

ADMINISTRATIVE AFFAIRS COMMITTEE

October 21, 2020

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **October 21, 2020** at **4:00** p.m. by Zoom, and 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 – August 26, 2020
3. Quotes for Front of Building
4. Budget CY 2021
5. Benefits CY 2021
 - Health Insurance
 - H.S.A.
 - Sick Time
 - Vacation Time
 - Personal Time
6. Wages CY 2021
7. Christmas Eve CY 2020
8. Other
9. Adjournment

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

1. **ROLL CALL**

Mr. Dave Belton	Shawnee Township
Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jerry Gilden	Marion Township
Mr. Doug Post	Amanda Township
Mr. Brion Rhodes	Allen County
Mr. Thomas Tebben	City of Lima
Ms. Susan Wildermuth	Allen County

STAFF

Mr. Shane Coleman	Lima-Allen County Regional Planning Commission
Ms. Marlene Schumaker	Lima-Allen County Regional Planning Commission

2. **APPROVAL OF AAC MINUTES – August 26, 2020**

Motion 18 (10-21-20) AAC

Steve Ewing made the motion to accept and approve the minutes of August 26, 2020. Seconded by Howard Elstro; motion carried.

3. FRONT OF BUILDING

Marlene Schumaker explained to the Committee that after further conversation with a member of the Design Review Board the type of roofing being considered for the front of the building may not be acceptable. This item was tabled until further information can be gathered.

4. BUDGET CY 2021

Marlene Schumaker explained to the Committee that the calendar year budget will need to be submitted to Allen County in the next couple of weeks. The Committee received the proposed budget in an e-mail as well as comparisons with other years. Marlene Schumaker explained that the overall amount of the budget did not increase from CY 2020, but several line item changes were made. Marlene Schumaker also explained that all of the benefits and wage changes being presented for CY 2021 have been included in the proposed CY 2021 budget.

Motion 19 (10-21-2020) AAC

Howard Elstro made a motion to accept and forwarded to the Executive Committee the FY 2021 CY budget. Seconded by Doug Post; motion carried.

5. BENEFITS CY 2021

Marlene Schumaker explained to the Committee that each year when the budget is prepared there are certain benefits that are considered based on budget constraints.

a. Health Insurance

LACRPC offers a high deductible insurance plan to all employees. If an employee has health insurance through another policy, they can receive a payout each month. In CY 2020 that payout was \$125.00. Also, if an employee turns 65 and is no longer eligible for the insurance through LACRPC the employee can be compensated monthly not to exceed 80% of the amount of their health care premium based on the eleventh month of age 64. Staff is recommending that these two policies remain in place for CY 2021 with no changes. These changes were put in place to help control the LACRPC insurance cost as well as to not marginalize any employee.

Motion 20 (10-21-2020) AAC

Howard Elstro made a motion to accept staff's recommendation for health insurance policies with no changes for CY 2021. Seconded by Brion Rhodes; motion carried.

LACRPC 's current Anthem Health plan is up for renewal and as there will be a slight decrease in the premium staff would recommend remaining with the same plan for CY 2021.

Motion 21 (10-21-2020) AAC

Howard Elstro made a motion to continue with the current Anthem health insurance policy for CY 2021. Seconded by Brion Rhodes; motion carried.

b. H.S.A.

Each employee currently receiving health insurance through LACRPC receives \$200.00 per month in an H.S.A. account to off-set the high deductible health insurance plan. It is staff's recommendation that the amount remain the same for CY 2021.

5. BENEFITS CY 2021 (Continued)

b. H.S.A. (Continued)

Motion 22 (10-21-2020) AAC

Steve Ewing made a motion to accept staff's recommendation to continue H.S.A. amount at \$200.00 per month for CY 2021. Seconded by Howard Elstro; motion carried.

c. Sick Time

Once an employee has accrued 240 hours of sick time, they have the option of converting into cash any sick time accrued during the year above the 240 hours. Staff would recommend keeping the policy for CY 2021.

Motion 23 (10-21-2020) AAC

Dave Belton made a motion to accept staff's recommendation to continue the sick time conversion option for CY 2021. Seconded by Jerry Gilden; motion carried.

d. Vacation Time

Under current vacation policy employees can cash in any unused vacation that cannot be carried over into the next calendar year. Staff recommends no change to the vacation policy for FY 2021.

Motion 24 (10-21-2020) AAC

Steve Ewing made a motion to accept staff's recommendation to continue the vacation policy for CY 2021. Seconded by Brion Rhodes; motion carried.

e. Personal Time

The Committee was presented with a Personal Time policy for part-time employees. There was some discussion on the wording of the policy.

Motion 25 (10-21-2020) AAC

Brion Rhodes made a motion to accept the personal time off policy for part-time employees to begin immediately. Seconded by Steve Ewing; motion carried.

6. WAGES CY 2021

Shane Coleman presented to the committee the recommendations for wage increases for CY 2021. The committee received information regarding current amounts and projected amounts based both on cost of living increases and the fact that current staff has picked up additional work loads. Over the past two years LACRPC has had five staff either go to another job or retire. LACRPC hired two employees and with the help of technology other staff picked up the additional workload.

Motion 26 (10-21-2020) AAC

Howard Elstro made a motion to accept staff's recommendation for wage increases for CY 2021. Seconded by Brion Rhodes; motion carried.

7. CHRISTMAS EVE CY 2020

Marlene Schumaker requested the Board allow the LACRPC office to be closed on Christmas Eve as long as all employees take vacation/personal time for the day.

7. CHRISTMAS EVE CY 2020 (Continued)

Motion 27 (10-21-2020) AAC

Brion Rhodes made a motion to close the LACRPC off on Christmas Eve. With staff taking vacation or personal time. Seconded by Steve Ewing; motion carried.

8. OTHER

The Committee reviewed the final logos presented for discussion and agreed that 1B was their choice.

Motion 28 (10-21-2020) AAC

Dave Belton made a motion to accept logo 1B as the official logo for Lima-Allen County Regional Planning Commission. Seconded by Steve Ewing; motion carried.

10. ADJOURNMENT

Motion 29 (10-21-2020) AAC

Steve Ewing made a motion to adjourn. Seconded by Brion Rhodes; motion carried.