

## **KCADD GOVERNING, TRANSPARENCY & ACCOUNTABILITY PRACTICES**

### **Transparency**

All ADD meetings treated as public/open meetings  
Full Board Training on Open Meetings/Open Records Laws after every election  
Board Orientation for all members on roles & responsibilities of Board Members

### **Documents Available for Public Review**

Audit posted to website  
Cost Allocation Plan posted to website  
Annual Budget posted to website  
Monthly Meeting Schedule posted to website  
Approved Board Meeting Minutes posted to website  
Monthly Financial Report/Statement posted to website

### **Governance**

Policies reviewed by the Board of Directors a minimum of every 2 years for any needed updates. Policies will include:

- Code of Ethics
- Whistleblower
- Records Retention (mirroring KDLA Schedule for ADDs)
- Board Travel
- Contract Approval
- Procurement (mirroring State Model Procurement)
- Employment Policies including compensation plans

Bylaws reviewed by the Board of Directors a minimum of every 4 years for any needed updates

### **Accountability**

Subset of Board (Executive, Budget, or Personnel & Finance Committee) charged to provide oversight of the financial affairs of the district & report back to full Board.

- Reviews Monthly Financial Report/Statement
- Reviews Executive Director travel voucher & timesheet
- Approves Executive Director's Out-of-State Travel
- Approves creation of new staff positions & any salary adjustments
- Procures Audit on a regular cycle

*Adopted by the Kentucky Council of Area Development Districts Board of Directors on November 18, 2015.*