



**NEWLY ELECTED
OFFICIALS MANUAL**

*“Serving Local Governments in the nine – county
region of North Central Kentucky and Southern Indiana”*

JANUARY 2015

Kentuckiana Regional Planning and Development Agency (KIPDA)



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KENTUCKY

Bullitt

Henry

Jefferson

Oldham

Shelby

Spencer

Trimble

INDIANA

Clark

Floyd

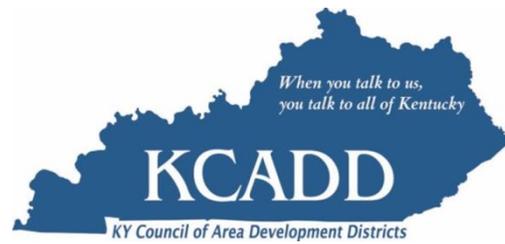
KIPDA provides regional planning, review and technical services in the areas of public administration, social services and transportation as well as community ridesharing programs. KIPDA also coordinates services for persons 60 years of age and over. KIPDA is designated by the Kentucky State Clearinghouse as the regional review agency for virtually all applications for federal and/or state funds made by organizations or governments within the state of Kentucky.



KIPDA

Kentuckiana Regional Planning
and Development Agency

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Area Development Districts (ADDs) have served the Commonwealth of Kentucky for more than 40 years. Conceptually, they grew out of the efforts of local elected officials and citizens in the Commonwealth to find collaborative means to deal with problems in their communities. The combination of federal programs and state enabling legislation provided a national strategy and funding mechanism that permitted these concepts to become a reality in the late 1960's and early 1970's.

The concept for the 15 Area Development Districts in Kentucky began in the 1960's with the establishment of the Area Development Council. In 1972, through the enactment of KRS 147A, these county-wide councils became the 15 Area Development Districts that serve the people of Kentucky today. Since their creation, these ADDs have served as the focal point of a necessary Federal-State-Local partnership that would foster regional strategies, solutions and partnerships that would both achieve economic growth and improve the quality of life in the Commonwealth of Kentucky. To do this the ADDs serve as sub-state planning districts, regional clearinghouses for public and private investments, forums for public discourse, technical centers for both the public and private sectors, and a local/state/regional programming and services organizer and implementer.

The ADDs work within all realms of the public sector and implement numerous programs in the areas of aging, disaster mitigation, economic development, financial administration, parks and recreation, public administration, geographic information systems, land use planning, tourism, transportation, water and sewer planning and development, workforce investment, state and federal grant writing, health services, and any other areas that warrant assistance within local communities.

Today, the mission of the Kentucky Area Development Districts is "to bring together local and civic and governmental leaders to accomplish major objectives and take advantage of opportunities which cannot be achieved or realized by those governments acting alone." Each ADD is governed by a board of directors comprised of elected local officials from the counties and communities within the district, as well as non-elected citizen members representing a cross-section of the region's social and economic institutions. Although each ADD may tackle public problems within their regions individually, all 15 agencies, along with the help of the Kentucky Council of Area Development Districts (KCADD) and the Kentucky Association of District Directors (KADD), work collectively to provide a system of complete coverage in all program areas to all of the Commonwealth's 120 counties and 435 cities.



Barren River	Logan, Simpson, Butler, Warren, Edmonson, Hart, Barren, Allen, Metcalfe, and Monroe.
Big Sandy	Johnson, Magoffin, Martin, Floyd, and Pike.
Bluegrass	Anderson, Franklin, Woodford, Mercer, Boyle, Lincoln, Garrard, Jessamine, Fayette, Scott, Harrison, Bourbon, Nicholas, Clark, Madison, Powell, and Estill.
Buffalo Trace	Bracken, Mason, Robertson, Fleming, and Lewis.
Cumberland Valley	Jackson, Rockcastle, Laurel, Clay, Knox, Whitley, Bell, and Harlan.
Fivco	Greenup, Boyd, Carter, Elliott, and Lawrence.
Gateway	Rowan, Bath, Montgomery, Menifee, and Morgan.
Green River	Union, Henderson, Webster, McLean, Daviess, Ohio, and Hancock.
Kentucky River	Wolfe, Owsley, Lee, Breathitt, Leslie, Perry, Knott, and Letcher.
KIPDA (Kentuckiana Regional Planning & Development Agency)	Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, and Trimble. Clark and Floyd in Indiana.
Lake Cumberland	Taylor, Adair, Green, Casey, Russell, Pulaski, Clinton, Cumberland, Wayne, and McCreary.
Lincoln Trail	Breckinridge, Meade, Grayson, Hardin, Larue, Nelson, Washington, and Marion.
Northern Kentucky	Boone, Kenton, Campbell, Carroll, Gallatin, Owen, Grant, and Pendleton.
Pennyrile	Livingston, Crittenden, Lyon, Caldwell, Hopkins, Muhlenberg, Trigg, Christian, and Todd.
Purchase	Ballard, Carlisle, Hickman, Fulton, McCracken, Graves, Marshall, and Calloway.



Introduction to KIPDA



Organized in 1973, The Kentuckiana Regional Planning and Development Agency, commonly referred to as KIPDA, is an association of local governments in a nine-county region of North Central Kentucky and Southern Indiana. KIPDA provides services in the areas of public administration, social services, and transportation to the North Central Kentucky counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble, and the Southern Indiana counties of Clark and Floyd.

During the spring of 1973, the United States Department of Housing and Urban Development notified both the Falls of the Ohio Metropolitan Council of Governments (formed in 1966) and the Jefferson Area Development Districts (formed in 1971) that it would not continue to support the duplicative programs of these two agencies beyond FY 1973. As a result, the two agencies merged to form the Kentuckiana Regional Planning and Development Agency on July 11, 1973 with final legal approval granted on November 1, 1973.

KIPDA's statutory authority comes from Kentucky Revised Statutes (KRS) 147A.050.120, which established a system of sub-state districts, and Indiana Code Title 18, Article 5, Chapter 1 and Title 18, Article 7, Chapter 5.5. Local authorization for KIPDA's planning efforts is based on the KIPDA charter signed by the member jurisdictions and by various inter-local agreements and memoranda of understanding between KIPDA and other planning agencies.

A Board of Directors oversees the activities of the Agency. The governing board consists of chief elected officials from the counties it serves as well as representatives of member municipalities, an at-large minority representative, appointees from the rural Kentucky counties and a representative from the Jefferson League of Cities. KIPDA provides regional planning, review and technical services in the areas of public administration, social services, and transportation. KIPDA also coordinates direct services to persons 60 years of age and older. It is designed by the Kentucky State Clearinghouse as the regional review agency for virtually all applications for federal and/or state funds made by organizations or governments within the region. KIPDA remains true to its mission of providing services to its region by bringing together local, civic and governmental leaders to accomplish objectives which individuals citizens cannot achieve when acting alone.

KIPDA currently employs a staff of over 100 planners, administrators, analysts, and support personnel within its four agency divisions: public administration, administrative services, transportation, and social services. Within these divisions, KIPDA provides services in aging, economic development, regional planning, geographical information systems, transportation, and home care management. In addition to the main office in Louisville, KIPDA also has a presence in each of its nine-counties where kynectors, assistants, and case managers work on a daily basis.



Business hours for KIPDA are Monday thru Friday 8:00 a.m. to 5:00 p.m. The office closes for the following holidays:

- New Year's Day (January)
- Martin Luther King Day (January)
- President's Day (February)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Veteran's Day (November)
- Thanksgiving Day and the Day after (November)
- Christmas Day and the day after (December)
- New Year's Eve (December)

The following schedule is for all Boards, Councils, and Committees of the KIPDA Development District:*

- KIPDA Board of Directors – Fourth Thursday of every month at 2:00 p.m. at KIPDA
- Municipal Clerks Association's KIPDA Chapter – First Wednesday of every month at 11:30 a.m. at KIPDA
- Regional Planning Council Meeting- Second Tuesday of January, April, July, and October at 11:00 am at KIPDA
- Regional Water Council Meeting- Second Tuesday of January, April, July, and October at 11:00 am at KIPDA
- Regional Transportation Committee Meeting- Fourth Thursday of every month at 1:00 p.m. at KIPDA
- Transportation Policy Committee – Fourth Thursday of every month at 1:00 p.m. at KIPDA
- Homecare Provider Meeting – Second Tuesday of February, April, June, August, October and December from 9:30 a.m. – 10:30 a.m. at KIPDA
- Advisory Council Meeting – Second Wednesday of every month from 10:00 a.m. to 11:00 a.m. at KIPDA
- Healthy Reentry Coalition – Third Tuesday of every month from 10:00 a.m. to 11:00 a.m. at KIPDA
- KIPDA Rural Diabetes Coalition – Meets the months of January, March, May, July, September, and November, please call KIPDA for the date, time and location
- Title III Service Provider Meetings – Meets the months of January, March, May, July, September, and November, please call KIPDA for the date, time and location

*All dates are subject to change. Any changes made will be made notified as early as possible



OFFICERS:

Honorable Bernard Bowling, JR., Chairman
Honorable Jerry Powell, Vice Chairman
Honorable Jack Coffman, Secretary/Treasurer

Bullitt County

Honorable Melanie Roberts
Ms. Debby Mobley

County Judge/Executive
Citizen Member

Clark County (IN)

Honorable Bob Hall
Honorable Jack Coffman
Honorable Mike Moore
Honorable Bob Polston

Mayor of Charlestown
Clark Co Board of Commissioners
Mayor of Jeffersonville
Clarksville Town Board

Floyd County (IN)

Honorable Jeff Gahan
Honorable Steve Bush

Mayor of New Albany
Floyd County Commissioners

Henry County

Honorable John Logan Brent
Honorable Jody Rucker

County Judge/Executive
Planning and Zoning Administration

Jefferson County

Honorable Greg Fischer
Honorable Bill Dieruf
Honorable Sherry Conner
Honorable Bernard Bowling
Mr. James Reddish

Mayor of Louisville
Mayor of Jeffersontown
Mayor of Shively
City Council St. Matthews
Greater Louisville INC

Jefferson County League of Cities

Honorable J. Byron Chapman

Mayor of Middletown

Minority-At-Large

Mr. Val Shirley

Solid Waste Supervisor

Oldham County

Honorable David Voegele
Honorable John Black

County Judge/Executive
Deputy Judge/Executive

Shelby County

Honorable Rob Rothenburger
Honorable Tom Hardesty

County Judge/Executive
Mayor of Shelbyville



KIPDA Board of Directors



Spencer County

Honorable John Riley
Honorable David Goodlett

County Judge/Executive
Mount Eden Magistrate

Trimble County

Honorable Jerry Powell
Honorable Nolan Hamilton

County Judge/Executive
District 1 Magistrate

KIPDA Legal Counsel

Ms. Mitzi Wyrick

Wyatt, Tarrant & Combs

KIPDA maintains a Public Administration Division that provides technical assistance to governmental members of the seven Kentucky Counties. The Public Administration Department at KIPDA assists with grants and loan preparation. The Division is funded through State Joint Funding Administration Funds (JFA). The major goal of the JFA is to bring miscellaneous federal and state grants benefiting the region under a common administrative and planning umbrella. The KIPDA Public Administration Division provides assistance in the following areas:

Community Development

KIPDA assists local governments with Community Development Block Grant (CDBG) projects through grant writing and performing administration of the applicable state and federal guidelines and regulations. This federal matching grant finances community and public facility improvement projects. Along with CDBG, KIPDA provides assistance with numerous other federal and state grants.

KIPDA staff facilitates the KIPDA Regional Planning Council which enables local individuals and governments of the Kentucky portion of the KIPDA region to identify, evaluate and recommend regional planning needs. The Council's membership is established in accordance with KRS 147A.125 and meets quarterly. Additionally, KIPDA cooperatively works with county Planning & Zoning Commissions within the region in developing and/or amending their Comprehensive Land Use Plans. Staff provides technical assistance with regulations, ordinances, and conducting public hearings at the local level.

Economic Development

Through a continuing planning process developed through broad based and diverse community participation, KIPDA composes the 5-year Comprehensive Economic Development Strategy (CEDS) and its annual update; a responsibility tied to KIPDA being designated by the Economic Development Administration as the region's Economic Development District. The CEDS document is designed to bring together public and private sectors in the creation of an economic roadmap to diversity and strengthen the regional economy. Additionally, KIPDA staff offers assistance to communities in their efforts to achieve the Kentucky Work Ready Community designation and partners with the Kentucky Cabinet Economic Development in updating and maintaining facility information for inclusion in the annual State Business Directory, an online database of shovel ready industrial sites and available buildings.

Hazard Mitigation Planning

The Disaster Mitigation Act of 2000 (DMA 2000) made it a requirement for state and local governments to have an approved Hazard Mitigation Plan as a prerequisite to receiving post-disaster Hazard Mitigation Grant Program Funds through the Federal Emergency Management Agency (FEMA) after November 1, 2004. The KIPDA Regional Hazard

Mitigation Plan is a multi-jurisdictional planning document identifying the scope and impact of various natural hazards that could potentially affect Bullitt, Henry, Oldham, Shelby, Spencer and Trimble counties and their incorporated cities. The plan formulates a mitigation strategy designed to reduce the impacts of natural hazards on the region's communities. First approved by FEMA in 2006 and requiring an update every 5 years, the KIPDA Regional Hazard Mitigation Plan is composed with input from representatives of each community that it covers.

