

ADMINISTRATIVE AFFAIRS COMMITTEE

March 24, 2021

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **March 24, 2021** 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 – November 18, 2020
3. Building Maintenance Update
4. Staff 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. 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 – November 18, 2020**

Motion 01 (03-24-21) AAC

Brion Rhodes made the motion to accept and approve the minutes of November 18, 2020. Seconded by Steve Ewing; motion carried.

3. **BUILDING MAINTENANCE**

Marlene Schumaker presented the Committee a cost to put new carpet in the hallway, copy room, two front offices, and back hall to match the carpet squares in the offices that have been updated. There was discussion on the size and type of squares and if they could continue to be purchased in the future. The Committee requested additional cost estimates before moving forward.

Motion 02 (03-24-21) AAC

Brian Rhodes made a motion to have staff send an e-mail with updated information to the Committee for confirmation before purchasing. Seconded by Doug Post; motion carried.

4. STAFF DISCUSSION

Shane Coleman notified the Committee of an impending staff departure. Discussion ensued relative to the soon-to-be vacant position, future staffing requirements of the agency, potential transition(s) of current staff, and associated salary ranges. Shane Coleman stated he would initiate discussion(s) with current staff and provide an update to the Committee relative to current and future staff structure.

Motion 04 (03-24-21) AAC

Doug Post made a motion for Shane Coleman to initiate discussions with current staff and fill the position at a tiered wage rate through the end of 2021. Seconded by Jerry Gilden: motion carried.

5. OTHER

a. Staff Return Full-Time to RPC Office

Shane Coleman requested an update on staff returning to the LACRPC office full-time.

Motion 05 (03-24-21) AAC

Jerry Gilden made a motion to give staff permission to return to work fulltime in the RPC office on April 12, 2021 Seconded by Steve Ewing: motion carried.

6. ADJOURN

Motion 06 (03-24-21) AAC

Steve Ewing made a motion to adjourn. Seconded by Doug Post; motion carried.