

ADMINISTRATIVE AFFAIRS COMMITTEE
September 27, 2023

There was a meeting of the **Administrative Affairs Committee** of the Lima/Allen County Regional Planning Commission on **September 28, 2023**, at **4:00** p.m. in the Commission office at 130 West North Street, Lima, Ohio.

Howard Elstro opened the meeting at 4:00 pm and served as the chair pro-tem and proceeded with the agenda.

1. ROLL CALL

Mr. Howard Elstro	City of Lima
Ms. Kelli Singhaus	Allen County
Mr. Jerry Gilden	Marion Township
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County
Mr. Jamie Mehaffie	City of Delphos

GUESTS

STAFF

Ms. Tara Reynolds Bales	Lima/Allen County Regional Planning Commission
Ms. Rebecca Phillips	Lima/Allen County Regional Planning Commission

2. Motion 19 (9-27-23) AAC

Ms. Singhaus made the motion to appoint Howard Elstro Chair Pro-tem of Committee Meeting. Seconded by Doug Post. Motion carried.

3. Approval of the AAC Minutes- August 23, 2023

Motion 20 (9-27-2023) AAC

Mr. Post made the motion to approve the minutes from August 23, 2023. Seconded by Jerry Gilden. Motion carried.

4. Employee Evaluation Procedures

Ms. Tara Reynolds Bales discussed the employee evaluation policy. She informed the committee she has until November 1, 2023 to complete evaluations. Ms. Reynolds Bales asked the committee how they would like for her proceed with employee evaluations. The committee suggested she use a two-step evaluation process which includes employee self-evaluation followed by Executive Director's evaluation of the employee. The committee read current policy language and evaluation forms. Committee will be presented with recommendations and/or remedial steps by Executive Director at next AAC meeting.

5. Introduction of Rebecca Phillips-New Finance Director

Ms. Phillips gave her employment history and background. Each member made introductions and welcomed Ms. Phillips to LACRPC.

6. Financial Update and Proposed Budget Change

Ms. Phillips reported to the Committee \$100,000 loan from County Commissioners is to be paid back in October 2023. True up from ODOT has been received. Mr. Elstro asked about the progress with the building project. Ms. Reynolds Bales reported LACRPC is in the financial position to pay the required financial match and pay for engineering services. She received this information from Ms. Marlene Schumaker. Also, she reported that she spoke with ODOT to confirm LACRPC was not in danger of losing funding for the project. Ms. Reynolds Bales stated she had spoken to Core Engineering in July and August about the project progression. She was told by Brice the plans and other needed information would be delivered to LACRPC in late July then told “soon” in August.

Ms. Phillips requested transfer funds as follows:

\$20,000 from Repairs to Service, \$5,000 from Building & Equipment to Services, and \$20,000 from Repairs to Health Insurance.

Motion 21 (9-27-2023) AAC

Mr. Rhodes made the motion to accept recommendation of transferring the requested amounts to the identified funds. Seconded by Mr. Mehaffie. Motion carried.

7. OPERS Sick Time Accrual Policy

Mr. Reynolds Bales explained the current policy and Ohio Administrative Code pertaining to requirements of accepting accrued sick time from new hire who has previous time with a public employer.

Motion 22 (9-27-23) AAC

Mr. Gilden made the motion to enter into Executive session. Seconded by Mr. Post. Motion Passed.

Committee entered into Executive session at 4:26 pm.

Motion 23 (9-27-23) AAC

Mr. Post made the motion to end Executive session. Seconded by Mr. Mehaffie. Motion passed. Executive session ended at 4:47 pm.

8. Adjournment

Motion 24 (9-27-2023) AAC

Mr. Post made the motion to adjourn. Seconded by Mr. Gilden. The motion carried.

The meeting Adjourned at 4:50 p.m.