Infrastructure Planning

KIPDA provides guidance, oversight, and staff for the KIPDA Regional Water Management Council which under the direction of Senate Bill 409, passed during the 2000 session of the Kentucky General Assembly, functions as part of a statewide water and wastewater planning initiative. The Council, which meets quarterly, provides a framework for the review, discussion, and evaluation of water and wastewater needs in the region and prioritized projects annually for submittal to state agencies and legislators. Using GIS and GPS technology, KIPDA staff maintains a comprehensive database of existing water and wastewater infrastructure.

Kentucky Intergovernmental Review Process

KIPDA serves as the designated Regional Review Agency (RRA) for the Kentucky Intergovernmental Review Process (KIRP). The KIRP assists in identifying potential conflicts or duplication in services for proposed projects impacting the state and KIPDA region. Proposed projects from the seven Kentucky counties in the KIPDA region and others that would impact the state are included in the review process.

Local Government Assistance

KIPDA PAS acts as an extension of the staffs of local city and county governments by providing technical assistance in budgeting and financial management, personnel administration, procurement, and other services as requested. Staff is available to respond to inquiries on state statute requirements, available funding sources and legislative tracking. The division assists with the Area Development Fund, Land and Water Conservation Fund, and Recreational Trails grant programs in addition to numerous other grants for energy efficiency, public protection, historic preservation, and resources conservation and development. KIPDA staff also works in cooperation with other local and state agencies to provide training and workshops for local officials.

Regional Planning Council

The KIPDA Regional Planning Council (RPC) is an advisory board to the KIPDA Board of Directors on issues pertaining to regional planning needs. The RPC was formed to provide a means and forum for the seven Kentucky counties within the KIPDA region: Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, and Trimble, under the direction of KIPDA staff, for individuals and local governments to participate in the identification, evaluation and

recommendation of regional planning needs. The Council works directly with KIPDA staff in establishing needs, projects, and recommendations for the region on a regional basis, not an individual County basis. The RPC's efforts are an attempt to comply with the regional planning provisions outlines KRS 147A.125.

The RPC is comprised of members representing the seven counties in the KIPDA region. Each County Judge/Executive is responsible for two appointments to the council. One appointment is reserved for either the Judge or a representative on their behalf while the other appointment is to be filled by someone familiar with transportation issues in the County. The County's Planning Commission is responsible for appointing the third member of the Planning Council. Pursuant to KRS 147A.125, to be eligible for appointment to the Council, a person shall be a member of the Planning Commission or the Planning Commission's professional staff. These appointments will be made annually.

The main function of the Regional Planning Council is to ensure compatible treatment of planned development throughout the district. The council may review comprehensive plans of planning units within the district for regional impact, may develop regional transportation, infrastructure, and land use plans for the district, and make recommendations regarding the regional impact of proposed comprehensive plans and plan amendments of planning units within the district. The council may offer training and education opportunities in the area of planning and zoning matters to planning commission members and staff in the district.

The Council meetings are held quarterly on the second Tuesday of the first of the month of each quarter of the calendar year (January, April, July and October). The meetings are held at KIPDA and are open to the public.

Area Development Funds (ADF)

ADF funds are state general funds available as grants to cities, counties and special districts for capital projects. Eligible activities include: construction, reconstruction, renovation, and maintenance of buildings and other improvements to real estate, acquisition of real property,; major equipment purchase, industrial site development, installation of water, gas, sewer, and electrical lines to public facilities and industrial sites, solid waste management or disposal systems need to comply with law; and architectural, engineering and legal fees in connection with such projects.

Eligible projects costs incurred within the previous five years may be retroactively funded. There is no maximum project amount or local match requirement. Area Development funds are awarded to each County for use at their discretion. Allocation of funds is based on a customary formula established by the KIPDA Board of Directors: 50% of the funding going to Louisville-Metro and the remaining 50% being divided equally (8.33%) between the other six Kentucky Counties.

The Project Selection Committee meets annually, typically in August after the funding amount for the Area Development Funds are announced. The committee acts as an advisor

council to the KIPDA Board of Directors and is composed of a representative from the seven Kentucky counties in the region, typically the County Judge/Executive, Louisville-Metro Mayor, or their designee.

Comprehensive Economic Development Strategy (CEDS)

The federal Economic Development Administration (EDA), a bureau within the U.S. Department of Commerce, is charged with leading the federal economic development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy.

EDA's mission is to encourage programs that promote job growth and business expansion in today's technologies and in discovering tomorrow's. The EDA supports key initiatives among regional areas across the United States, thereby developing economic stability through intergovernmental and public/private sector collaboration. One of those initiatives is the development of Comprehensive Economic Development Strategies throughout the United States. A comprehensive economic development strategy (CEDS) is designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen regional economies. The CEDS should analyze the regional economy and serve as a guide for establishing regional goals and objectives, developing and implementing a regional plan of action, and identifying investment priorities and funding sources. A CEDS integrates a region's human and physical capital planning in the service of economic development.

A CEDS must be the result of a continuing economic development planning process developed with broad-based and diverse public and private sector participation, and must set forth the goals and objectives necessary to solve the economic development problems of the region and clearly define the metrics of success. Finally, a CEDS provides a useful benchmark by which a regional economy can evaluate opportunities with other regions in the national economy.

The U.S. Economic Development Administration funds approximately 380 regional Economic Development Districts (EDDs) across the country. It's a relatively small program by federal standards—\$29 million in total funding which includes about \$50,000 per year for each EDD—but it does important work, especially in rural communities. In order to qualify for funding, each EDD must do a Comprehensive Economic Development Strategy (CEDS) that analyzes economic and workforce issues, identifies key assets and areas of regional competitive advantage, and formulates strategies for competing successfully in the global economy. The CEDS is your region's blueprint for economic competitiveness

The Kentuckiana Regional Planning and Development Agency (KIPDA) composed a new Comprehensive Economic Development Strategy for FY2013 to 2018. There is an annual status report created every year that can be found on KIPDA's website. CEDS are designed to bring together the public and private sectors in the creation of an economic roadmap to diversify and strengthen the regional economy. The area covered in this report is the seven counties that make up the Kentucky portion of KIPDA region: Bullitt, Henry, Jefferson, Oldham, Shelby,

Spencer and Trimble Counties. This report will indicate the progress of the KIPDA region in accomplishing the goals and objectives defined in the 2012 plan.

Grant Programs and Dates

Grant Program	Administrative Agency	Description	Funding Cycle/Deadline
Community Development Block Grant (CDBG)	Department for Local Government	Public Facilities (water and sewer lines and plants), Community Projects (Senior Citizen Centers, Crisis Centers), Economic Development(Job Retention, Infrastructure, Development), Housing (Acquisition, Demolition, Rehab, Replacement)	March to August, depending on the program
Recreational Trails Program (RTP)	Department for Local Government	Acquisition of Land for Recreational Trails; Development and Renovation of Trails	December 1 to March 29
Land & Water Conservation Fund (LWCF)	Department for Local Government	Land Acquisition for Outdoor Recreation; Development and Renovation of Public Outdoor Facilities	December 1 to April 30
Crumb Rubber Grant Program	Division of Waste Management, Kentucky Energy and Environment Cabinet	Provide rubber mulch for playgrounds, tracks and athletic fields, and create end-use market for used tires in Kentucky	Application due January 31
Economic Development Administration (EDA)	U.S. Department of Commerce-Economic Development Administration	Water, Sewer, Economic Development	Ongoing
Area Development Fund (ADF)	Department for Local Government	Capital Projects (Construction, Renovation, Maintenance of Buildings; Property Acquisition; Major Equipment Purchases; Industrial Site Development; Installation of Gas, Water, Sewer, and Electrical Lines	Ongoing
Flood Control State Matching Grant Program	Department for Local Government	Funds may be used to help meet the cost-share match requirements associated with the Corps of Engineers, FEMA, and the Natural Resources Conservation Service flood control programs.	Applications accepted year-round
Kentucky Cemetery Preservation Fund	Department for Local Government	Funds may be used to encourage and support maintenance and preservation projects for gravesites and cemeteries	March 1 to May 1

Grant Program	Administrative Agency	Description	Funding Cycle/Deadline
Kentucky Body Armor Program	Department for Local Government	Funds may be used for securing or replacing body armor for officers and service animals, as well as purchase service weapons and ammunition.	January 1 to December 31
Assistance to Firefighters Grant Program (AFG)	Kentucky Office of Homeland Security	Funds may be used to help firefighters and other first responders to obtain critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards	November to December
Hazard Mitigation Assistance Grant Program (HMGP)	Federal Emergency Management Agency (FEMA); Kentucky Division of Emergency Management	The Hazard Mitigation Grant Program (HMGP) provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. State and Local government, Indian tribes or organizations, and private non-profit organizations are eligible.	Applications for mitigation projects are encouraged as soon as possible after the disaster occurs so that opportunities to do mitigation are not lost during reconstruction.
Pre-Disaster Mitigation Program (PDM)	Federal Emergency Management Agency (FEMA); Kentucky Division of Emergency Management	FEMA provides state and local governments with preparedness program funding in the form of Non-Disaster Grants to enhance the capacity of state and local emergency responders to prevent, respond to, plan for, and recover from a disaster event such as a tornado, flood, or cyber-attack. The PDM program is a nationally competitive program. There is no state allocation and no national priority for projects. State governments, local governments, and public universities are eligible.	Annual cycle; ongoing



Public Administration Division



Grant Program	Administrative Agency	Description	Funding Cycle/Deadline
Justice Assistance Grant Program (JAG)	Kentucky Justice and Public Safety Cabinet	The Justice Assistance Grant Program allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system. U.S. Department of Justice awards funds to states and certain local jurisdictions based on population and crime rates.	February to March
EPA Brownfield Assessment Grants	Kentucky Energy and Environment Cabinet	The U.S. EPA Brownfields Program is designed to empower states, communities, and other stakeholders to work together in a timely manner to prevent, assess, safely clean-up, and substantially reuse brownfields. These grants are used to support revitalization efforts by funding for brownfields inventories, character sites, planning cleanup and redevelopment, environmental assessments and community outreach. Both community wide and site specific grants are available. Eligible entities include: state, local and tribal governments, general purpose units of local governments, land clearance authorities, regional councils, and redevelopment agencies.	Ongoing

Metropolitan Transportation Planning

KIPDA serves as the Metropolitan Planning Organization (MPO) for the Louisville/Jefferson County KY-IN urbanized area. An MPO is defined in Federal Transportation Legislation as the designated local decision-making body that is responsible for carrying out the metropolitan transportation planning process. An MPO must be designated for each urban area with a population of more than 50,000 people (as defined in the most recent decennial Census). The Louisville/Jefferson County KY-IN Metropolitan Planning Area (MPA) consists of the U.S. Census-defined Louisville Urbanized Area and the surrounding areas projected to be urbanized by the year 2030.

For administrative purposes, the MPA includes Bullitt, Jefferson and Oldham counties in Kentucky and Clark and Floyd counties in Indiana, as well as 1/10th of a square mile in Harrison County, Indiana and approximately four square miles of western Shelby County. The Louisville/Jefferson County KY-IN MPA is further defined as a Transportation Management Area (TMA) by the Federal Highway Administration, and the MPO is responsible for implementing the **Moving Ahead for Progress in the 21st Century Act (MAP-21)** in the TMA.

The **Transportation Policy Committee (TPC)** is the policy board responsible for carrying out key MPO policy functions and directing the transportation planning process for the MPA. It consists of local elected officials representing areas within the MPA. The **Transportation Technical Coordinating Committee (TTCC)** is responsible for providing technical advice and assisting the TPC in carrying out the responsibilities assigned to the MPO, and consists of representatives of the elected officials as well as other agencies and groups from throughout the region.

Regional Transportation Council

The KIPDA Area Development District also provides assistance to the Kentucky Transportation Cabinet (KYTC) in their effort to conduct statewide transportation planning. Primary responsibilities for the Division include data collection and identification of transportation needs in the rural counties of the ADD. The **Regional Transportation Council (RTC)** was established to provide local and regional input to the statewide transportation planning process administered by the KYTC. The RTC consists of the chief elected officials and their representatives from Henry, Shelby, Spencer and Trimble Counties, as well as representatives from the KYTC. The RTC's responsibilities are to identify, evaluate, and prioritize transportation needs as part of the statewide planning process.

The Regional Transportation Council is a sub-committee of the Kentuckiana Regional Planning and Development Agency (KIPDA) Board of Directors that serves four counties that are within the Area Development District (ADD) of the KIPDA Region. The four counties represented are Henry County, Shelby County, Spencer County, and Trimble County. The Regional Transportation Council will work together to establish a safe, reliable, and efficient transportation system to meet the needs of the four counties of the KIPDA Region.

The Regional Transportation Council voting membership is comprised of the following categories: elected officials, law enforcement, highway/public works agencies, fire department representative, school transportation officials, human service delivery agencies, freight representative, underserved population/minority populations, planning and zoning commissions, bicycle and pedestrian coordinators, economic development organizations, industrial authorities and public citizens. The Kentucky Transportation Cabinet officials and the Federal Highway Administration officials serve as advisory members for the Regional Transportation Council.

