

## ADMINISTRATIVE AFFAIRS COMMITTEE

January 27, 2010

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, January 27, 2010**, 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 – December 16, 2009
3. FY 2010 Semi-Annual Completion Report
4. Training/Education Issues
5. ODOT CAP
6. Phone & Computer System Update
7. Insurance Issue
8. Budget Update
9. Other
10. Adjournment

A quorum being present, Roy Hollenbacher 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. Roy Hollenbacher	Bath Township
Mr. John MacDonell	City of Lima
Mr. Dan Reiff	Allen County
Mr. Tom Tebben	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 – DECEMBER 16, 2009**

#### **Motion 1 (1-27-10) AAC**

Dick Accountius made the motion to accept and approve the AAC minutes of December 16, 2009. Seconded by John MacDonell; motion carried.

### 3. **FY 2010 SEMI-ANNUAL COMPLETION REPORT**

Marlene Schumaker provided Committee members with an overview of the FY 2010 Semi-Annual Completion Report. Marlene Schumaker explained that there were two line items under the consolidated planning grant that were carried over from FY 2009 (601 carryover and 605 carryover). Marlene Schumaker explained that those two carryovers must be used in the first three months of FY 2010. Marlene Schumaker reported that the amounts not expended in those two line items are no longer eligible to be spent. Marlene Schumaker reported that those carryover funds were used to pay a contract for financial services, a contract for crash data and to purchase traffic counters. Marlene Schumaker explained that several programs are behind schedule. Marlene Schumaker explained each of these

**3. FY 2010 SEMI-ANNUAL COMPLETION REPORT (Continued)**

reasons in detail to the committee. There was discussion on how to bring the projects back on schedule.

**Motion 2 (1-27-10) AAC**

Thomas Tebben made the motion to accept and forward the FY 2010 Semi-Annual Completion Report to the Executive Committee. Seconded by Dick Accountius; motion carried.

**4. TRAINING/EDUCATION ISSUES**

Marlene Schumaker provided the Committee with an update on what training and educational issues will hopefully be addressed in FY 2010 and where in the budget the funds to cover the training/education will come from.

**5. ODOT CAP**

The Committee received a copy of the ODOT CAP agreement that will be submitted to ODOT for their approval. The CAP was explained and the FY 2011 requested amount was discussed.

**Motion 3 (1-27-10) AAC**

Gregory Berquist made the motion to accept and forward the CAP agreement to the Executive Committee. Seconded by Dan Reiff; motion carried.

**6. PHONE & COMPUTER SYSTEM UPDATE**

Marlene Schumaker reported that for several months LACRPC staff has been discussing hooking into the Allen County computer system to comply with the ODOT Audit requirement for Funds software. Marlene Schumaker explained that it would also be very convenient for both agencies to have the LACRPC hooked directly into the County accounting system. After some discussion it was found that the LACRPC could also go on the County phone system which would be a considerable upgrade for the LACRPC.

**Motion 4 (1-27-10) AAC**

John MacDonell made the motion for the LACRPC to hook into the County telephone and accounting system with cost not to exceed \$10,000. Seconded by Gregory Berquist; motion carried with one (1) abstention (Dan Reiff).

**7. INSURANCE ISSUE**

Marlene Schumaker explained that a staff member who is entitled under the Agency's Policy and Procedures Manual for life insurance has been denied by the insurance company. Other alternatives were discussed with the Committee.

**Motion 5 (1-27-10) AAC**

John MacDonell made the motion to authorize staff to choose the best cost-effective alternative to obtain life insurance for all eligible staff members. Seconded by Dick Accountius; motion carried.

**8. BUDGET UPDATE**

Marlene Schumaker presented the Committee with the CY 2010 budget and a spreadsheet of all jurisdictions with past drawdown amounts for each CY year including CY 2010. Marlene Schumaker explained how the drawdowns are calculated and why each year's drawdown fluctuates. Marlene Schumaker also explained why the drawdowns for CY 2010 are lower than the past several years. Marlene Schumaker explained that with the Census and several other local items that will need to be accomplished by the LACRPC staff, but not covered by any specific political jurisdiction, the amount to cover those expenses as well as the amount of match required to meet all grants will come out of all jurisdictions membership before drawdowns are set.

**9. OTHER**

The purchase and maintenance of GIS software was discussed.

**10. ADJOURNMENT**

**Motion 6 (1-27-10) AAC**

Dick Accountius made the motion that the meeting be adjourned. Seconded by John MacDonell; motion carried.