

## ADMINISTRATIVE AFFAIRS COMMITTEE

June 22, 2011

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, June 22, 2011**, at **2:00 p.m.** in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of AAC Minutes – April 27, 2011
3. Public Participation Plan Assessment
4. Equal Opportunity Employment Policy
5. Title VI Assessment
6. Audit Report
7. Building Water Damage
8. Other
9. Adjournment

A quorum being present, Gregory Berquist brought the meeting to order and proceeded with the agenda.

### 1. **ROLL CALL**

Mr. Dick Accountius	Allen County
Mr. Gregory Berquist	City of Delphos
Mr. Howard Elstro	City of Lima
Mr. Roy Hollenbacher	Bath Township
Mr. Jim Link	Allen County
Mr. John MacDonell	City of Lima
Mr. Dan Reiff	Allen County

### **STAFF**

Mr. Thomas Mazur	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission

### 2. **APPROVAL OF AAC MINUTES – APRIL 27, 2011**

#### **Motion 24 (6-22-11) AAC**

Howard Elstro made the motion to accept and approve the AAC minutes of April 27, 2011. Seconded by Dan Reiff; motion carried.

### 3. **PUBLIC PARTICIPATION PLAN ASSESSMENT**

Thomas Mazur presented Committee members with the draft Public Participation Plan Assessment. Thomas Mazur went over the timeline of events and stated that nearly all of the Public Participation Plan commitments have been met. Thomas Mazur mentioned that project notification will need to be coordinated to keep the LACRPC in compliance with the Public Participation Plan.

#### **Motion 25 (6-22-11) AAC**

Jim Link made the motion to accept the Public Participation Plan Assessment. Seconded by Dick Accountius; motion carried.

**4. EQUAL OPPORTUNITY EMPLOYMENT POLICY**

Thomas Mazur explained the proposed change to the LACRPC Personnel, Policies and Procedures Manual regarding employment advertising and recruiting notices being sent to historically black colleges in Ohio and why the change was being made.

**Motion 26 (6-22-11) AAC**

Dan Reiff made the motion to accept the change to the LACRPC Personnel Policies and Procedures Manual in the Advertising and Recruiting section. Seconded by Howard Elstro; motion carried.

**5. TITLE VI ASSESSMENT**

Thomas Mazur reported as an update that staff has been examining RPC's compliance with Title VI issues. Under Title VI stipulations and predicated upon receipt of federal grants the RPC cannot discriminate on the basis of race, color, or national origin with respect to programs, services and activities being undertaken by this agency. Nor can this agency support with federal funds to any recipient who has received findings for failure to comply with these same requirements. By extension, most of the funds that meander through these offices are federal funds and hence this becomes important. Thomas Mazur reported that staff has been examining internal policies and procedures in terms of compliance. Staff is also interested in examining the Title VI issues with respect to transit services and service requirements. Thomas Mazur reported that staff has reviewed the route structure and services provided by both agencies and cannot find any noncompliance issues on the surface. Staff has identified our minority composition on the boards and committees and assessed RTA services against all protected classes and found material weaknesses. Thomas Mazur reported that staff is working with Nicole Ward at the County Courthouse to see how other departments and counties are addressing compliance. Staff is trying to stay out in front on this issue - more to come. No action is required.

**6. AUDIT REPORT**

Marlene Schumaker presented Committee members with a copy of the ODOT Audit report. Marlene Schumaker went over the report; discussion by the Committee followed.

**Motion 27 (6-22-11) AAC**

Dick Accountius made the motion to accept the Audit Report. Seconded by Howard Elstro; motion carried.

**7. BUILDING WATER DAMAGE**

Marlene Schumaker provided Committee members with an overview of the cost of the water damage to the building and the amount that will be picked up by Cincinnati Insurance. The repairs to the roof were also discussed.

**8. OTHER**

None.

**9. ADJOURNMENT**

**Motion 28 (6-22-11) AAC**

Dick Accountius made the motion that the meeting be adjourned. Seconded by Dan Reiff; motion carried.