The Regional Transportation Council meets bi – monthly one hour before the KIPDA Board Meeting. The Regional Transportation Council meetings are held at KIPDA and are open to the public. The standing meeting date shall be on the fourth Thursday of every other month. The meetings will be held in the months of January, March, May, July, September, and November. Additional meetings may be held according to needs. The Transportation Planner, Randall Embry, facilitates these meetings.

Ticket to Ride - Ridesharing Program

The Division houses the Ticket to Ride Transportation Demand Management (TDM) Program, the goal of which is to increase participation and awareness of its services which reduce the use of single occupant vehicles (SOVs) as the primary means of commuting throughout the region. Vanpooling, carpooling, bikepooling and schoolpooling are all components of the program, as is the Guaranteed Ride Home service for registered participants. KIPDA maintains a fleet of vans which are available to commuters who either live or work in the nine-county KIPDA region.

GIS Section

The Geographic Information System (GIS) Section of the Division provides technical, graphical, and database support to not only the Transportation Division, but to other KIPDA Divisions as well. Maps depicting geospatial features and other data are prepared by this section to be used in transportation planning efforts, infrastructure planning, and even healthcare assessments. Data collection throughout the region is also undertaken through contracts with both the State of Indiana and the Commonwealth of Kentucky.

Regional Planning Program

The Regional Planning program is conducted between the Kentucky Transportation Cabinet (KYTC) and the KIPDA Area Development District (ADD) along with the other fourteen Area Development Districts throughout the Commonwealth. A memorandum on KYTC Policies and procedures for the Regional Transportation Program outlines the policies and guidelines for the Regional Transportation Program for the KIPDA ADD.

The purpose of the annual work program is to define the regional transportation activities to be conducted by the KIPDA Area Development District in support of the KYTC Statewide Planning Process. The bases for this major activity are the federal reauthorization bills,



Transportation Division



Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA), the Transportation Equity Act for the 21st Century (TEA-21) passed in 1998, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for USERS (SAFETEA-LU) bill passed in 2005, and the Moving Ahead for Progress in the 21st Century (MAP-21) bill passed in 2012.

The KIPDA ADD is responsible for the analysis of data and transportation systems, identification and evaluation of needs in the region, the coordination of public input for the Kentucky Statewide Transportation (STP), the Kentucky Statewide Transportation Improvement (STIP), and the subsequent evaluation, prioritization, and ranking of projects in the Unscheduled Project List (UPL) for possible inclusion in the KYTC Six Year Highway Plan (6YP).

Area Agency on Aging and Independent Living Aging and Disability Resource Center

The Older Americans Act (OAA) of 1965, as amended (Public Law 89-73), provides for “assistance in the development of new or improved programs to help older persons through grants to the states for community planning and services and for training through research, development, or training project grants, and to establish within the Department of Health, Education and Welfare (re-organized in 1979 to become separate Departments : Education and Health and Human Services) an operating agency to be designated as the Administration on Aging with oversight currently through the Department for Health and Human Services.” Further, the Administration on Aging, during another federal reorganization in 2011, was placed in the Administration on Community Living.

The law further establishes both a State Unit on Aging (SUA) and Area Agencies on Aging (AAA). The Kentuckiana Regional Planning and Development Agency (KIPDA) have been designated as an Area Agency on Aging (AAA) by the Governor of the Commonwealth of Kentucky in accordance with the OAA regulations. Further, in December 2006, the Governor, by Executive Order, elevated the Cabinet for Health and Family Services’, Division of Aging Services (SUA) to the Department for Aging and Independent Living.

As a result, the Area Agencies on Aging in the state transitioned to become Area Agencies on Aging and Independent Living (AAAIL). As the AAAIL, KIPDA is responsible for administering federal and state funded programs for the older adults, persons with disabilities, caregivers, and the general community for the counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer, and Trimble, which comprise the KIPDA/AAAIL service area. KIPDA AAAIL also serves as the Aging and Disability Resource Center (KIPDA AAAIL/ADRC) for this seven county region. KIPDA AAAIL/ADRC also accesses and utilizes other funds to support and expand existing services to create new and innovative programs as needed.

Aging Advisory Council

The Aging Advisory Council has been established under provisions of Title III of the Older Americans Act of 1965, as amended. The KIPDA Aging Advisory Council has functioned in its capacity since KIPDA has served as the Area Agency on Aging for the KIPDA Region.

KIPDA is in the process of transitioning its council to become the KIPDA Aging, Disability and Independent Living Council; preparing the organization for current and future work that is done on behalf of the community served. The Council has the authority to make recommendations and to advise KIPDA on matters, which concern the older adults and persons with disabilities.

The Council implements advisory functions which further the area agency’s mission of developing and coordinating community based services for older persons, persons with disabilities, and the community as a whole, by assisting in identifying needs and providing information, guidance, advice and support to the KIPDA Board of Director’s and staff, and



serving as an advocate for older persons, persons with disabilities, caregivers, and other vulnerable populations.

Our Mission

The mission of KIPDA Area Agency on Aging and Independent Living is to promote and ensure meaningful, timely, person-centered services are available for all older adults, caregivers, family members, grandparents, persons with disabilities and the general community to improve their health, safety, overall well-being, and to provide leadership to the network serving persons who are aging or persons with disabilities through planning and coordination.

An overarching goal of such comprehensive services is to improve individuals' health, safety and overall well-being. Positive outcomes, such as increased dignity, self-worth, empowerment, and informed decision-making, are at the core of KIPDA's service to the community. KIPDA values the benefits associated with natural and community support networks and, as a result, makes a good faith effort to assist community members in maintaining and/or establishing those connections. KIPDA has a professional mission to empower individuals to recognize their undeniable place in the community. In support of KIPDA's multifaceted mission, KIPDA programs and initiatives involve open collaboration with program participants, families, advocacy networks, community agencies, local government, and state government.

Our Vision

KIPDA Area Agency on Aging will be a leader in the nation in the coordination, planning, and implementation of a comprehensive and coordinated system of care and support to older citizens, caregivers, family members, grandparents, persons with disabilities, and the general community of this region, facilitating their ability to live in the environment of their choice; and will foster and embrace environments and practices that promote healthy aging, wellness, and prevention.

KIPDA intends to facilitate the continued development of this network of programs, services, and activities by supporting the provision of Support Services, Homecare and Adult Day Care Services, the Personal Care Attendant Program, Consumer Directed Options waiver services, The State Health Insurance Program, the Long Term Care Ombudsman Program, the Family Caregiver Program, Health Promotion and Disease Prevention services, the Nutrition Program for the Elderly, the functions of Service Sites, Nutrition Sites, Senior Centers, and Focal Points (Multi-Purpose Centers) in addition to continuing an Aging and Disability Resource Center. KIPDA anticipates additional grant opportunities and as awarded, will become prepared to implement for the expansion or addition of services for eligible seniors, Medicare beneficiaries and persons with disabilities. KIPDA AAAIL/ADRC will continue this work, striving to be the best in the nation at serving its community.

Serving the Region

As the AAAIL/ADRC, KIPDA is responsible for administering federal and state funded programs for the citizens of the Kentucky counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble, which comprise the KIPDA AAAIL service area. According to the US Census Bureau, Population data provided by Kentucky Data Center 2012 Estimate, approximately 21% of all persons living in the KIPDA Region are 60 years old and above and 23.53% of all persons in Kentucky who are 60 and above live in the KIPDA Region.

Yet, another perspective is that 18% of all persons in Kentucky who are 60 and above live in Jefferson County. Also, according to the U.S. Census Bureau population estimates released updated as of July 1, 2012, 21.09% of persons 60 and older live in the rural counties in the KIPDA region and 78.8% live in Jefferson County. Approximately, 10.5% of older persons in the region are low income and 41.5% of low income seniors are minorities. Minority seniors represent 15.1% of the total senior population in the KIPDA region. The population in the region is very diverse and represents a wide range of demographics, needs, and interests for persons with disabilities and older adults.

There is also a higher concentration of other populations served through KIPDA administered programs. For example, more than 20.06% of all Medicare beneficiaries reside in the KIPDA region (primarily Jefferson County). Kentucky's caregiver numbers are continuing to increase. The National Family Caregiver estimate Kentucky has approximately 510,000 caregivers (family member or other person caring for someone 50+). It is estimated in the KIPDA region; approximately 21% of the state's caregivers reside in the KIPDA region. Additionally, of all the caregivers statewide, approximately 35,818 are estimated in Kentucky to be grandparents raising their grandchildren. Further, the number of individuals with Alzheimer's disease continues to increase and will grow exponentially as the older adult population increases. Kentucky has the second highest percentage of people with disabilities in the entire nation.

The Kentucky Data Center's KIPDA Region Profile indicates that 31.5% of the population in the region has a disability and 40.41% of persons 65 and older in the region have a disability. There is also a large immigrant population in the KIPDA region needing and utilizing services. There has been an increase in the use of interpreter service as a result of serving this population. KIPDA is a very diverse region in many aspects.

KIPDA AAAIL and its provider/service network and partners continuously plan, develop, and implement programs and services that meet the varied needs and interests of this community. The network must be progressive and forward thinking, acknowledging limitations in funding and resources, but considering and taking advantage of every opportunity to move forward in its development.

Funding Snapshot/Fiscal Year 2014

Over the past year, the KIPDA AAAIL/ADRC has provided long term services and supports to more than 200,000 citizens of the region resulting in approximately 1,880,829 units

of service. The estimated total funds expended to provide these services is \$10,000,000 with more than 90% going to direct services in the community.

Through Medicaid Waiver Services, KIPDA AAAIL/ADRC served approximately 600 Medicaid Waiver clients with service supports totaling \$10,090,930. These services include information assistance and referral, options and benefits counseling, case management and assessment, in-home services, transportation, senior and supportive services, congregate and home-delivered meals, caregiver and grandparents services and supports, health promotion and disease prevention programs and interventions, and more. Snapshots of some of the highlights of last fiscal year are provided in this report.

KIPDA works with a large network of partners, providers, agencies, and organizations to facilitate the delivery of programs and services to the community. This network has developed and continues to nurture a human service infrastructure that is necessary to help people to age in place with dignity.

Programs and Services

KIPDA has served the region as an Aging and Disability Resource Center (ADRC) since 2007 providing information, assistance and referral services to the community. Over the years, the ADRC has evolved in its capacity to meet the needs of the community by providing guidance for navigating the network of services and supports available to help people with disabilities and older adults.

The process of perfecting this work advanced in 2014 with restructuring to assure the community not only was able to access competent information and assistance services but also a seamless screening and intake process including Options Counseling. On October 1, 2014, the restructured ADRC kicked-off for the KIPDA Region. The ADRC offers a single point of entry for questions, services and other issues that affect our community's older and disabled population. The ADRC works with the community to provide information and assistance, long term care options, benefits counseling, and access to publicly and privately funded programs.

The goal is to link consumers with supports they need through appropriate referrals to other programs and benefits. KIPDA has three full time Aging and Disability Resource Specialists who provide options counseling, intake and screening, enrollment assistance, and referrals to individuals within the aging and disabled population to specific programs that will allow them to continue living in their community.

The ADRC receives an average of 65 phone calls a day. During peak seasons (i.e. Medicare and ACA Open Enrollment), the average daily call volume is 100-150 calls per day. The KIPDA ADRC served an estimated 11,000 citizens during fiscal year 2014.

A function of the ADRC is to provide outreach and inform the community about long term services and supports in the community and other important information for persons with disabilities, older adults, and caregivers. KIPDA utilizes many means to communicate this

information including a newsletter, live talk radio show, websites, health fairs and information events. This year, KIPDA AAAIL/ADRC added to its repertoire of information, provision, and outreach, Facebook.

The KIPDA AAAIL Facebook page gives followers information about current events, upcoming events, changes and updates to the happenings of the agency, and general information that affects not only older adults and persons with disabilities in our area but also caregivers, volunteers, and other members of our community. KIPDA's AAAIL Facebook strives to educate, inform and assist individuals with material in areas that are not only interesting and informative, but fun and enjoyable. KIPDA's Area Agency on Aging and Independent Living Facebook page connects with the community and gives real time information about subjects that matter to them.

- KIPDA Area Agency on Aging and Independent Living Facebook page has 81 likes
- 78% of KIPDA's followers are women
- 28% of KIPDA's followers are between the ages of 35-44

Nutrition Program for Older Adults

The KIPDA AAAIL Title III C Nutrition Program serves adults 60 years and older throughout the KIPDA region. Most participants report living alone, half identify as living in poverty, and they are predominantly female. While most clients report themselves as white (72%), a quarter of the participants identify as African-American (26%), a growing number report as some other race (2%).

During fiscal year 2014, 3081 older adults received meals; 961 were served in their homes and 2120 were served in a variety of community settings. KIPDA AAAIL contracts with two caterers and three service providers. Together they spent \$1,923,600.00. On average, it cost \$1188.00 last year to support one home meal client and \$369.00 to feed a participant who eats at a congregate setting in their community at churches, community centers, senior centers, subsidized housing communities, and some adult day care centers.

The program provides sensible nutrition education as well as information about other community programs and assistance for older adults who want to access other services.

