

ADMINISTRATIVE AFFAIRS COMMITTEE

April 21, 2021

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **April 21, 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 – March 24, 2021
3. Policy Updates
4. Building Maintenance Update
5. Staff Discussions
6. Other
7. 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

STAFF

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

2. **APPROVAL OF AAC MINUTES –March 24, 2021**

Motion 07 (04-21-21) AAC

Brion Rhodes made the motion to accept and approve the minutes of March 24, 2021
Seconded by Steve Ewing; motion carried.

3. **POLICY UPDATES**

Shane Coleman reviewed the updates being proposed in Section 1 of the Personnel, Policies and Procedures Manual. The committee received the proposed changes prior to the meeting and discussion ensued.

Motion 08 (04-21-21) AAC

Brian Rhodes made a motion to accept the policy changes Seconded by Jerry Gilden; motion carried.

4. BUILDING MAINTENANCE UPDATE

Marlene Schumaker commented that Brick Street will be presenting their proposal for the front of the building in May. She also informed the committee that the carpet squares for the hallway have been ordered.

5. STAFF DISCUSSION

Mr. Coleman requested that Cody Doyle, a current employee, be moved to an associate planner position beginning on the first payroll after the Safe Communities Grant revision is accepted.

Motion 09 (04-21-21) AAC

Steve Ewing made a motion to move Cody Doyle to an associate planner position. Seconded by Jerry Gilden: motion carried.

6. OTHER

Shane Coleman explained that with the loss of one planner leaving at the end of May, LACRPC will need to begin advertising for a new planner.

Motion 10 (4-21-21) AAC

Brion Rhodes made a motion to move forward with advertising for a new planner. Seconded by Doug Post; motion carried.

7. ADJOURNMENT

Motion 11 (04-21-2021) AAC

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