



LIMA-ALLEN COUNTY REGIONAL PLANNING COMMISSION

130 West North Street Lima, Ohio 45801-4311
Telephone: 419-228-1836 FAX: 419-228-3891
www.lacrpc.com

Doug Post
President

Brion Rhodes
President-Elect

Jay Begg
Treasurer

Chris Seddelmeyer
Secretary

Thomas M. Mazur
Executive Director

TO: ADMINISTRATIVE AFFAIRS COMMITTEE
Mr. Shane Coleman Mr. Howard Elstro
Mr. Steve Ewing Mr. Jerry Gilden
Mr. Mitchell Kingsley Ms. Chris Seddelmeyer
Mr. Robert Sielschott Ms. Susan Wildermuth

FROM: Mr. Thomas Tebben, Chairman

DATE: December 12, 2019

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, December 18, 2019** at **4:00 p.m.**, in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call
2. Approval of AAC Minutes – October 23, 2019
3. Succession Plan
4. Other
5. Adjournment

NOTE:

PLEASE NOTIFY THE COMMISSION OFFICE WHETHER OR NOT YOU WILL ATTEND.





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FROM: Mr. Thomas Tebben, Chairman

DATE: December 17, 2019

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Tuesday, December 17, 2019** at **3:30 p.m.**, in the Conference Room of the Commission office located at 130 West North Street, Lima, Ohio.

The agenda will be as follows:

1. Roll Call
2. Approval of AAC Minutes – October 23, 2019
3. Consideration of Closing Offices on December 24th
4. Succession Plan
5. Other
6. Adjournment

NOTE:

PLEASE NOTIFY THE COMMISSION OFFICE WHETHER OR NOT YOU WILL ATTEND.



ADMINISTRATIVE AFFAIRS COMMITTEE

December 17, 2019

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Tuesday, December 17, 2019** at **3:30** 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 – October 23, 2019
3. Consideration of Closing Offices on December 24th
4. Succession Plan
5. Other
6. Adjournment

A quorum being present, Thomas Tebben brought the meeting to order and proceeded with the agenda.

1. **ROLL CALL**

Mr. Shane Coleman	City of Delphos
Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilden	Marion Township
Mr. Mitchell Kingsley	Village of Bluffton
Mr. Robert Sielschott	Bath Township
Mr. Thomas 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 – OCTOBER 23, 2019**

Motion 19 (12-17-19) AAC

Shane Coleman made the motion to accept and approve the minutes of October 23, 2019. Seconded by Mitchell Kingsley; motion carried.

3. **CONSIDERATION OF CLOSING OFFICES ON DECEMBER 24TH**

Marlene Schumaker requested that all staff be allowed to take vacation on December 24, 2019, and the Lima-Allen County Regional Planning Commission office be closed.

Motion 20 (12-17-19) AAC

Howard Elstro made a motion to allow all staff members to take vacation and to close the LACRPC office on December 24, 2019. Seconded by Steve Ewing; motion carried.

4. **SUCCESSION PLAN**

Thomas Mazur went over a list of current employees' who will be eligible for retirement in the next two years with the Committee. Of concern, was the number of employees over the age of 60 with critical skill sets. Thomas Mazur also distributed to the Committee an

4. SUCCESSION PLAN (Continued)

overview of the Executive Director’s duties, required knowledge and skills, as well as a comparison of the duties of several other MPOs. After some discussion it was decided that Thomas Mazur would develop a more specific job description for Committee members to review and that the Committee will meet again on Jan 8, 2020, from 3:30 to 5:30 to continue putting together a succession plan.

5. OTHER

None.

6. ADJOURNMENT

Motion 21 (12-17-19) AAC

Jerry Gilden made the motion to adjourn. Seconded by Steve Ewing; motion carried.