

ADMINISTRATIVE AFFAIRS COMMITTEE

September 21, 2011

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, September 21, 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 – June 22, 2011
3. Budget
4. Insurance Issues
5. Local Program Cost Sharing Proposal
6. Policy Updates
7. Other
8. Adjournment

A quorum being present, Howard Elstro 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. Jim Link	Allen County
Mr. John MacDonell	City of Lima

STAFF

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

2. **APPROVAL OF AAC MINUTES – JUNE 22, 2011**

Motion 29 (9-21-11) AAC

Dick Accountius made the motion to accept and approve the AAC minutes of June 22, 2011. Seconded by John MacDonell; motion carried.

3. **BUDGET**

Marlene Schumaker explained to the Committee that the CY 2012 budget needs to be submitted to the Commissioners in Munis by the end of September. A 2012 budget was submitted to the Committee. There was discussion regarding the CY 2012 budget as well as several backup spreadsheets to give the Committee information of different facets of the budget. Marlene Schumaker also explained the increased amount for Worker's Comp and Insurance.

Motion 30 (9-21-11) AAC

Howard Elstro made the motion to accept the submitted budget with the approval to move \$3,500 of the insurance funds from the insurance line item to the contract services line item if the insurance renewal is received as stated by Anthem. Seconded by Gregory Berquist; motion carried.

4. INSURANCE ISSUES

The Committee received several spreadsheets regarding insurance quotes. Marlene Schumaker explained to the Committee that when the insurance renewal was received from Anthem it was for a 20.3% increase. Based on the increase, the RPC requested Beery Insurance to go out for bid on the RPC group. Several different companies have responded to the request for bids and a spreadsheet with those amounts was submitted to the Committee. The amount for the Anthem renewal on the spreadsheet was not the full 20.3% because when Anthem was notified of some of the other bids they gave a 3% discount to RPC. A short time before the meeting began Beery Insurance informed RPC that another 10% would be granted to RPC if they remained with Anthem.

Motion 31 (9-21-11) AAC

Howard Elstro made the motion to have staff continue with the current Anthem plan if the paperwork showing the discussed premium rate is received, and to change insurance carriers to Medical Mutual if the Anthem discussed rate does not come to fruition. Seconded by Gregory Berquist; motion carried.

5. LOCAL PROGRAM COST SHARING PROPOSAL

Thomas Mazur reported that staff met with the County Commissioners to discuss next year's budget, potential cost cutting measures in general and potential approaches related to managing the CDBG Programming more specifically. Staff prepared various tables reviewing historical costs, allocations and draw-downs explaining the variances since the agency went to a fee-for-service model at the County's insistence in 2003. Staff suggested that the County has not witnessed wide disparities in overall costs since the introduction of the model and that it has stayed well under the \$100,000 budget even with the additional tasks requested/undertaken. Staff discussed efforts to address the CDBG Program, specifically suggesting the inclusion of previously omitted engineering costs could offset out-of-pocket costs to local governments associated with program administration thereby minimizing costs to the County as well as local project sponsors. No programmatic or funding decisions were made and the Commissioners thanked us for opening dialogue.

6. POLICY UPDATES

Marlene Schumaker explained the proposed Workers Comp Plan that the County Commissioners will be passing at their next meeting and will go into effect beginning on October 1, 2011. There was discussion on the wording of several areas of the Plan and explanation of how the Plan could affect the RPC budget.

7. OTHER

None.

8. ADJOURNMENT

Motion 32 (9-21-11) AAC

Howard Elstro made the motion that the meeting be adjourned. Seconded by Jim Link; motion carried.