

August 23, 2023

**ADMINISTRATIVE AFFAIRS COMMITTEE**  
**August 23, 2023**

There was a meeting of the **Administrative Affairs Committee** of the Lima/Allen County Regional Planning Commission on **August 23, 2023**, at **4:00** p.m. in the Commission office at 130 West North Street, Lima, Ohio.

Due to the passing of Tom Tebben, Howard Elstro opened the meeting at 4:00 pm and served as the chair pro-term 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. Mitch Kingsley	Village of Bluffton

**GUESTS**

**STAFF**

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

**2. Approval of the AAC Minutes- July 26, 2023**

**Motion 16 (8-23-2023) AAC**

Doug Post made the motion to approve the minutes from July 26, 2023. Seconded by Kelli Singhaus, the motion carried.

**3. Personnel/Hiring Update**

Ms. Tara Reynolds Bales gave an update on the finance director hiring process stating that there are two final candidates both of whom took part in a final interview. An offer letter was sent to a candidate and Ms. Reynolds Bales awaits their response.

**4. Proposed Part-Time PTO Language**

Ms. Reynolds Bales presented the AAC with the proposed part-time PTO language and a committee discussion followed.

**Motion 17 (8-23-2023) AAC**

Mitch Kingsley made the motion to amend LACRPC personnel policy for personal time to read as, "Any part-time, non-seasonal employee working regular hours, at least 40 hours per pay period, shall accrue personal time at a rate of 0.4615 per pay period. Not to exceed 12 hours per year." Seconded by Doug Post, the motion carried.

**5. Other**

The Administrative Affairs Committee observed a moment of silence in honor of Chairman Tom Tebben and his dedication to the RPC.

August 23, 2023

Ms. Reynolds Bales stated that she would be contacting President Beth Seibert to appoint a new AAC chair.

**6. Adjournment**

**Motion 18 (8-23-2023) AAC**

Doug Post made the motion to adjourn. Seconded by Brion Rhodes, the motion carried.

The meeting Adjourned at 4:45 p.m.