Councilman Hermes  
Mr. Waugaman  
Mayor Meier

Staff  Dennis Gordon

Chairman Meier asked if there was a motion regarding the proposed committee membership. Mayor Fette made a motion to approve the individuals suggested to review the proposed RFP as discussed; Councilman Hermes seconded the motion. A voice vote found unanimous approval.

Chairman Meier asked Mr. Gordon to provide an outline format for the proposal.
Chairman Meier opened discussion on the draft replacement personnel manual and stated that the update was mainly being pursued to address PTO carryover time.

Mr. Gordon stated that he would defer to Ms. Crabb since she had done the work on the updated version. Ms. Crabb stated that the manual was last updated five years ago and that, in addition to the PTO change, several state and federal employment laws had changed.

Ms. Crabb outlined various changes/additions:

- Pregnant Workers Act
- PTO Policy
- Workplace Violence – Do’s and Don’ts
- Length of Service issues when an employee leaves and comes back (retain time or not)
- Parental Leave

She noted that the proposed update came from the Handbook Building on the SHRM website. Discussion regarding parental leave, short term disability, extended leave, the PTO accrual process, and the removal of outdated issues, i.e. the list of benefits which changes yearly.

Mayor Fette stated that members need to look at offering short term disability to cover maternity leave because the most PTO employees would have after 14 years is 37 days and a C-section requires eight weeks off. Mr. Waugaman indicated short term disability is relatively inexpensive and that the Board should look at the cost. Ms. Crabb stated that PDS has never offered short term disability or maternity leave and that is why they offer AFLAC and an extended leave bank.

Discussion regarding forming a committee to review the personnel manual with staff followed. Mr. Litzler, Mr. Mattone and Mayor Fette agreed to serve on the committee.

Mr. Waugaman made a motion to approve the three individuals to work with staff on review of the draft personnel manual; Commissioner Sewell seconded the motion. A voice vote found unanimous approval.

Chairman Meier asked if there was any other new business to come before the Board. Councilman Hermes expressed concern about this being a public meeting and the front doors being locked when he arrived. Ms. Remley stated that she had remained at the front door until just before the meeting to let in the Board members as well as any members of the public. She also noted that the county staff are working out the door/lock issue.

With no other business, Councilman Hermes made a motion to adjourn the meeting and Mr. Waugaman seconded it. With all in favor, the meeting adjourned at 6:09 PM.
Paul Meier, Chairman

Dennis Andrew Gordon, FAICP
Executive Director/Secretary