Planning and Development Services Management Board  
Meeting Minutes: October 17, 2019

Chairman Paul Meier called the monthly business meeting of the Planning and Development Services Management Board to order at 5:15 PM in the Kenton Chambers 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>
<thead>
<tr>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Chairman Paul Meier</td>
<td>May 2016 through April 2020</td>
<td>X</td>
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<tr>
<td>Vice Chairman Beth Sewell</td>
<td>May 2017 through April 2021</td>
<td>X</td>
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<td>Treasurer Tom Litzler</td>
<td>May 2016 through April 2020</td>
<td>X</td>
</tr>
<tr>
<td>Jessica Fette</td>
<td>May 2018 through April 2020</td>
<td>X</td>
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<tr>
<td>Tyson Hermes</td>
<td>May 2019 through April 2021</td>
<td>5:20</td>
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<tr>
<td>Matt Mattone</td>
<td>May 2016 through April 2020</td>
<td>X</td>
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<tr>
<td>Gary Waugaman</td>
<td>May 2019 through April 2021</td>
<td>X</td>
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Following the roll call, he asked that the record reflect that a quorum was present.

Also present were John Chamberlin, Van Gorder Walker; Alex Edmondson, Legal Counsel; Nicole Cullum, PHR, Finance/HR Administrator; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive Assistant/Office Manager.

ACCEPTANCE OF AGENDA

Chairman Meier asked that item 12(a) be moved up to follow item 7 since Mayor Fette needed to leave early and asked if there were any changes to the agenda. With none, Mr. Waugaman made a motion to accept the agenda as amended; Commissioner Sewell seconded the motion. A voice vote found unanimous approval.

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

Vice Chairman Meier asked for presentation of the FY19 financial audit report by John Chamberlin of VanGorder Walker CPAs.

Mr. Chamberlin thanked members for the opportunity to speak with them. He stated that members had been provided with a copy of the draft audit report for FY19, a copy of his PowerPoint presentation and a copy of the auditor’s letter. He noted that it has been a pleasure to working with Nicole as always and that she continues to improve and grow.

Mr. Chamberlin advised members that PDS has received an “unmodified opinion” which is the highest rating possible. He outlined the following items and answered several questions:

- the Auditor’s Opinion;
- balance sheet comparison for the past ten years;
- cash position comparison for the past ten years;
- revenue vs expenditures all funds;
- revenues by type; and,
- expenditures by function.

Mr. Chamberlin then gave a brief overview of the financial report (a copy of which is attached to the original minutes).

- Auditor’s Report – pages 2-3
- Management’s Discussion and Analysis – pages 4-7
- Statement of Net Position – page 8
- Balance Sheet – page 10
- Reconciliation of the Balance Sheet – page 11
- Statement of Revenues, Expenditures and Changes – page 12
- Reconciliation of the Statement of Revenues – page 13
- Notes to Financial Statements – pages 14-32
  - Fund changes – page 18
  - Assets – page 19
  - CERS – Penson – pages 20-30
  - TIF Districts – page 31
- Budgetary Comparison – pages 33
- Pension Information – pages 35-36
- Internal Control and Compliance – pages 37-38 – no deficiencies

Mr. Chamberlin asked if members had any additional questions. There were none.
With no additional questions, Chairman Meier asked if there was a motion regarding the audit report. Mr. Waugaman made a motion to accept the audit report as presented; Mayor Fette seconded the motion. A roll call vote found Board Members Waugaman, Fette, Hermes, Litzler, Mattone, Sewell, and Chairman Meier in favor of the motion. The motion passed unanimously.

**ONGOING BUSINESS**

Chairman Meier asked for reports/comments from the Personnel Manual Review Committee. Mayor Fette stated that the committee has met once and needs to meet again soon. She indicated that they discussed possibly adding a short-term disability policy, an adoption/maternity/paternity policy, and requested information regarding the cost of adding these benefits. Ms. Cullum noted that she has received a ballpark figure for the short-term disability - $13,000 to $19,000 per year and it will pay 60% of pay. She stated that she had contacted the Fiscal Court to see if PDS could be added to its policy, but the County doesn’t offer this benefit. Following discussion regarding possible meeting dates, Mr. Gordon stated that staff would send an email and get a date scheduled.

Chairman Meier asked if the minutes of the September 19, 2019 meeting were acceptable or if there were any additions/corrections.

With none, Commissioner Sewell made a motion to accept the minutes of the September 19, 2019 meeting as presented; Mr. Waugaman 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 October 3, 2019 special meeting were acceptable or if there were any additions/corrections.

With none, Mr. Waugaman made a motion to accept the minutes of the October 3, 2019 special meeting as presented; Mr. Mattone seconded the motion. Chairman Meier asked for a voice vote on the motion which found unanimous approval with Mayor Fette being present but not voting. The motion passed unanimously.

Ms. Cullum then reviewed the September financial statement (a copy of which is attached to the original minutes). She reported that, at 25% of the way through the fiscal year, revenues were below projections at 8.4%, fees for services were above projections at 28.9%, and expenses were below projections at 20.0% of budget. She noted that One Stop Shop Program revenue was below projections at 17.7% with expenses below projections at 21.1%.

Mayor Fette left the meeting at 5:45 PM.

With no additional comments, Chairman Meier asked for a motion regarding the September financial report. Mr. Mattone made a motion to accept the September 2019 financial report subject to audit; Mr. Waugaman seconded the motion. Chairman Meier asked for a voice vote
Chairman Meier asked for the report from legal counsel. Mr. Edmondson stated that he had nothing to report. There was a brief discussion regarding the transfer of the building on Royal.