Evidence Based Health Prevention Programs

The KIPDA AAAIL Title III D Health Prevention Programs serves adults 60 years and older throughout the KIPDA region. This funding, combined with other smaller evidence based program grants, allows KIPDA AAAIL to provide meaningful healthy living programs to 1,220 older adults. We help provide Arthritis Exercise, Smoking Cessation, Health Rhythm, Chronic Disease and Diabetes Self-Management Programs, Medication Management with University of Louisville Pharmacy School, Home Medication Management Program, and Balance Classes. Many clients benefit from attending multiple programs.

21st Century Senior Centers

Senior Centers across the country are implementing new standards as well as the use of innovation and best practices and many are adopting specific areas of focus when it comes to programming, image, and marketing approach. KIPDA and its provider network are committed to promoting and facilitating cutting-edge services and have adopted service models that strategically align with the community.

Last year, KIPDA-funded senior centers implemented models that will begin their evolution into the 21st century. Research on senior centers indicates that in order to develop a 21st century senior center, we need to build strong partnerships, choose a model that fits the community, and have a governance structure that can ensure that the senior centers are constantly re-evaluating needs and adjusting programming to meet the identified needs. Some important features of the KIPDA-funded senior centers are described below:

- Shaffer Enrichment Center implemented a Life-long Learning & Arts Model due to its history of offering programs that reflect this model. This new model gave the agency opportunity to offer more of a variety of programs and to expand outside of the four walls of the senior center. With the help of the many partnerships that have been established, seniors participate in a variety of classes including, Zumba, Yoga, Tai Chi, Line Dancing, and more.
- The senior centers in Bullitt and Shelby counties have implemented the Community-centered model and have increased the number of senior center participants. Seniors enjoy attending activities at the Shelby Park Activity Center; recently, the center in Shelbyville hosted a Zumba Gold Class lead by an outside presenter. In Bullitt County, seniors attend a gym where they participate in a variety of exercise classes and really enjoy the off-site classes!
- The centers in Henry, Oldham, and Trimble counties have implemented the Community-centered model - off-site and evening activities are offered and seniors enjoy golfing, painting classes, educational programs and outings; some of the more popular programs include Silver Sneakers, Cycling Club, Walking Club, Book Club, and Arthritis Classes. Art & craft classes are offered off-site and seniors enjoy participating in a variety of programs and activities offered at the centers.
- ElderServe- the center implemented a Community-centered model and this year will continue to share their programs at other sites by introducing the senior center and hosting activities such as line dance, tai chi, arthritis exercise, and more. Seniors enjoy a range of activities and programs, some of which are provided by the senior center partners. This year the center hosted its first annual Talent Show which drew a lot of participants.
- Jewish Family & Carrier Services – this center implemented a hybrid model that incorporates components from the Wellness, Community-centered, and Life-long Learning model. JFCS has historically been operating with a collaborative model which includes a partnership with the Jewish Community Center to offer a multi-purpose program. Lifelong learning has been incorporated into center programming with book club, silk painting classes, ballroom dancing, and many more.

- Each of the senior centers in the KIPDA region has its own unique programming and each one provides an excellent opportunity for recreation and socialization.

Transportation Services

KIPDA supports transportation services to older adults in the region through a provider named Louisville Wheels. KIPDA provides funding to support **Senior Center Transportation** and **Non-Emergency Medical Transportation**. Older adults (60+) can access a ride to and from senior centers that they chose to attend within the network.

They can also access transportation to medical/health related appointments if they do not have access to transportation services through any other program or funding. To facilitate access to transportation due to the high need and limited resources, KIPDA utilizes its limited funding to do innovative projects such as travel training and a Medical Transportation Voucher program. The travel training program is done in partnership with TARC who provides travel training to older adults who are interested in learning to ride the public, fixed route buses in their community and Jefferson County where fixed route access is available.

When the older adult goes through the training, they are provided a TARC ticket to use for a period of time, helping them to get to and from the senior center, medical appointments, social occasions, shopping, and more. The Voucher program is designed to help older persons who need transportation to medical appointments but cannot access Wheels or other transportation but have someone in their life who will transport them. The voucher provides a small stipend to the driver to take them to and from their appointments.

KIPDA Counseling Core (SHIP & MIPPA)

Thousands of low-income older Kentuckians struggle to pay their prescription, health care, food, and energy costs. The Medicare Improvements for Patients and Providers Act (MIPPA) of 2008 has been instrumental in helping these disadvantaged seniors to lead healthier and more independent lives.

Under MIPPA, the KIPDA State Health Insurance Assistance Program (SHIP) also known as KIPDA Counseling Core received funding to help Medicare beneficiaries apply for the Medicare Part D Extra Help/Low-Income Subsidy (LIS) and the Medicare Savings Programs (MSPs). The KIPDA SHIP has helped qualified low-income seniors and younger adults with disabilities living in the KIPDA region submit over 577 applications for benefits that make Medicare and Prescription Drug Coverage more affordable.

SHIP counseling is also available to assist beneficiaries with questions regarding their Medicare coverage. The KIPDA region currently has 73 counselors trained to assist them with coverage comparisons, eligibility questions, billing concerns, appeals and more. The SHIP program is a local, unbiased source for information and assistance. The KIPDA SHIP has assisted over 1,872 persons with their Medicare concerns. Over 85,619 persons have been provided education and outreach regarding Medicare, Medicaid, Prescription Drug Assistance,

Social Security Benefits and more through public events. The KIPDA SHIP has participated in more than 77 events such as community health fairs, The World Fest, The Kentucky State Fair, WAVE 3 Evening News Phone Banks, WLOU Lunch with KIPDA weekly broadcast, etc.

Vulnerable Kentucky Residents Missing out

These numbers may keep growing as more people age into Medicare. Nearly a quarter million people will turn 65 in Kentucky in the next five years. The KIPDA SHIP will continue to identify low-income older adults throughout the region who may be missing out on these programs, and assist them with applying for them.

- An estimated 12,965 of seniors in the KIPDA region live on less than \$16,755 per year (150% of the 2014 federal poverty level).
- Over 46,000 Medicare beneficiaries in Kentucky are eligible for, but not receiving the Medicare prescription drug Low-Income Subsidy (LIS/Extra Help).
- Across the KIPDA region, nearly 2 out of 3 seniors who qualify for food assistance (SNAP) don't get it.

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KIPDA In-Home Service Programs

The KIPDA Homecare Program provides assessment, case management, and many in-home services and supports such as homemaking, personal care, and respite. KIPDA also supports transportation, chore, emergency alert, incontinent supplies, and lawn care to the most vulnerable of persons eligible for this service. The Adult Day Care program serves as respite, health assistance, and socialization for older adults and their caregivers. These programs assist persons 60 and older who want to stay in their home but are at risk of going into a nursing home if supportive services are not provided. KIPDA case managers and its provider network provided services to more than 950 clients in 2014.

- **Personal Care Attendant Services** - KIPDA administers and supports the Personal Care Attendant Service Program in partnership with the Center for Accessible Living. The primary intent of the Personal Care Service Program is to provide adults with disabilities who are at risk of institutional care the opportunity to live within their own homes and communities. Persons served in this program are assisted in independent living by the provision of a subsidy to assist in securing personal assistance services.
- **KIPDA Medicaid Waiver Programs** - The Consumer Directed Option Program (CDO) has now been in place at KIPDA since 2006. CDO is a Medicaid waiver program for elderly and/or disabled individuals in need of services. CDO differs from traditional waiver programs by allowing participants to have control in decisions about their care and services they receive through the Medicaid waiver. The team currently consists of twelve support

brokers providing case management to Home and Community Based (HCB) Waiver consumers, two specialized support brokers, one who provides case management to Money Follows the Person (MFP) consumers and one who processes new cases after the initial assessment pending approval of service. The team also includes three Supports for Community Living (SCL)/Michelle P Waiver (MPW) case managers, an intake and eligibility coordinator, a RN who completes and reviews assessments, two support staff and the program supervisor.

KIPDA is now serving over 500 HCB Waiver consumers and is averaging five to seven new referrals each week. In addition, our case managers are providing services to 82 MPW consumers and 10 consumers on the SCL2 Waiver. The SCL2 and MPW waivers are similar in that individuals must have an intellectual disability to qualify for the waiver.

KIPDA Family Caregiver Support Program

Family Caregiver Support Program was developed nationally by mandate of the Older Americans Act, Title III-E, and amended 2000. The federal Administration on Aging provides funding to each state to develop a multifaceted support system for family caregivers. KIPDA with funding from the Department for Aging and Independent Living has established a family caregiver program, which serves the seven county areas of Jefferson, Bullitt, Henry, Spencer, Shelby, Trimble and Oldham Counties. Persons eligible for this program are caregivers caring for someone over the age of 60 or an individual under the age of 60 with a diagnosis of early onset dementia. This program also serves grandparents or relative 55 years of age or older caring for a child 18 and under; and individuals 60 years of age or older providing care to someone age 18 or under with Mental Retardation and Developmental Disabilities.

KIPDA provides the following services for Family Caregivers: Information and Assistance for caregivers in locating and arranging for services; Caregiver counseling, training and support groups; Respite in the form of in-home, day care or possibly in a residential setting; and filling in gaps in supplemental services to complement care given by caregivers. KIPDA has established a Voucher Program to assist family caregivers in the areas of Respite and Supplemental Services and contracts with two agencies to assist with the provision of family caregiver services throughout the region. These agencies are Jewish Family and Career Services, and the Legal Aid Society.

KIPDA Grandparents Raising Grandchildren Program

The Kentucky Caregiver Program (KCP) is a State General fund program that was launched in 2006. The KCP program was created to provide supportive and supplemental services to low-income grandparent caregivers that have the primary responsibility of raising their grandchildren in the absence of the biological parents. The supportive services offered include: Access to community resources, Counseling services, Support groups and Training opportunities. The supplemental services offered include: Access to the vouchers and/or grants system, that assist with purchasing school supplies, clothing and furniture, Legal services, Respite services, and Medical and dental and other services authorized by KIPDA.

KIPDA District Long Term Care Ombudsman Program Update

For over 20 years, KIPDA region long term care facility residents and loved ones have benefitted from KIPDA's partnership with Catholic Charities in providing our District Long Term Care Ombudsman Program (DLTCOP). The need for DLTCOP programs across the country resulted from the tremendous growth in the nursing home industry, spurred on by the implementation of public funding via newly established Medicare and Medicaid in 1965. Throughout the next decade, documentation surfaced that exposed a proliferation of abuse, neglect, and substandard conditions in nursing homes. In response, a new federal office was established to oversee all programs related to nursing homes. This office developed what we know as the LTCOP. In 1978, amendments to the Older Americans Act strengthened the program and mandated that every state provide an LTCOP. Kentucky laws and regulations define our LTCOP.

Through Catholic Charities staffing, the KIPDA DLTCOP comprises a DLTCO along with five staff LTCO, as well as 25 additional Volunteer LTCO. All are vetted and trained according to Kentucky regulations. The LTCOP members are trained to: Receive, investigate, and assist nursing home residents with resolving complaints; Educate residents about their rights and responsibilities; Empower residents and families to discuss concerns with nursing home staff; Provide information regarding long term care programs and services; Advocate for improvements in state and federal laws and regulations; Represent resident's interests before governmental agencies; Identify and seek to remedy gaps in facility government, community services, etc. Respect the privacy and confidentiality of nursing home residents.

The KIPDA district currently holds 109 long term care facilities containing 6,996 available beds.

KIPDA Rural Diabetes Coalition

The KIPDA Rural Diabetes Coalition was established in 2011 to address type 2 diabetes in people 50 and older in Bullitt, Shelby, and Henry Counties. The KRDC has been supported through a \$2.5 million federal grant from the CDC that KIPDA received as a part of the National Program to Eliminate Diabetes Related Disparities. This facilitates implementation of interventions designed to improve the health of people with diabetes in these counties:

- **Stanford Diabetes Self-Management Program**
- **Diabetes Education Community Event Days**
- **Large continuing medical education event held for health care professionals**
- **Outreach and Education Activities designed to engage the community as a whole**
- **Intentional and Deliberate Advocacy**
- **Diabetes Peer Mentor Program**
- **Distribution of Patient Packets for health care professionals to distribute to patients with diabetes**
- **Annual Tri-County Walk held with nearly 200 walkers attending**

The KRDC has established many useful interventions and has coordinated multiple health-related and diabetes educational opportunities in these three counties. KRDC is now exploring sustainability options, including developing a business plan and engaging potential future funders to continue the work that has been established:

- **Bullitt County Diabetes Educational Day**
- **Bullitt County diabetes educational day**
- **DSMP class participants**
- **DSMP Class participants**
- **Live Empowered class participants**

KIPDA kynector Program

In July of 2012, Governor Beshear signed an Executive Order forming the Kentucky Health Benefit Exchange for the purpose of administering the Affordable Care Act and making health insurance available and accessible to the citizens of the Commonwealth. As part of this initiative the KHBE issued an RFP to engage community based organization to serve as In-Person Assisters or kynectors in geographic regions to help people access and to also provide outreach and education services related to the Affordable Care Act, the Kentucky Health Benefit Exchange and kynect. KIPDA applied and was awarded a contract to serve the KHBE Medicaid Region 3 which covers 16 counties including all seven counties in the KIPDA region.

