

ADMINISTRATIVE AFFAIRS COMMITTEE

June 26, 2024

There was a regular meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **June 26, 2024**, at **4:00 p.m.** in the Commission office at 130 West North Street, Lima, Ohio.

Mr. Jamie Mehaffie, acting chair, opened the meeting at 4:00 pm.

1. ROLL CALL

Shane Coleman	City of Lima
Howard Elstro	City of Lima
Jamie Mehaffie	City of Delphos
Doug Post	Amanda Township
Beth Seibert (for Kelli Singhaus)	Allen County

STAFF

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

2. APPROVAL OF AGENDA – JUNE 26, 2024

Motion 12 (6-26-2024) AAC

Mr. Post made the motion to approve the agenda for June 26, 2024. Seconded by Mr. Elstro. Motion carried.

3. APPROVAL OF AAC MINUTES- April 24, 2024 (Held), May 22, 2024 (Cancelled)

Motion 13 (6-26-2024) AAC

Mr. Post made the motion to approve the minutes from April 24, 2024. Seconded by Mr. Elstro. Motion carried.

4. ODOT BUILDING RENOVATIONS CONTRACT

Ms. Reynolds Bales updated the committee on the status of the building renovations contract. LACRPC has received a memorandum of understanding from ODOT. Kayla Rogers from the County Prosecutor’s office has reviewed the proposal along with Ms. Bales. Ms. Rogers submitted a memo regarding potential modifications and changes. One of the issues presented was that the organization had no involvement in seeking the funding not in the disbursement of the funds as far as allowable uses. However, if found that the use is improper, the organization would be found liable. Another issue is that ODOT would be the arbitrator for any dispute; however, they are also the controlling body. LAPRPC would rather have a neutral party in case of a dispute.

Ms. Reynolds Bales requests that the committee authorize her to negotiate this contract, with the review of Ms. Rogers to allow for expediency with the project. ODOT would be managing the project so there is little chance that there would be an issue. ODOT has been very generous, but we should still proceed with caution to protect our interests. ODOT presented a template that it may not recognize that some of the items do not apply.

Motion 14 (6-26-2024) AAC

Mr. Elstro made the motion to allow Executive Director to negotiate the contract and execute the same with the approval of the County Prosecutor. Seconded by Mr. Post. Motion carried.

5. FINANCE ISSUES

a. Van Disposal

Ms. Phillips brought forth that the LACRPC has three vehicles: one van and two trucks. The 2002 Dodge Caravan needs extensive work. We have researched repair costs and it would cost more to repair than it is worth. We have also looked into how to properly dispose of the property with the County Prosecutor and Attorney General. It does not fall under any ORC code and therefore we can dispose of it as we want. LACRPC would like to negotiate with Blake’s Garage to salvage the van and use those funds as credit toward maintenance costs on the two trucks. Ms. Phillips asks for the committee to declare the van unusable and to allow LACRPC to dispose of appropriately.

Motion 15 (6-26-2024) AAC

Mr. Coleman made the motion to approve LACRPC to dispose of the van. Seconded by Ms. Seibert. Motion carried.

b. Time Keeping System

Ms. Phillips brought forth to the committee that the current method for timekeeping and billing for LACRPC staff is not efficient and that she has been investigating other methods and systems to achieve the same purpose at a better return. She has reached out to other MPOs to collaborate on their methods. Some of the suggestions were Quickbooks and Paycorp. These systems either don’t quite fit the requirements or offer other services that are not required. The standout of the suggested systems was a customizable product by Schneider Downs, which is also used by other MPOs. At present, Ms. Phillips spends approximately 20 hours a month to compile data from the employee timesheets from Excel spreadsheets. There are inconsistencies in billing regarding how different employees may categorize a project that is adjusted. The system by Schneider Downs would be more efficient as it would reduce indirect software costs are approximately \$1980 annual. Ms. Phillips is asking the committee to approve the change of the time-keeping system to Schneider Downs. Discussion revolved around several members that their organizations have made similar changes and that this is an appropriate change.

Motion 16 (6-26-2024) AAC

Mr. Coleman made the motion to approve a Time Keeping/Billing System by Schneider Downs. Seconded by Mr. Post. Motion carried.

c. Audit Report

Ms. Phillips brought forth that the BMH CPA Group, Inc. has issued its final report for the FY 2023 audit. Their report did not offer any surprises. The main issue in the description of findings dealt with the previous finance director and the complications of his tenure. Ms. Phillips would ask the committee to accept the audit report as provided by BHM CPA Group, Inc.

Motion 17 (6-26-2024) AAC

Ms. Seibert made the motion to accept the audit report. Seconded by Mr. Post. Motion carried.

6. POLICY UPDATES

a. Public Comment Procedure

Ms. Reynolds Bales brought forth that there is no formal public comment procedure in place for in-person meetings. As the LACRPC and its committees can deal with a variety of topics that are of concern to the public, some of which may be controversial, it would be appropriate to have a policy in place. Ms. Dye was tasked with putting together a policy. The intent is not to stop anyone's right to speak, but to be able to create a procedure so that any feedback is done in an orderly manner. The policy developed is heavily based on the policy in place with the Allen County Commissioner's office. Ms. Reynolds Bales asks that the policy be approved by this committee and implemented.

Motion 18 (6-26-2024) AAC

Ms. Seibert made the motion to approve the Public Comment Policy, to be effective after review by the County Prosecutor. Seconded by Mr. Elstro. Motion carried.

b. Records Retention Policy

Ms. Reynolds Bales brought forth to the committee that the LACRPC is working on developing a records retention policy. Ms. Dye has had training in public archives and document management and as such has been assigned as the primary staff person for this task. She is a member of NAGARA (National Association of Government Archives and Records Administration) and has been researching methods to retain our digital documents as well. At present, we are informing the committee that this is a necessary project and we are working on establishing a formal policy for review at a later time.

7. OTHER

No other business was brought forth.

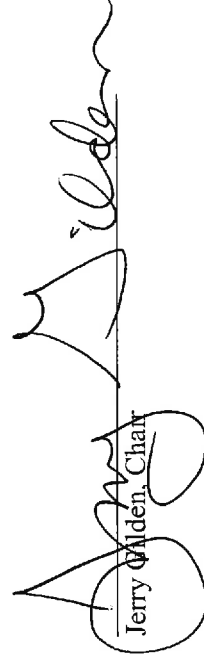
8. ADJOURNMENT

Motion 19 (6-26-2024) AAC

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

The meeting Adjourned at 4:39 p.m.

Meeting minutes approved on July 24, 2024.


Jerry Alden, Chair