Chairman Meier then asked review of the executive director’s monthly report. Mr. Gordon stated that he had provided members with written comments prior to the meeting but there were a few items he would like to add. He noted that he has been having discussion with Emi Randall and Rob Himes regarding the code enforcement process. He indicated that they are pleased and feel that the program is coming of age.

Mr. Gordon stated that staff has been working through the foreclosure process with the City of Elsmere and are trying to develop a contract that can be used for any city wanting the County Attorney to pursue foreclosures on their behalf.

Mr. Gordon advised members that while things are running smoothly in code enforcement, the volume of complaints/violations has risen resulting in staff’s response time being longer. He indicated that they believe the increase in violations is due to issues being resolved quickly and residents seeing that these issues are being taken care of. Mr. Gordon stated that staff is working to pull numbers together to justify adding another code enforcement officer. He reminded members that this position would not be 100% funded from the general fund and that there is other income to help cover the cost of this position. Once the information has been gathered, staff will report back to the Board.

Mr. Gordon reminded members that the Annual SPICE Awards and Staff Appreciation Breakfast is scheduled for 8:00 AM on Tuesday, October 29th, in the EOC room next door. He asked those planning to attend to send their RSVP to Ms. Remley.

Chairman Meier asked for reports/comments from Organizational Review Committee (Meier, Litzler, Hermes). Members of the committee indicated that they have had all spoken with Ms. Reddy individually and that the next meeting is scheduled for October 30th at 5:30 PM in the Judge-Executive’ conference room. Mr. Litzler indicated that he would be unable to attend, and after some discussion Mr. Waugaman was asked to attend in his place.

Mr. Hermes left the meeting at 6:01 PM.

NEW BUSINESS

Chairman Meier opened discussion regarding the draft Request for Proposals for a PDS Pay Plan Review and stated that the draft RFP needed to be sent to both the committee and the full PDS Council.
Mr. Waugaman asked if the proposals would be sought from local or national companies. Mr. Gordon indicated that the RFP would be advertised locally but was sure that some of the companies submitting bids would have offices nationwide.

Mr. Mattone expressed concern about spending as much or more than the proposed salary increase. He stated that if salaries are close, it may end up costing more to have the study done than it would be to give staff the increase. He said that he would hate to spend more than the salary gap to find out.

Mr. Waugaman asked if it is really worth pursuing if the bids come back with big numbers. Mr. Mattone stated that the Board could set an amount that is not to be exceeded.

Mr. Waugaman asked if the Northern Kentucky Area Development District (NKADD) might be willing to handle the study for PDS. Mr. Mattone agreed that this might be a more cost-effective option. Mr. Waugaman stated that PDS is unique and that he is worried about whether an accurate comparison could be done – apples to apples. Discussion followed regarding the possibility of the NKADD doing the study, staff salary survey findings and whether an outside company could do an accurate study.

Chairman Meier asked if there was a motion regarding the draft RFP. Mr. Waugaman made a motion to provide the draft RFP to the full PDS Council for review; Mr. Litzler seconded the motion. Chairman Meier asked if there was discussion on the motion. With none, he asked for a roll call vote on the motion which found Board Members Waugaman, Litzler, Mattone, Sewell, and Chairman Meier in favor of the motion. The motion passed unanimously.

Chairman Meier asked for review of a recommendation from the executive director to declare as surplus all furnishings in PDS’ Fort Mitchell building and to authorize him to dispose of them according to law. Mr. Gordon stated that initially staff thought the items not brought to the new building would be disposed of by the Fiscal Court but that this is not the case and staff will need to dispose of these items before the building can be sold. He asked the Board to declare the furniture and cubicles as surplus as required by law. Once these items are declared surplus, they can be offered to other local government agencies. Mr. Gordon stated that staff needed to get moving because legal counsel is working on the transfer of the building to the Fiscal Court.

There was discussion regarding the cubicles, furniture and phone system. Members asked that an inventory be done prior to the items being disposed of. Mr. Gordon asked Ms. Remley to handle the inventory.

Chairman Meier asked if there was a motion regarding the declaring all furnishings at the Fort Mitchell building as surplus and authorizing him to dispose of it. Mr. Waugaman made a motion to, after being inventoried, declare all furnishings including the telephone system in PDS’ Fort Mitchell building as surplus and to authorize the Chairman to dispose of these items according to law; Mr. Mattone seconded the motion. Chairman Meier asked if there was any
discussion on the motion. With none, he asked for a voice vote on the motion which found unanimous approval.

Chairman Meier opened discussion regarding the process to be used for the executive director’s FY19 performance review. He stated that this is the same process used last year and members should return the completed review form to him via email. If there are any questions, they should contact him.

Chairman Meier then asked for review of the executive director’s reimbursement request for the first quarter of FY20. Mr. Gordon stated that a copy of his expenses had been emailed to members on October 13th.

After a brief discussion, Commissioner Sewell made a motion to approve reimbursement of the executive director’s expense for the first quarter of FY20 in the amount of $117.16; Mr. Waugaman seconded the motion. Chairman Meier asked if there was any discussion on the motion. With none, he asked for a voice vote on the motion which found unanimous approval.

Chairman Meier asked if there was any other new business to come before the Board. With none, Mr. Waugaman made a motion to adjourn the meeting and Mr. Litzler seconded it. With all in favor, the meeting adjourned at 6:22 PM.

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Paul Meier, Chairman

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Dennis Andrew Gordon, FAICP
Executive Director/Secretary