The KIPDA kynector Program launched prior to the first ACA Open Enrollment Period which began October 1, 2013. KIPDA worked diligently to staff a kynector team to cover all six counties including partnering with the Lincoln Trail Area Development District to help cover the eight southern counties of Region 3 which serves as the LTADD region. The kynector team was trained and equipped with information and tools need to effectively serve the region, assisting the uninsured access health insurance. It was a very aggressive initiative which proved to serve the region well.

As of 2012, there was an estimated 640,000 individuals in the state of Kentucky that were uninsured. This is 15.5% of the total population. Of that total, almost 175,000 uninsured were noted as being in the KIPDA service area for the Kentucky Health Benefits Exchange. Percentage of uninsured by Kentucky counties are listed in the figure below.

Advocacy

Another primary function of KIPDA as the AAAIL/ADRC is to advocate. Advocacy is provided at various levels. KIPDA supports advocacy efforts for systems and program change that will support and help all persons in its communities to age in place and have quality of life. KIPDA staff also engages in individual advocacy, assisting its clients with accessing the programs and services they need to help them live in the environment of their choice.



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Bev Claxon, Administrative Secretary
Crystle Chisholm, Receptionist
Jennifer Martinez, Purchasing Secretary

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JR Chisholm, Database Technician
Nicole Flowers, Database Technician
Paul Sangalli, Computer Specialist

Division of Finance

Tom Pope, Director of Finance
Debbie Brown, Medicaid Bill/File Maintenance Clerk
Barbara Chilton, Accounting Technician II
Soua Dietsch, Medicaid Billing Clerk
George Earl, Accountant
Lynn Evans, CDO Accounting Supervisor
Jan Fortney, Fiscal Officer
Don Quaid, CDO Accounting Technician II

Division of Public Administration

Jarrett Haley, Director of Public Administration
David Abell, Regional Planner
Eric Dennison, Public Administration Specialist
Felicia Harper, Economic Development Specialist

Transportation Division

Larry Chaney, Director of Transportation

Transportation Planning

David Burton, Transportation Planner III
Ashley Davidson, Community Outreach Specialist
Amanda Deatherage, Transportation Planner I
Randall Embry, Rural Transportation Planner
Gina Guiles, Transportation Administrative Technician
Mary Lou Hauber, Transportation Planner III
Lori Kelsey, Transportation Planner III
Andy Rush, Transportation Planner II
Randy Simon, Transportation Planner III

Commuter Services

Stacy Burton, Alternative Transportation Program Manager
Melissa Bennett, Alternative Transportation Technician
Elizabeth Bowling, Alternative Transportation Marketing Representative
Alicia Lawson-Russ, Alternative Transportation Technician
Kit Lindsay, Van Maintenance Coordinator
Patrick Weis, Van Maintenance Technician

Geographical Information Systems (GIS)

Adam Forseth, GIS Department Manager
Mike Clair, GIS Specialist
Zach Herzog, GIS Specialist
Aaron Jones, GIS Specialist

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Molly Dobson, Contracts and Budget Planner
Sue Johnson, Nutrition/Social Services Planner
Patrice McGhee, Social Services Planner
Anne Peak, Social Services Planner
Vicki Polo, Social Services Planner
Vesselina Romanov, Social Services Planner
Susan Travis, Social Services Secretary
Charles Turner Jr., Quality Management Planner

Center for Disease Control and Prevention (CDC)

Teresa McGeeney, CDC Project Manager
Ginger Gault, CDC Diabetes Peer Mentor
Diane Goodwin, CDC Diabetes Peer Mentor
Sheila Harber, HomeCare Secretary/CDC Technician
Luana Hester, CDC Diabetes Peer Mentor
Patrick Wieger, CDC Diabetes Peer Mentor
Kathleen Wright, CDC Diabetes Mentor

Aging and Disability Resource Center (ADRC)

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Meredith Eskridge, ADRC Specialist III
Lisa McDonald, ADRC Specialist I

Social Services Support Staff

Kim Chambers, Social Services Support Staff
Cathy Kilgore, Social Services Support Staff
Lynn Williams, Social Services Support Staff

KIPDA kynect Program

Kelli Cauley, In-Person Assister Team Leader
Jaye Allen, In-Person Assister
Mia Anderson, In-Person Assister
Yasmeen Chaudhry, In-Person Assister
Christie Hartlage, In-Person Assister
PaKou Her, Outreach/Education Coordinator
Melissa McCreedy, In-Person Assister
James McGown, KHBE Security Reporting
Rensha Reeder, In-Person Assister



HomeCare Case Managers

Evelyn Tinker, HomeCare Coordinator
Carla Alvis, Case Manager
Christy Cook, Case Manager
Olivia Crossland, Case Manager
Colleen Curran, Case Manager
Nancy Gordon, Case Manager
Mosezella Jones, Program Assessor
Ruth Montgomery, Program Assessor
Jeneen Noah, Program Assessor
Greg Perdue, Case Manager/Assessor
Gay Sweatt, Case Manager
Rita Wells, Case Manager

Consumer Directed Options (CDO)

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Jennifer Allen, CDO Support Broker
Jeffrey Aubin, CDO Support Broker
Suzanne Bittenbender, CDO Support Broker
LaKeshia Blanton, CDO Support Broker
Garna Cecil, CDO Support Broker
Alice Davis, CDO Support Broker
Jennifer Davis, CDO Secretary
Jessica Delafield, CDO Support Broker
Jessica Elkin, CDO Intake and Eligibility Coordinator
Dia Erpenbeck, CDO Support Broker
Rose Leary, CDO Support Broker
Jade Lynn, CDO Support Broker
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Kathy Morrison, CDO Support Broker
LaQueshia Ramsey, CDO Support Broker
Jamie Richardson, CDO Support Broker
Irene Schuble, CDO Support Broker
Jacqueline Watkins, CDO Support Broker
Evelyn Woock, CDO Support Broker

KENTUCKIANA REGIONAL PLANNING AND DEVELOPMENT AGENCY

WHEREAS, as of August 13, 1973, as amended as of January 23, 1975, by and between:

Charlestown, Indiana; Clark County, Indiana; Clarksville, Indiana; Floyd County, Indiana; Jeffersonville, Indiana; New Albany, Indiana; Bullitt County, Kentucky; Henry County, Kentucky; Jefferson County, Kentucky; Jeffersontown, Kentucky; Louisville, Kentucky; Oldham County, Kentucky; Shelby County, Kentucky; Shively, Kentucky; Spencer County, Kentucky; St. Matthews, Kentucky; Trimble County, Kentucky.

Entered into a Charter (also known as compact) of voluntary cooperation for improvement of local government within their region; and

WHEREAS, since that date the aforesaid parties to that compact have operated cooperatively, and

WHEREAS, on January 6, 2003 the form of local government for Louisville and Jefferson County, Kentucky by vote of the people was consolidated,

WHEREAS, the parties to this compact, units of local government within the KENTUCKIANA REGION, bear a common responsibility and share a common desire to coordinate the activities of their respective governmental units, in order to handle efficiently and effectively numerous problems resulting from rapid growth and change within the Region, and to promote orderly development; the said units of local government do hereby join together in a compact of voluntary cooperation, and for that purpose they do establish a regional planning and development organization, hereinafter referred to as the AGENCY, and do make these articles;

NOW THEREFORE, it is agreed as follows:

I. NATURE OF THE COMPACT –

This compact is intended to promote the coordination of functions and programs between two or more units of local government through formal and informal arrangements which are voluntary and jointly operated, but within existing political structures. All members, units of local government within the REGION, enter into this compact within the framework of the following two controlling principles.

- a. A recognition of the legal and governmental status of all member units, and that nothing contained in this compact shall authorize the AGENCY to intervene in matters which are deemed by any member unit as a matter of a local nature and clearly totally within the local jurisdiction of the member unit so claiming, unless a such potentially affected member unit shall consent to its consideration.
- b. Since the AGENCY is being established to facilitate and not to supplant or replace the local planning process, the AGENCY shall be authorized to act only in reference to those matters of a regional character, that is matters clearly

transcending in substantive impact the boundaries of at least two member units and matters with substantive impact upon only one member unit when said single member unit so requests the AGENCY.

II. PURPOSE OF THE COMPACT –

- a. To carry on a continuing comprehensive planning and development program which supplements and coordinates but does not duplicate the programs of the member units, nor work in contravention of any program of any member unit which has substantive impact only on such a member unit.
- b. To study such regional governmental problems common to two or more members as is deemed appropriate, including but not limited to matters affecting health, safety, welfare, education, economic conditions, social, environmental and regional development, and to sponsor joint coordinated planning programs at the request of two or more member units.
- c. To promote cooperative arrangements and coordinate action among members and to set regional policies and priorities in cooperation with the planning bodies of member units and the member units themselves.
- d. To make recommendations for review and action to the members and other public agencies which perform functions within the region, affecting the area;
- e. To serve as a clearinghouse and forum for the mutual benefit of the members and other interested parties, and for information and solutions concerning common problems, and concerning federal, state and local services available to assist in the solution of those problems.

III. FUNCTIONS AND POWERS –

- a. The AGENCY may discuss any questions or any matters within the scope of its stated purposes, and make recommendations for action to the governmental units involved in any such questions or matters.
- b. Members and non—members, governmental units and quasi— governmental agencies or citizens of the Region may bring matters involving intergovernmental cooperation to the attention of the AGENCY for discussion and possible recommendation.
- c. The AGENCY may request any governmental unit or agency — federal, state or local— to act upon its recommendations if such is deemed to be in the interests of the AGENCY any/or its member units, but such a request shall not be deemed legally binding upon any of the member units.
- d. The AGENCY may promote agreements between members or non-members governmental units as is deemed appropriate to further intergovernmental cooperation.
- e. The AGENCY may initiate and/or request studies deemed necessary to further understanding of any matters or problems under consideration by the AGENCY.
- f. The AGENCY shall encourage contributions of research assistance from private research organizations, civic foundations— institutions of higher learning and other organizations.

- g. The AGENCY by action of the AGENCY Policy Body may establish an operating budget to meet expenses of approved programs. All such expenditures, if any, shall be authorized by each member government unit, and shall be borne by the member units in proportionate shares as determined by the AGENCY.
- h. The AGENCY may establish or designate any such committees or advisory groups it deems necessary to assist the carrying out of its purposes and functions.
 - 1. The AGENCY shall authorize and define the powers and duties of all committees and advisory groups so established. The AGENCY shall designate the membership of such committees or advisory groups and shall provide for the selection of a chairman for each of these groups and other personnel deemed necessary.
 - 2. Recommendations and other actions of committees or advisory groups established under this Section are not binding on the AGENCY unless adopted by the AGENCY Policy Body.
- i. The AGENCY may appoint an Executive Director and other staff positions to carry out administrative functions under the direction of the AGENCY, all to serve at the discretion of the AGENCY.
- j. The AGENCY shall keep accurate minutes of its proceedings and shall make periodic reports concerning its activities to member units and other interested parties
- k. The AGENCY may incorporate and, whether or not incorporated, shall have the authority to enter into contracts to receive funds and to expend funds received from the United States of America, the States of Kentucky and Indiana, their departments, agencies or instrumentalities, or from any governmental unit whether participating in the AGENCY or not or from private sources. It is intended that the AGENCY shall qualify as a “Public Body”, and a “Public Agency.”
- l. It is understood that they and all contractual obligations within the scope and purpose of the AGENCY, which are in effect at the date of creation of the AGENCY, and which are binding on the constituent, merging organizations (i.e., Falls of the Ohio Council of Governments and/or the Jefferson Area Development District), will be assumed and undertaken by the AGENCY. The ADD and the COG shall continue as corporate entities until such time as the “Public Agency” legal status of the AGENCY has finally established and the existing contracts by the ADD and the COG with state and federal agencies have been so amended as to provide for succession by the AGENCY to the ADD and/or the COG to said contracts.

IV. MEMBERSHIP AND AUTHORITY –

a. AGENCY Policy Body

The member units of the AGENCY shall consist of as many of the counties of the region (and their municipalities) as so choose to participate, in accordance with the following formula;

- 1. All existing elected officials who now compose the Policy Body of the Council of Governments (i.e., the Mayors of Charlestown,

Jeffersonville, and New Albany, Indiana; President of Town Board of Clarksville, Indiana President of the County Boards of Commissioners of Clark and Floyd Counties, Indiana; Mayors of Louisville/Jefferson County Metro Government (KRS 676.101(6), Jeffersontown, Shively, and St. Matthews, Kentucky). There will also be a representative of the Jefferson League of Cities appointed annually by the League to serve on the Policy Board each calendar year. There will also be a regional minority representative appointed by the KIPDA Board Chairperson each calendar year.

