



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: February 19, 2020

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Wednesday, February 26, 2020 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 – January 8, 2020
3. Update to Succession Plan
4. Policy Discussion
5. Other
6. Adjournment

NOTE:

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





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FROM: Mr. Thomas Tebben, Chairman

DATE: February 20, 2020

RE: AAC Meeting

There will be a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Thursday, February 27, 2020 at 3:00 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 – January 8, 2020
3. Update to Succession Plan
4. Policy Discussion
5. Other
6. Adjournment

NOTE:

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



ADMINISTRATIVE AFFAIRS COMMITTEE

February 27, 2020

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **Thursday, February 27, 2020** at **3:00** 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 – January 8, 2020
3. Update to Succession Plan
4. Policy Discussion
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
Ms. Chris Seddelmeyer	Shawnee Township
Mr. Thomas Tebben	City of Lima
Ms. Susan Wildermuth	Allen County

EXECUTIVE COMMITTEE MEMEBERS

Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County Engineer

STAFF

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

2. **APPROVAL OF AAC MINUTES – January 8, 2020**

Motion 4 (2-27-2020) AAC

Steve Ewing made the motion to accept and approve the minutes of January 8, 2020. Seconded by Shane Coleman; motion carried.

3. **UPDATE TO SUCCESSION PLAN**

Thomas Mazur updated the Committee on a number of resumes that have been received and interviews that have been done. There was discussion on how to proceed with hiring. The Committee decided that a smaller hiring committee would be assembled to interview the candidates. The smaller Committee would include: Thomas Tebben, Howard Elstro, Chris Seddelmeyer, and Shane Coleman. Based on resumes that have been received at this time Marlene Schumaker requested permission to pay a finder's fee if any of the candidates they provided is hired for a position. The finder's fee is ten percent of the first years' salary.

3. **UPDATE TO SUCCESSION PLAN** (Continued)

Motion 5 (2-27-2020) AAC

Howard Elstro made the motion to pay Indeed a finder's fee if any of the candidates hired came from the pool provided by them. Seconded by Chris Seddelmeyer; motion carried.

4. **POLICY DISCUSSION**

Based on staff changes and economic issues staff requested several changes to the LACRPC Policy Manual. Marlene Schumaker explained that at the current time the Commission pays twenty-five percent of a family health insurance premium. She requested the Committee consider going to seventy-five percent of the premium on a family plan beginning March 2020. Discussion ensued on how the increase could affect the budget and the upcoming hiring process.

Motion 6 (2-27-2020) AAC

Howard Elstro made the motion to accept the staff's recommendation and increase the amount the Commission will pay towards a family health plan to seventy-five percent. Seconded by Chris Seddelmeyer; motion carried.

At the current time all exempt employees are compensated for overtime hours on an hour for hour basis at his/her regular pay rate. Marlene Schumaker requested the policy be changed to allow all exempt employees to use overtime hours on an hour per hour for compensatory time, but no overtime hours will be paid out. The Policy Manual will change as follows:

Exempt - Exempt employees of the Regional Planning Commission are exempt from the overtime requirements. However, because the revenue of the LACRPC is based on reimbursement for direct labor hours performed, hours worked by an exempt employee in excess of forty (40) hours will be documented and recorded in said employee's "hours worked" file. ~~Exempt employees will be compensated for overtime hours on an hour for hour basis at his/her regular pay rate. Employees subject to the approval of the Administrative Affairs Committee on a quarterly basis, Employees may take compensatory time or payment for the hours worked in excess of forty (40) hours and that are documented in his/her "hours worked" file.~~

Motion 7 (2-27-2020) AAC

Howard Elstro made the motion to accept staff's recommendation for exempted employees overtime hours beginning April 2020. Seconded by Steve Ewing; motion carried.

5. **OTHER**

An e-mail from the West Central Ohio Land Conservancy has been received requesting the use of the front office for another year. Thomas Mazur explained the LACRPC benefit of the WCOLC using the front office.

Motion 8 (2-27-2020) AAC

Chris Seddelmeyer made the motion to renew the MOU with the West Central Ohio Land Conservancy. Seconded by Jerry Gilden; motion carried.

Thomas Mazur explained the HEALing Communities Study to the Committee and requested that LACRPC submit a quote to participate from June 2020 thru March 2021.

5. **OTHER** (Continued)

Motion 9 (2-27-2020) AAC

Howard Elstro made the motion for LACRPC to participate in the HEALing Communities Study. Seconded by Steve Ewing; motion carried.

6. **ADJOURNMENT**

Motion 10 (2-27-2020) AAC

Jerry Gilden made the motion to adjourn. Seconded by Chris Seddelmeyer; motion carried.