



Lima/Allen County
**REGIONAL PLANNING
COMMISSION**

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TO: Jerry Gilden
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Doug Post

FROM: Howard Elstro, Chairman

DATE: January 19, 2024

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **Wednesday, January 24, 2024 at 4:00 pm**, in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call
2. Approval of AAC Minutes – November 15, 2023
3. Proposed Administrative Assistant job description
4. Administrative Assistant job posting
5. Associate Planner job posting
6. RTPPO Manager candidate
7. Other
8. Adjournment

In order to ensure a quorum, please respond to this notice with whether or not you will be in attendance, thank you.