2. In addition, the County Judge and one additional elected official within the county as appointed by the County Judge from each of the Kentucky counties of Bullitt, Henry, Oldham, Shelby, Spencer and Trimble. If the County Judge from any of the six counties fails to designate an appropriate elected official to serve, the County Judge may appoint any appropriate citizen from his county to serve with full voting rights. (Note, however, that such a citizen cannot vote on the "one—man—one—vote" basis; in which case the County Judge would vote for the population of his entire county.) The citizen appointee may serve on the AGENCY Policy Body and/or the "Executive Committees," and the duration of their term is at the discretion of the appointing county judge.
3. Any member may designate an alternative to serve in his absence with full voting rights provided that such designation is made in writing to the Board Chairperson.
4. There will be a representative/s appointed by the KIPDA Chair each calendar year to meet the requirements of the Economic Development Administration's guidelines to qualify Kentuckiana Regional Planning and Development Agency (KIPDA) as an Economic Development District (EDD).

b. Executive Committee Structure

There would be three distinct Executive Committees through which final actions may under certain conditions be taken for the full AGENCY Policy Body.

1. "Metropolitan Executive Committee:" Composed of those members on the AGENCY Policy Body from KIPDA M.S.A. Counties.
2. "Extra-Metropolitan Executive Committee:" Composed of those members on the AGENCY Policy Body from KIPDA Non-M.S.A. counties.
3. "Administrative Executive Committee:" composed of the Chairperson of the AGENCY Policy Body, the Metropolitan Executive Committee, and the Extra-Metropolitan Committee.

c. Authority

1. Any major or regional action by the AGENCY must be taken by the AGENCY Policy Body as an affirmative simple majority vote

by a quorum (e.g., the AGENCY’S annual work programs and budgets, etc.).

2. When the AGENCY is requested by a state or federal agency or by a member unit to review a project, action by the AGENCY in such a review shall be taken by the AGENCY through action by the Metropolitan Executive Committee for those matters affecting only communities within the KIPDA M.S.A., by the Extra-Metropolitan Executive Committee for those matters affecting only communities not within the KIPDA M.S.A., and by the AGENCY Policy Body for those matters substantially affecting communities within and communities not within the KIPDA M.S.A.
3. The aforementioned Administrative Executive Committee may be empowered to act for the full AGENCY Policy Body in areas of a minor or routine nature (e.g., budgetary and contractual amendments, etc.) and when emergency situations warrant.

V. VOTING –

- a. Each member of the AGENCY Policy Body shall have one vote, except for the procedures followed when the “one-man-one-vote” provision is invoked, infra.
- b. Regular decisions of the AGENCY and of its Executive committees shall be made by an affirmative majority vote of those present, if constituting a quorum. A quorum shall consist of 50 percent or more members.
- c. Decisions of the AGENCY which involve specific recommendations for agreement for cooperative endeavors between two or more participating member governments shall require an affirmative vote of those participating members, as well as an affirmative majority vote as provided in Section V-B, supra.
- d. “One—man—one ‘vote’ invocability
 1. At the election of 25 percent or more of the members of the AGENCY Policy Body, or one or more members of the AGENCY Policy Body who represent 25 percent or more of the AGENCY’S constituent population (based upon the most recent decennial census, U.S. Department of Commerce, Bureau of Census), there shall be a weighted vote proportional to population. In such cases only the elected officials, set forth by the Charter of KIPDA, (or a person designated in writing by that elected official) shall vote. (i.e., AGENCY Policy Body members who are appointed citizens and the representative of the Jefferson League of Cities and regional minority representative would not vote). The Mayor of Louisville and Jefferson County Metro Government will vote all of Jefferson County, Kentucky’s population. The County Judge/Executives of Bullitt, Henry, Oldham, Shelby, Spencer and Trimble counties in Kentucky will vote the respective county population. The Mayors of Charlestown, Jeffersonville, and New Albany in Indiana, will vote their population. The President of the Floyd County and The President of the Clark County Board of

Commissioners will vote the remaining population in their respective counties. In the event a KIPDA non-M.S.A. county is represented by the County Judge/Executive and a citizen appointee, the County Judge/Executive shall vote in proportion to his county's entire population with all population weighting of votes based upon the most recent decennial census, U.S. Department of Commerce, Bureau of Census. No vote shall be so taken, however, without at least seven (7) days written notice to all elected AGENCY Policy Body members. This procedure may be invoked on either the AGENCY Policy Body or the Metropolitan and Extra-Metropolitan Executive Committees.

2. Simultaneously there will be a regular vote by the AGENCY Policy Body (as in V-B, supra) on this same issue before any corresponding AGENCY decision can be deemed to have passed (i.e., the decision requires the concurrent majorities of both the votes on the regular basis, and on the 'one-man-one-vote' basis)

VI. PROCEDURE –

- a. The AGENCY shall meet at regular sessions and such special sessions as may be deemed necessary.
- b. The AGENCY shall elect from its membership a Chairman and such other officers as it deems necessary, all to serve for a period of one year from the first day of January of each year.
- c. The AGENCY may create committees iron within its membership, or otherwise organize itself as is deemed appropriate.
- d. The AGENCY shall establish an agenda to be followed at all meetings. Notice of meetings, regular or special, together with that agenda, shall be furnished to all members not less than seven days prior to any such meeting.
- e. The AGENCY shall keep an official record of all regular and special meetings, which shall be open to public inspection.
- f. The "record" of any formal vote by the AGENCY Policy Body, or an Executive Committee, shall, if so formally requested by any AGENCY Policy Body member, include the basis for and the substance of any minority dissent
- g. The AGENCY may adopt further rules and procedures as it deems necessary.

VII. AMENDMENTS –

Amendments to this compact, except as to its membership, shall be made effective by an affirmative vote of not less than three—fourths of the members. Amendments to this compact as to its membership shall be suede effective by a majority vote. Any amendment to this compact, including an amendment as to membership, shall be submitted in writing to each member at least fifteen (15) days prior to the meeting at which such amendment is to be voted upon.

VIII. RATIFICATION –

This compact shall become effective upon approval by the chief executive officers of the participating member units of local government, and upon the signing of this document by those officers.

IN WITNESS THEREOF, the Parties have caused this agreement to be executed and their signatures hereon to be affixed as of the day and year first above written.

147A.050 Area development districts created.

There is hereby created and established in the Commonwealth fifteen (15) area development districts consisting of the following counties:

- (1) *Purchase Area Development District* which shall include the counties of Ballard, Carlisle, Hickman, Fulton, McCracken, Graves, Marshall, and Calloway;
- (2) *Pennyrile Area Development District* which shall include the counties of Livingston, Crittenden, Lyon, Caldwell, Hopkins, Muhlenberg, Trigg, Christian and Todd;
- (3) *Green River Area Development District* which shall include the counties of Union, Henderson, Webster, McLean, Daviess, Ohio and Hancock;
- (4) *Barren River Area Development District* which shall include the counties of Logan, Simpson, Butler, Warren, Edmonson, Hart, Barren, Allen, Metcalfe and Monroe;
- (5) *Lincoln Trail Area Development District* which shall include the counties of Breckinridge, Meade, Grayson, Hardin, Larue, Nelson, Washington, and Marion;
- (6) *Jefferson Area Development District* which shall include the counties of Bullitt, Henry, Jefferson, Oldham, Shelby, Spencer and Trimble;
- (7) *Northern Kentucky Area Development District* which shall include the counties of Boone, Kenton, Campbell, Carroll, Gallatin, Owen, Grant and Pendleton;
- (8) *Buffalo Trace Area Development District* which shall include the counties of Bracken, Mason, Robertson, Fleming and Lewis;
- (9) *Gateway Area Development District* which shall include the counties of Rowan, Bath, Montgomery, Menifee, and Morgan;
- (10) *Fivco Area Development District* which shall include the counties of Greenup, Boyd, Carter, Elliott, and Lawrence;
- (11) *Big Sandy Area Development District* which shall include the counties of Johnson, Magoffin, Martin, Floyd, and Pike;
- (12) *Kentucky River Area Development District* which shall include the counties of Wolfe, Owsley, Lee, Breathitt, Leslie, Perry, Knott, and Letcher;
- (13) *Cumberland Valley Area Development District* which shall include the counties of Jackson, Rockcastle, Laurel, Clay, Knox, Whitley, Bell, and Harlan;
- (14) *Lake Cumberland Area Development District* which shall include the counties of Taylor, Adair, Green, Casey, Russell, Pulaski, Clinton, Cumberland, Wayne, and McCreary; and
- (15) *Bluegrass Area Development District* which shall include the counties of Anderson, Franklin, Woodford, Mercer, Boyle, Lincoln, Garrard, Jessamine, Fayette, Scott, Harrison, Bourbon, Nicholas, Clark, Madison, Powell, and Estill.

History: Created 1972 Ky. Acts ch. 125, sec. 1.

147A.060 Board of directors for each district -- Appointment -- Terms -- State officers and members of General Assembly may serve only in advisory capacity.

There shall be in each area development district a board of directors. The composition of the board and the terms and appointments of its members in each district shall be specified by administrative regulation promulgated by the Department for Local Government in accordance with KRS Chapter 13A. The designee of a mayor or county judge/executive shall be a member of the designator's respective legislative body or their staff. Other persons who are not elected officials or members of their staffs may be designated as representatives with the consent of that body. The Department for Local Government, in specifying the composition of the board, shall conform to applicable federal requirements. A person who is a state officer, a deputy state officer, or a member of the General Assembly may serve only in a nonmember advisory capacity to the board of directors of an area development district. An area development district board of directors shall notify legislators of the provisions of this section and of their right to participate in the activities of the area development district. If a legislator chooses to participate in accordance with this section, the area development district shall send meeting notices to that legislator at the same time board members are notified of the meetings.

Effective: July 15, 2010

History: Amended 2010 Ky. Acts ch. 117, sec. 12, effective July 15, 2010. -- Amended 2007 Ky. Acts ch. 47, sec. 73, effective June 26, 2007. -- Amended 2000 Ky. Acts ch. 450, sec. 1, effective July 14, 2000. -- Amended 1998 Ky. Acts ch. 69, sec. 58, effective July 15, 1998. -- Amended 1984 Ky. Acts ch. 187, sec. 1, effective July 13, 1984. -- Amended 1978 Ky. Acts ch. 155, sec. 69, effective June 17, 1978. -- Amended 1974 Ky. Acts ch. 74, Art. II, sec. 9(4). -- Created 1972 Ky. Acts ch. 125, sec. 2.

147A.070 Appointment of executive director -- Election of executive committee, duties.

(1) The board of directors in each district may appoint an executive director and fix his salary. The executive director shall perform, in the name of the board, such functions and duties and may exercise such authority of the board as the board may delegate to him.

(2) The board of directors in each district may elect from its membership an executive committee and delegate to the committee any of the following duties:

- (a) To employ such staff members as may be required for the operations of the district;
- (b) To manage the financial assets and obligations of the district;
- (c) To guide the activities of the district between meetings of the board; and
- (d) To perform such other duties as the board might delegate to it.

History: Created 1972 Ky. Acts ch.125, sec.3.

147A.080 Powers of board of directors.

Each board of directors shall have the power and authority to:

- (1) Adopt and have a common seal and alter the same at pleasure;
- (2) Sue and be sued;
- (3) Adopt bylaws and make rules and regulations for the conduct of its business;
- (4) Make and enter into all contracts or agreements necessary or incidental to the performance of its duties;
- (5) Provide upon request basic administrative, research, and planning services for any planning and development body located within the district;
- (6) Accept, receive, and administer loans, grants, or other funds or gifts from public and private agencies including the Commonwealth and the federal government for the purpose of carrying out the functions of the district;
- (7) Expend such funds as may be considered by it to be advisable or necessary in the performance of its duties;
- (8) Acquire, hold as may be necessary and convenient, encumber, or dispose of real and personal property, except that no board shall have the power of eminent domain;
- (9) Charge fees, rents, and otherwise charge for services provided by the board, except that no board shall have any power to levy taxes;
- (10) Enter into interlocal agreements or interstate compacts to the extent authorized by laws of the Commonwealth. An area development district organization shall be deemed a "public agency" as defined by the Interlocal Cooperation Act in KRS Chapter 65;
- (11) Promote, organize, and advise special districts or other authorities in accordance with laws of the Commonwealth and act as the regional clearinghouse for such programs and projects as prescribed by federal regulation;
- (12) Perform such other and further acts as may be necessary to carry out the duties and responsibilities created by KRS 147A.050 to 147A.120.

Effective: June 17, 1978

History: Amended 1978 Ky. Acts ch.384, sec.29, effective June 17, 1978. --
Created 1972 Ky. Acts ch.125, sec.4.

147A.090 Duties of board of directors.

Each district board of directors shall have the power, duty, and authority to:

- (1) Establish such functional advisory committees as may be necessary and advisable. These functional advisory committees shall be organized to meet such guidelines as may be required for federal or state assistance;
- (2) Conduct the necessary research and studies and coordinate and cooperate with all appropriate groups and agencies in order to develop, and adopt and revise, when necessary, a district development plan or series of plans, including, but not limited to, the following districtwide plan elements: goals and objectives; water and sewer; land-use; and open space and recreation. Such plans shall serve as a general guide for public and private actions and decisions to assure the development of public and private property in the most appropriate relationships;
- (3) Prepare annually a report of its activities to the cities and counties within the district, the legislature, and the Governor. The board shall make copies of the report available to members of the public within the district; and
- (4) Comply with the provisions of KRS 65A.010 to 65A.090.

Effective: March 21, 2013

History: Amended 2013 Ky. Acts ch. 40, sec. 56, effective March 21, 2013. --
Created 1972 Ky. Acts ch.125, sec.5.

147A.100 Allocation of funds.

