

January 24, 2024

ADMINISTRATIVE AFFAIRS COMMITTEE

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There was a meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **January 24, 2024**, at **4:00** p.m. in the Commission office at 130 West North Street, Lima, Ohio.

Brion Rhodes opened the meeting at 4:01 pm and serving as the chair, proceeded with the agenda.

1. ROLL CALL

Mr. Howard Elstro, virtual	City of Lima
Ms. Kelli Singhaus	Allen County
Mr. Jerry Gilden	Marion Township
Mr. Jamie Mehaffie	City of Delphos
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer's Office
Mr. Mitch Kingsley	Village of Bluffton

GUESTS

STAFF

Ms. Tara Reynolds Bales	Lima-Allen County Regional Planning Commission
Ms. Rebecca Phillips	Lima-Allen County Regional Planning Commission
Ms. Shaunna Basinger	Lima-Allen County Regional Planning Commission

2. APPROVAL OF AAC MINUTES- November 15, 2023

Motion 01 (1-24-2024) AAC

Mr. Post made the motion to approve the minutes from November 15, 2023. Seconded by Mr. Gilden. Motion carried.

3. PROPOSED ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

Ms. Reynolds Bales presented the proposed Administrative Assistant job description stating that these changes to duties and required training will ensure that applicants may apply based on current training available in our area and to better support the current needs and operations of the LACRPC office. Mr. Gilden asked whether the compensation was comparable to the market rate for this position. Ms. Reynolds Bales confirmed it was comparable and that many applications are expected once the position is posted. Ms. Reynolds Bales then went into further detail about the Skills Assessment options explored including utilizing Rhodes State College to ensure that final applicants are proficient in programs like Word, Excel, Outlook, and other soft skills such as verbal and written communication. Costs for various evaluation tools are being considered. Based on the cost of the assessments, the ED may follow up with the AAC for approval. In answer to a committee member inquiry, Ms. Reynolds Bales explained that the salary including all benefits is included in the 2024 Budget as approved.

Motion 02 (1-24-2024) AAC

Mr. Mehaffie made the motion to accept the proposed Administrative Assistant job description changes. Seconded by Mr. Post.

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Having accepted the motions, Mr. Rhodes opened the job posting to further discussion. Mr. Gilden inquired about the vacation policy for the Administrative Assistant Position. Ms. Reynolds Bales answered that 2-weeks of vacation will be awarded after 1 year of employment.

Mr. Rhodes called for a final vote. The motion passed.

4. ADMINISTRATIVE ASSISTANT JOB POSTING

Ms. Reynolds Bales presented the Administrative Assistant job posting including the hours and salary for review by the committee.

5. ASSOCIATE PLANNER JOB POSTING

Ms. Reynolds Bales presented the Associate Planner job posting stating that this individual will work with current staff with zoning and planning tasks as laid out in the UPWP. Ms. Reynolds Bales went on to share that the City of Lima Thriving Communities Grant partners have offered their assistance in advertising the position. Ms. Phillips spoke on the communication from ODOT regarding the abundance of funding available and the need for this position to fulfill the work to be completed.

Motion 03 (1-24-2024) AAC

Mr. Gilden made the motion to grant authority to post, interview, and hire for the position of Associate Planner. Seconded by Mr. Post. Motion carried.

6. RTPO MANAGER CANDIDATE

Ms. Reynolds Bales presented her hiring candidate for the RTPO Manager Position as current staff member Ms. Colleen Barry. Ms. Reynolds Bales quoted Ms. Barry's success in writing the 2024-2027 TIP, her relationships with stakeholders, and her knowledge of the work to be completed.

Motion 04 (1-24-2024) AAC

Mr. Kingsley made the motion to accept the recommendation to hire Ms. Colleen Barry as the RTPO Manager effective March 1, 2024. Seconded by Mr. Mehaffie.

Having accepted the motion, Mr. Rhodes opened the new hire to further discussion. Mr. Post inquired if there would be a probationary period for Ms. Barry in this new role. Staff answered it would be a one-year probationary period, quoting page 2-3 of the LACRPC Employee Policy. Mr. Rhodes inquired as to the timeline of this transition. Ms. Reynolds Bales responded March 1, 2024, quoting the work available and time spent looking for a candidate. Mr. Kingsley amended his motion to include an effective date of March 1, 2024. Mr. Post followed suit.

Mr. Rhodes called for a final vote. The motion carried.

7. OTHER

Ms. Singhaus asked for an update on the Building Renovation. Ms. Reynolds Bales responded that Ms. Rogers with the prosecutor's office had further questions regarding ODOT's role in the management of the project. Ms. Reynolds Bales is facilitating their communication.

Mr. Mehaffie spoke on the County policy change regarding vacation for new hires and whether LACRPC should consider doing the same.

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8. ADJOURNMENT

Motion 05 (1-24-2024) AAC

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

The meeting Adjourned at 4:49 p.m.