

March 20, 2024

ADMINISTRATIVE AFFAIRS COMMITTEE

March 20, 2024

There was a meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **March 20, 2024**, at 4:00 p.m. in the Commission office at 130 West North Street, Lima, Ohio.

Mr. Howard Elstro opened the meeting at 4:02 pm and proceeded with the agenda.

1. ROLL CALL

Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilcen	Marion Township
Mr. Jamie Mehaffie	City of Delphos
Mr. Mitch Kingsley	Village of Bluffton

STAFF

Ms. Tara Reynolds Bales	Lima-Allen County Regional Planning Commission
Ms. Rebecca Phillips	Lima-Allen County Regional Planning Commission
Ms. Tonya Dye	Lima-Allen County Regional Planning Commission

2. APPROVAL OF AAC MINUTES- January 24, 2023

Motion 06 (3-20-2024) AAC

Mr. Kinglsey moved to approve the minutes from January 24, 2023. Seconded by Mr. Gilden. Motion carried.

3. PERSONNEL UPDATE

a. Administrative Assistant

Ms. Reynolds Bales introduced Tonya Dye as the Administrative Assistant. Ms. Dye started on Monday, March 18, 2024 after serving as Clerk of Court with the Athens County Municipal Court. She has a Masters in Historic Preservation and some experience in planning. Committee members then made introductions.

b. Associate Planner

Ms. Reynolds Bales informed the board that there were approximately 8 applicants for the Associate Planner position, which had been posted through Ohio Means Jobs and Handshake, a service used by several universities. She has extended an offer to an applicant who is currently based outside of Chicago. She is an adjunct professor with a Ph.D. in Architectural and Urban Planning. She has experience with Neighborhood Development and Greenspace Initiatives. Colleen Barry and Cody Doyle screen her for professional qualifications, which was followed up with another screening performed by Ms. Reynolds Bales and Rebecca Phillips. The applicant will be in town on March 25th for a tour and to search for housing, with a start in April. She will bring a great deal of knowledge and experience and is excited to also work with Adam Haunhorst on the upcoming subdivision project. We are confirming references and waiting for the return of the offer letter.

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c. Public Outreach and Community Program Planner

In an addition to the agenda, Ms. Reynolds Bales requested permission to post for a Public Outreach and Community Program Planner as Ms. Shauna Bassinger had resigned earlier in the week.

Motion 07 (1-24-2024) AAC

Mr. Ewing moved to grant permission to post for the position of Public Outreach and Community Program Planner. Seconded by Mr. Mehaffie.

Having accepted the motions, Mr. Elstro opened the position posting to further discussion. There was discussion on the finances for this position, to which Ms. Phillips said the funding is in the budget. Ms. Reynolds Bales inquired if the authority to hire would be included in the permission to post. After discussion, it was agreed by the committee that the authority to hire would be included in the motion.

Mr. Elstro called for a final vote for posting for the position of Public Outreach and Community Program Planner, with the authority to hire being given to the Executive Director, Tara Reynolds Bales. The motion passed.

4. CERTIFICATE OF APPOINTMENTS

Ms. Rebecca Phillips presented the Commission with Certificates of Appointments for Tara Reynolds Bales, Colleen Barry and Tonya Dye. Certificates of Appointments are done for new hires, changes in positions, or a change in rate. Ms. Reynolds Bales had been on probation in November when the COLA increases were discussed. She has since passed that probationary period and is eligible for the COLA increase as of the first day of the month following the end of the probation period, which is April 1st, 2024. Ms. Barry started with the new RTPO Planning position on March 1st, 2024, and this is the first opportunity to present the Certificate of Appointment. Ms. Dye is a new employee.

Ms. Phillips also indicated that Ms. Reynolds Bales would need a board member signature on the Employee Status sheet.

The presentation of this paperwork is for the knowledge of the committee and solidifies the advancements of the positions and is a record that the board recognizes the changes, especially for state audit requirements.

The Committee thanked Ms. Phillips for informing the board of these procedures and of the Certificates of Appointment, which were signed after the meeting.

5. BUILDING UPDATE

Ms. Reynolds Bales updated the board on the building improvements. At a meeting for the UPWP with ODOT, the building came up. She and Ms. Phillips have worked hard to verify that there is no match required and no ending time to use the funds. However, ODOT has pulled back unused funding if necessary, so there is a need to get this started quickly. ODOT will be sending a LEAD agreement for our review. Ms. Reynolds Bales will have Kayla at the prosecutor's office review the agreement before submitting it to the AAC committee. Upon adoption, the AAC will then refer the matter to the Executive Committee.

It was also noted that ODOT will supply the point person as far as contractors and payments. They will not approve the invoices for payment until the LACRPC confirms that the work was accomplished, but that should be the extent of LACRPC's involvement. The Engineering portion of the project has been completed, with an estimated \$564,000 available. Any remainder not used in the building renovations does

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not need to be returned, so could be used towards an updated HVAC system or lighting. Brown's Heating, Cooling Plumbing & Electrical LLC has been out twice to give preliminary numbers on the HVAC. Ms. Reynolds Bales would like to have estimates on these additional building projects in order to make sound decisions regarding any remaining funds from the building renovations. She hopes to receive the LEAD agreement next month.

6. COMMITTEE CHAIRS

Ms. Reynolds Bales submitted the Resolution of Cooperation and the Bylaws for the standing committees to the board for their information as the committee looks at the appointment of the various committee chairs and officers of the organization for the 2024-2025 session. The LACRPC will be referring to the bylaws as to the proper procedure for the nominations. She said all the bylaws and the Resolution of Cooperation work together and inform the members of the flow of communication and approvals. Each staff member will ensure that the incoming committee members will have copies of the appropriate bylaws and resolutions.

Ms. Reynolds Bales mentioned that Mr. Rhodes would like to stay on a committee, but his current responsibilities have limited the amount of time he can dedicate. An At Large seat would be an appropriate placement rather than a chair.

Mr. Kingsley appreciated that the bylaws were being recognized and followed.

A proposed slate of officers and committee chairs was presented for discussion and critique by the AAC. The list will be updated to show Beth Seibert as the Immediate Past President. With the understanding that there may be subsequent nominations at the annual meeting, Mr. Elstro and the board acknowledge the potential slate of officers and committee chairs.

7. OTHER

Ms. Reynolds Bales informed the board that on April 8th, 2024, all staff will be directed to work from home as the employee handbook does not give her the authority to close the office on that day. This decision was made after meeting with the TAC board on Tuesday and recognizing the impending total solar eclipse's potential impact on the region. The anticipated visitor numbers into the region will create impediments for staff to make it into the office or return home safely. It is also recognized that emergency services need as much access as possible, and this will help to not add to the strain on community resources. Similar actions of government and closures are happening throughout the region, and this action is in line with other county agencies.

The board agreed that this is an unprecedented event, and the action is appropriate.

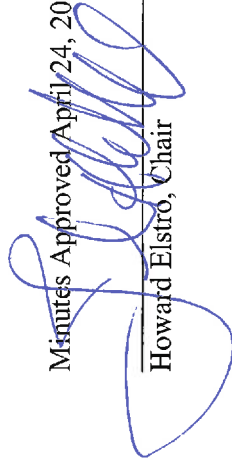
8. ADJOURNMENT

Motion 08 (3-202024) AAC

Mr. Ewing moved to adjourn. Seconded by Mr. Gilden. The motion carried.

The meeting Adjourned at 4:42 p.m.

Minutes Approved April 24, 2024



Howard Elstro, Chair