The Finance and Administration Cabinet shall, subject to the availability of funds, allocate funds to each district for the purpose of carrying out the district's responsibilities and for matching federal and local funds.

History: Amended 1974 Ky. Acts ch.74, Art.II, sec.9(4). –
Created 1972 Ky. Acts ch.125, sec.6.

147A.110 District projects and property exempt from taxation.

As a public body, no area development district board shall be required to pay taxes or assessments upon any project or upon any property acquired or used by it or upon the income or proceeds therefrom.

History: Created 1972 Ky. Acts ch.125, sec.7.

147A.120 Limitation on districts' functions, powers and duties.

Nothing in KRS 147A.050 to 147A.120 shall be deemed to limit or authorize the limitation in any manner of the functions, powers, or duties of any department or agency of the Commonwealth or of any political subdivision. Nor shall anything in KRS 147A.050 to 147A.120 authorize the Finance and Administration Cabinet or an area development district to perform or discharge any powers, duties, or functions now reposed, or which may hereinafter be reposed, by law in the Kentucky Department of Education, local school districts, or other educational institutions.

History: Amended 1974 Ky. Acts ch.74, Art.II, sec.9(4).Cr 1972 Ky. Acts ch.125, sec.8.

147A.125 Regional planning council.

- (1) Except as set forth in subsection (8) of this section, each area development district shall establish a regional planning council to act in an advisory capacity on planning matters throughout the district.
- (2) The regional planning council shall be composed of one (1) representative from each planning unit in the area development district. Each representative shall be appointed annually by the planning commission of each planning unit in the district. To be eligible for appointment to the council, a person shall be a member of the planning commission, or the planning commission's professional staff.
- (3) At its first regular meeting in each year, the council shall elect from its membership a president and vice president. The vice president shall have the authority to act as president of the council during the absence or disability of the president.
- (4) The council shall meet at the call of the president, but at least quarterly in each year.
- (5) To insure compatible treatment of planned development throughout the district, the council may review comprehensive plans of planning units within the district for regional impact, may develop regional transportation, infrastructure, and land use plans for the district, and may make recommendations regarding the regional impact of proposed comprehensive plans and plan amendments of planning units within the district.
- (6) The area development district shall provide staff and technical support as requested by the council. Existing land use planning services and functions of the area development district shall be placed under the direction and control of the council.
- (7) The council may offer training and education opportunities in the area of planning and zoning matters to planning commission members and staff in the district.
- (8) The requirements of this section shall not apply to any area development district in which fifty percent (50%) or more of the population resides in cities or counties which participate in a regional planning authority, council of governments, or other agency which is authorized to perform regional planning functions as described in this section.

Effective: July 13, 1990

History: Created 1990 Ky. Acts ch.362, sec.9, effective July 13, 1990.

147A.140 District preparation of solid waste management plan.

In addition to its other powers, each area development district may prepare a solid waste management plan emphasizing regional alternatives for reduction, collection, transportation, and disposal for a local government which authorizes the preparation of the plan, but shall not have authority to implement the area plan.

Effective: February 26, 1991

History: Created 1991 (1st Extra. Sess.) Ky. Acts ch.12, sec.7, effective February 26, 1991.

109 KAR 5:010. District boards; directors, terms.

RELATES TO: KRS Chapter 147A

STATUTORY AUTHORITY: KRS 147A.060

NECESSITY, FUNCTION, AND CONFORMITY: KRS 147A.060 requires that the composition of the Board of Directors and the terms of its members in each district shall be specified by administrative regulation issued by the Department for Local Government.

Section 1. Definitions.

- (1) "Area Development Districts" means the fifteen (15) Area Development Districts as set out in KRS 147A.050.
- (2) "Board of Directors" means the boards of directors established in each area development district as set out in KRS 147A.060 to 147A.090.

Section 2. Composition. The board of directors of each area development district shall consist of the categories and memberships as hereinafter enumerated, and the composition characteristics hereinafter specified, including geography and interest groups. A majority of the board of directors of each area development district shall be composed of elected officials.

Section 3. Board Membership.

- (1) The county judge/executive of each county located within the area development district shall be a member of the board of directors.
- (2) A mayor of at least one (1) incorporated city in each county located within the area development district shall be a member of the board of directors.
 - (a) The mayor of each city of the first, second or third class located in the area development district shall be a member of the board of directors.
 - (b) If any county within the area development district has an incorporated city below the third class, the mayor of such city shall be a member of the board of directors; and if more than one (1) incorporated city below the third class is located within a county of the area development district, the board of directors shall establish a procedure by which the mayor(s) will be selected.
- (3) Elected officials, provided for in subsections (1) and (2) of this section, may authorize by letter alternates to represent their interests on the board of directors. A person so designated shall serve at the pleasure of the elected official who designated him or her, and any action taken or vote cast by a designated alternate shall be considered the action or vote of the designating elected official. The designee of a mayor or county judge/executive shall be a member of the designator's respective legislative body or their staff. Other persons who are not elected officials or their staff may be designated as a representative with the consent of that body.

(4) The elected officials provided for in subsections (1) and (2) of this section shall select citizen members in accordance with the following:

(a) A citizen member must reside within the area development district and shall have demonstrated an interest in regional development and/or public service.

(b) The distribution should be fair among the counties of the area development district.

(c) Provision shall be made for reasonable representation of the larger minority group(s), females, low-income citizens and the principal economic interests of the district. Such representation may be provided by elected officials or citizen members of the board.

(5) The board of directors may make provision for additional elected officials to serve on the board. At least one (1) resident member of the House of Representatives and/or one (1) resident member of the Senate shall be offered such board membership under conditions established by the board of directors. Such members need not be considered in determination of a quorum.

Section 4. Advisory Committee Chairman. The chairmen of functional advisory committees of the board of directors may serve as members of the board of directors.

Section 5. Elections; Tenure.

(1) Elected public officials shall serve on the board of directors of each area development district during the tenure of their public office.

(2) Citizen members shall be individually selected to the board of directors for terms not to exceed three

(3) years; provided, such citizen members may be eligible for election to additional terms as the board of directors shall provide.

(3) Citizen board membership shall terminate on expiration of a term, board acceptance of a resignation, or change of residence to locality outside the area development district.

(4) The board of directors may declare a citizen membership vacant when a member has failed, without reason, to attend three (3) successive regular or special meetings of the board.

Section 6. Officers.

(1) The board of directors of each area development district shall elect the following officers: a chairman, a vice chairman, a secretary, a treasurer, and such other officers as the board may deem necessary. The office of secretary and treasurer may be combined. Each officer shall be elected for a term of one (1) year. No member shall be eligible to hold more than one (1) office at a time, and no officer shall be eligible to serve more than two (2) full terms consecutively in the same office. Officers shall perform such duties as may be prescribed by the board of directors.

(2) Annual selection of officers shall be held at a designated meeting in each calendar year.

(Recodified from 200 KAR 10:010, 7-5-78; Am. 5 Ky.R. 925; 6 Ky.R. 9; eff. 7-17-79; 15 Ky.R. 2416; eff. 7-27-89.)

KRS 67.710 Powers and Duties of Judge/Executive

The county judge/executive shall be the chief executive of the county and shall have all the powers and perform all the duties of an executive and administrative nature vested in, or imposed upon, the county or its fiscal county by law, or by agreement with any municipality or other subdivision of government, and such additional powers as are granted by the fiscal court. The county judge/executive shall be responsible for the proper administration of the affairs of the county placed in his charge. His responsibilities shall include, but are not limited to, the following:

- (1) Provide for the execution of all ordinances and resolutions of the fiscal court, execute all contracts entered into by the fiscal court, and provide for the execution of all laws by the state subject to enforcement by him or by officers who are under his direction and supervision;
- (2) Prepare and submit to the fiscal court for approval an administrative code incorporating the details of administrative procedure for the operation of the county and review such code and suggest revisions periodically or at the request of the fiscal court/
- (3) Furnish the fiscal court with information concerning the operations of the county departments, boards, or commissions, necessary for the fiscal court to exercise its powers or as requested by the fiscal court/
- (4) Require all officials, elected or appointed, whose offices utilize county funds, and all boards, special districts, and commissions exclusive of city governments and their agencies located within the county to make a detailed annual financial report to the fiscal court concerning the business and condition of their office, department, board, commission, or special districts;
- (5) Consistent with procedures set forth in KRS Chapter 68, prepare and submit to the fiscal court an annual budget and administer the provisions of the budget when adopted by the fiscal court;
- (6) Keep the fiscal court fully advised as to the financial condition and needs of the county and make such other reports from time to time as required by the fiscal court or as he deems necessary;
- (7) Exercise with the approval of the fiscal court the authority to appoint, supervise, suspend, and remove county personnel (unless otherwise provided by state law); and
- (8) With the approval of the fiscal court, make appointments to or remove members from such boards, commissions, and designated administrative positions as the fiscal court, charter, law or ordinance by create. The requirement of fiscal court approval must be designated as such in the county administrative code or the county charter. In counties containing a city of the first class, the county judge/executive shall appoint to those seats which are not subject to prior qualification on a board or commission an equal number of members from each district, as defined in KRS 67.045, into which the authority of the board or commission extends. If there are more districts than members of a particular board or commission, he shall not appoint more than one (1) member from any district. If there are more members of a particular board or commission than there are districts, he shall equalize appointments to the extent possible. The county judge/executive shall not be required, but shall use his best efforts, to balance appointments on a board or commission if the appointments are to be made from nominees submitted by other groups or individuals or if nominees must have a professional or technical background, expertise or membership.

He shall attempt to balance appointments among all such boards and commissions in order to equalize representation of all districts over the entire range of such boards and commissions.

Effective: July 15, 1988

History: Amended 1988 Ky. Acts ch. 338, sec. 1, effective July 15, 1988. -- Amended 1986 Ky. Acts ch. 101, sec. 1, effective July 15, 1986. -- Created 1076 Ky. Acts ch. 20, sec. 3, effective January 2, 1978.

AAA	Area Agency on Aging
ADA	Americans with Disabilities Act
ADD	Area Development District
ADF	Area Development Fund
AOA	Administration on Aging
APA	American Planning Association
ARC	Appalachian Regional Commission
CDBG	Community Development Block Grant
CEDS	Comprehensive Economic Development Strategy
COPS	Community Oriented Policing Services
DAIL	Department of Aging and Independent Living
DBA	Davis Bacon Act
DCBS	Department for Community Based Services
DLG	Department of Local Government
DOC	Department of Commerce
DOE	Department of Energy
DOJ	Department of Justice
DOL	Department of Labor
DOT	Department of Transportation
DW	Dislocated Worker
EDA	Economic Development Administration
EEO	Equal Employment Opportunity
EPA	Environmental Protection Agency
ERR	Environmental Review Record
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Administration
FONSI	Finding of No Significant Impact
FHA	Federal Housing Administration
FHLB	Federal Home Loan Bank
FHWA	Federal Highway Administration
FSA	Farm Services Agency
GIS	Geographic Information Systems
GPS	Global Positioning System
HC	Home Care
HHS	Health and Human Services
HIS	Highway Information System
HMGP	Hazard Mitigation Grant Program
HUD	Housing and Urban Development
IDA	Industrial Development Authority
IDF	Industrial Development Foundation
JFA	Joint Funding Agreement
KADD	Kentucky Association of District Directors

KACo	Kentucky Association of Counties
KADDLP	Kentucky Area Development District Loan Program
KADIS	Kentucky Agricultural Development Information System
KAED	Kentucky Association of Economic Developers
KAPA	Kentucky Chapter of the American Planning Association
KAR	Kentucky Administrative Regulations
KCADD	Kentucky Council of Area Development Districts
KEDFA	Kentucky Economic Development Finance Authority
KIA	Kentucky Infrastructure Authority
KIPDA	Kentuckiana Regional Planning and Development Agency
KIRP	Kentucky Intergovernmental Review Process
KHC	Kentucky Housing Corporation
KLC	Kentucky League of Cities
KOHS	Kentucky Office of Homeland Security
KREDA	Kentucky Rural Economic Development Authority
KRS	Kentucky Revised Statutes
KyTC	Kentucky Transportation Cabinet
LRC	Legislative Research Commission
LWCF	Land and Water Conservation Fund
MBE/WBE	Minority/Women Business Enterprise
MIS	Management Information Systems
N4A	National Association of Area Agencies on Aging
NACo	National Association of Counties
NADO	National Association of Development Organizations
NARC	National Association of Regional Councils
NEPA	National Environmental Policy Act
NCOA	National Council on Aging
NIMCAST	National Incident Management Capability Assessment Support Tool (FEMA)
NIMS	National Incident Management Systems (FEMA)
NLC	National League of Cities
NR/EPC	Natural Resources/Environmental Protection Cabinet
NRCS	Natural Resources Conservation Service
RTF	Recreational Trails Fund
NSIP	Nutrition Services Incentive Program
OAA	Older Americans Act
OET	Office of Employment and Training
OMB	Office of Management and Budget
PAS	Public Administration Specialist
PDM	Pre-Disaster Mitigation
RC&D	Resource Conservation and Development
RD	Rural Development
REP	Request for Proposals
RFQ	Request for Qualifications

RLF	Revolving Loan Fund
RTC	Regional Transportation Council
RUS	Rural Utility Service
SBA	Small Business Administration
SBDC	Small Business Development Center
SHIP	State Health Insurance Program
SHPO	State Historic Preservation Office
SPGE	Special Purpose Government Entities
SRF	State Revolving Fund
STIP	State Transportation Improvement Act
TAA	Trade Adjustment Assistance
TAC	Technical Advisory Committee
TEA	Transportation Enhancement Act
TIP	Transportation Improvement Program
USDA	United States Department of Agriculture
WIA	Workforce Investment Act / Workforce Investment Area
WIB	Workforce Investment Board
WMC	Water Management Council
WRC	Water Management Resource Council
WRIS	Water Resource Information System

**Department for Local Governments
(DLG):**

1024 Capital Center Drive, Suite 340
Frankfort, KY 40601
Phone: (502) 573-2382
<http://kydlgweb.ky.gov/>

**Kentucky Association of Counties
(KACo):**

400 Englewood Drive
Frankfort, KY 40601
Phone: (502) 223-7667

Kentucky League of Cities (KLC):

100 E Vine St #800
Lexington, KY 40507
Phone: (859) 977-3700

**Kentucky Council of Area
Development Districts (KCADD):**

501 Capital Avenue
Frankfort, KY 40601
Phone: (502) 875-2515

I. INVESTMENTS

KRS 66.480 details the kinds of investments that can be made by local governments. They include U.S. Treasury bills, notes, and bonds; U.S. government agency securities; U.S. government instrumentality securities; certificate of deposit (collateralized to the extent uninsured); bankers' acceptances; commercial paper; state and local government securities; and mutual funds.

- A. The amount of money invested at any time by a local government or political subdivision in one (1) or more of the categories of investments authorized in *KRS 66.480* subsection (1)(e), uncollateralized CDs, (f), Bankers' acceptances, (g) commercial paper, and (1) securities shall not exceed twenty percent (20%) of the total amount of money invested by the local government.
- B. No local government will purchase any investment authorized by *KRS 66.480* on a margin basis or through the use of any similar leveraging technique.

II. INVESTMENT POLICY

The governing body of every local government or political subdivision that invests or reinvests monies subject to its control or jurisdiction to *KRS 66.480* shall adopt a written policy that shall govern the investment funds by the local government or political subdivision. The investment policy is an internal document intended for the unit's officers and employees and should be adopted by municipal order, city agencies may adopt by resolution. Each government's investment policy must include, but is not limited to, the following elements:

- A. A designation of the officer or officers of the local government or political subdivision who are authorized to invest and oversee the investment of funds.
- B. A list of the permitted types of investments.
- C. Procedures designed to secure the local government's or political subdivision's financial interest in the investments.
- D. Standards for written agreements pursuant to which investments are to be made.
- E. Procedures for monitoring, control, deposit, and retention of investments and collateral.
- F. Standards for diversification of investments, including diversification with respect to types of investments and firms with whom the local government or political subdivision transacts business.
- G. Standards for qualification of investment agents which transact business with the local government, such as criteria covering creditworthiness, experience, capitalization, size, and any other factors that make a firm capable and qualified to transact business with the local government or political subdivision.
- H. Requirements for periodic reporting to the governing body on the status of invested funds.
- I. The investment policy must be consistent with all statutory provisions governing the investment of local government funds. In addition to *KRS 66.480*, governing entities should be aware of *KRS 91A.060* which specifies that the executive authority shall designate as the city's official depositories one (1) or more banks, federally insured savings and loan companies or trust companies within the Commonwealth. The amount of funds on deposit in an official depository shall be fully insured by deposit insurance or collateralized in accordance with 12 U.S.C.

sec. 1823, to the extent uninsured, by any obligations, including surety bonds permitted by KRS 41.240 (2). This does not mean the executive authority has the authority to invest or manage the funds. That authority can be designated by policy to other personnel or even an investment committee. The governing body may also adopt reasonable standards to guide the executive authority in designating the depositories.

PERSONNEL INFORMATION

I. ROLES AND RESPONSIBILITIES

A. Mayor/Council Form of Government

1. Mayor's Roles:

- a. Appoints all city employees, except for city council staff
- b. Non-elected officer positions are subject to council approval. (*see section 1 (c) for details on non-elected officer position*)
- c. Supervises the daily conduct of employees and non-elected officers
- d. Disciplines and dismisses all employees and non-elected officers at will (unless covered by contract, city ordinance or statute – i.e. civil service, police bill of rights, etc.)
- e. Authorizes promotions, including pay raises, within the classification plan parameters (*OAG 82-385*)

2. Council's Roles:

- a. Approves the hiring of non-elected officers
- b. May enact an ordinance limiting removal of employees for cause (*OAG 84-24*)
- c. Establishes non-elected officer and employee positions
- d. Fixes employee compensation in a personnel and pay classification plan (*OAG 82-385*) (*KRS 83A.070*)
- e. Hires employees to work solely for council

B. Commissioner and Manager Forms of Government

1. The legislative body (including the mayor) has authority to hire and fire non-elected officers and employees (*OAG 84-50*)
2. The commission fixes compensation of employees and non-elected officers through a pay and classification plan.
3. Individual commission members shall be assigned departments over which they have direct supervision. (*KRS 83A. 140*) This supervision can be delegated to a City Administrative Office created pursuant to *KRS 83A.090*.
4. City Manager Form only - certain duties are reserved for the City Manager (*KRS 83A.150(7)*)

- C. General Provisions for All Cities
1. The term city officer is defined in KRS 83A.010(9). The following positions are considered non-elected city officers (83A.080):
 - a. City Clerk
 - b. City Administrative Officer
 - c. Chief of Police
 - d. Fire Chief (non-volunteer)
 - e. City Manager
 2. The city's legislative body shall establish by ordinance all city appointive offices, as needed, to include:
 - a. The title of the office
 - b. The powers and duties of the office
 - c. An oath of office (required by KRS 83A.010)
 - d. The amount of bond required, if any
 - e. The compensation to be paid (KRS 83A.070)
 3. The position of City Clerk is the only office required by KRS

II. PERSONNEL POLICIES

- A. Personnel Policies
1. Cities and counties are *not* required to have an employee handbook, however, counties must have a personnel section in their administrative codes.
 2. Personnel policies or employee handbooks are good communications tools and good tools against employment related claims IF they are followed, because they document policies of the organization and show that employees are aware of the policies.
 3. Items that should be included in personnel policies/employee handbooks:
 - a. Employment at Will statement/Disclaimer
 - b. Employee Signature page
 - c. Equal Employment Opportunity statement
 - d. Sexual Harassment/Unlawful Harassment policy
 - e. Family and Medical Leave policy
 4. Other suggested items for personnel policies/employee handbooks:
 - Definitions of terms
 - Positions covered by policies
 - Explanation of who is responsible for implementation
 - Severability Clause
 - Reference to Job Descriptions
 - Pay Plan policy
 - Information on Promotions/Demotions/Transfers
 - Overtime Provisions
 - Application for Employment procedures
 - Nepotism policy
 - Performance Evaluation policy

- Disciplinary Action policy
- Separations policy
- Training policy
- Record-keeping policy
- Attendance and Leave policy
- Political Activity policy
- Conflict of Interest policy
- Grievance policy
- Outside Employment policy
- Overview of Benefits (general information)
- Drug/Alcohol policy
- Safety policy

III. WAGE AND HOUR LAW

A. Exempt v. Non-Exempt

1. Make sure positions are classified properly as Exempt or Non-Exempt
2. Exempt – any individual employed in a bona fide executive, administrative, supervisory or professional capacity, or in the capacity of outside salesman (as such terms are defined by administrative regulations, from both the minimum wage and overtime requirements set forth in *KRS 337.275* and *337.285*). (*KAR 803 1:070*)
3. Exempt employees are “exempt” from overtime and minimum wage requirements, whereas non-exempt employees are subject to these provisions and have stricter requirements regarding pay and recordkeeping.

B. Overtime

1. A work week is a fixed and regularly recurring period of 168 hours, seven (7) consecutive twenty-four (24) hour periods. It need not coincide with the calendar week, but may begin on any day and at any hour of the day. (*KAR 803 1:060(4)*)
2. Non-exempt employees must be paid time and one half for all hours worked in excess of forty (40) hours in a work week. (*KRS 337.285(1)*).
3. Employees are not required to be paid overtime for hours worked in excess of eight (8) per day or for work on Saturdays, Sundays, holiday or regular day of rest. (*KAR 803 1:060 (1)*)
4. Time and a half must also be paid for work done on the seventh day of a work week. (*KRS 337.050*)
5. In determining overtime requirements, each work week stands alone and may not be averaged over two (2) weeks or a pay period. (*KAR 803 1:060(3)*)
6. County employees may request and be granted compensatory time in lieu of overtime pay, at a rate of not less than one and on-half hours for each hour the county employee is authorized to work in excess of forty (40) hours in a work week. (*KRS 337.285(3)*).

- C. Hours Worked
1. Employees are only required to be paid for hours that are actually worked. This does however include all hours that an employee is suffered or permitted to work. An example could be: An employee voluntarily continues to work at the end of the shift. While he/she was not asked to work, the employer knows or has reason to believe that he/she is continuing to work, then that is considered hours worked and must be compensated accordingly. (*KAR 1:605(2)*)
 2. On-Call Time – requirement for payment is determined by an employee’s restrictions while “on call.” An employee who is required to remain on the employer’s premises or so close that he/she cannot use the time effectively for his/her own purposes is considered working and thus must be compensated. (*KAR 1:065(4)*)
- D. Lunch and Rest Periods
1. Employees are entitled to a reasonable period for lunch, as close to the middle of the employee’s work schedule as possible. An employee should not be required to take a lunch period sooner than three (3) hours nor more than five (5) hours from the time the shift commences. (*KRS 337.355*)
 2. Employees are entitled to a rest period of not less than ten (10) minutes during every four (4) hours worked. (*KRS 337.365*)
- E. Payment of Wages
1. Employees shall be paid, as often as semimonthly, for all wages and salary earned not more than eighteen (18) days prior to the date of payment. (*KRS 337.020*)
 2. Upon dismissal from employment, either voluntarily or through discharge, shall be paid if full all wages and salary earned no later than the next normal pay period following the date of termination or fourteen (14) days following such date, whichever last occurs. (*KRS 337.055*)

PLANNING AND DEVELOPMENT

I. GRANT PREPARATION PROCESS

- A. Determine the community's true need:
 - 1. Citizen input
 - 2. Objectively analyze what the problem really is
 - 3. Is project part of an overall strategic plan?

- B. Research all available grant sources:
 - 1. KIPDA
 - 2. Department for Local Government (GOLD)
 - 3. Internet
 - 4. Other (foundations, federal programs, Economic Development Administration, U.S. Rural Development, etc.)

- C. Determine the grant or loan program that best serves the community's needs:
 - 1. Community input,
 - 2. Is funding a good match for your project? i.e., amount – term – expenses?
 - 3. Strings attached, etc.
 - 4. Will the project have to change too much just to get the grant? be true to your need.

- D. Meet with the funding agency, if possible, to:
 - 1. Understand Criteria
 - 2. Determine deadlines
 - 3. Understand forms

- E. Prepare grant or loan proposal:
 - 1. Don't procrastinate
 - 2. Data
 - 3. Documentation
 - 4. Diligence
 - 5. Don't be afraid to call for help

- F. Match your project's need with the funding agency's criteria:
 - 1. Be realistic with the size of your project; small may be more fundable
 - 2. Be realistic with your expectations of getting funded
 - 3. Be prepared to back up what is in the proposal

- G. Deadlines are serious, don't miss them.

Don't expect a quick response

- 1. Expect a lot of paperwork if you are selected

II. ADDITIONAL GRANT INFORMATION

- A. Two Broad Based Grant Seeking Methods:
1. **Traditional Method:** seeing an opportunity for a grant and then coming up with a project to go after it. Otherwise known as “chasing the money.”
Disadvantage: Not a lot of thought and planning go into the project and it may not be accounted for in a comprehensive plan.
 2. **Alternative Funding:** start with your goals, missions, and programs. Find available funds for your specific project. Advantage: You have a specific plan in mind and all you have to do is find the appropriate source of funding.
- B. Seven Steps to Successful Grant Writing:
1. **The ability to research and prospect**—find the right source of funding.
 2. **Attitude and commitment to the project**—this shows enthusiasm and care for the project.
 3. **Accuracy of the document**—budget must add up. This is the main reason grant applications are denied.
 4. **Know the players**—know and meet with the decision-makers.
 5. **Ability to see from giver’s perspective**—The “What’s in it for me?” mentality.
 6. **Wear the hat of the reviewer**—reviewer will want large print, pictures, sketches, charts, etc. Be creative.
 7. **Wear the hat of the submitter**—know your stuff.
- C. The Summary:
1. It may be all that is read
 2. It will probably be the first thing that is read
 3. It should frame your entire proposal
 4. It is comprehensive but not exhaustive
 5. It should be the best part of your document
- D. Be Aware: 60 out of 100 grant applications are thrown out immediately! Why?
1. Directions have not been followed
 2. Proposal doesn’t fit the funding
 3. Late
 4. Budget did not add up
 5. Sloppiness and typographical errors

Out of the 40 remaining, on average 8 are funded