

ADMINISTRATIVE AFFAIRS COMMITTEE

May 26, 2021

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **May 26, 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 – April 21, 2021
- 3. Policy Updates
- 4. Building Maintenance – Brick Street Presentation
- 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. 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. Robert Sielschott	Bath Township
Mr. Thomas Tebben	City of Lima

GUESTS

Mr. Jeff Crouse	Brick Street
Ms. Nicole Hovest	Brick Street

STAFF

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

2. APPROVAL OF AAC MINUTES – April 21, 2021

Motion 12 (05-26-21) AAC

Steve Ewing made the motion to accept and approve the minutes of April 21, 2021. Seconded by Howard Elstro; motion carried.

3. POLICY UPDATES

Shane Coleman reviewed the update to the cell phone policy being proposed in Section 8 of the Personnel, Policies and Procedures Manual.

3. POLICY UPDATES (Continued)

Motion 13 (05-26-21) AAC

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

Shane Coleman discussed closing the LACRPC office, to the public, at 4:30 p.m. each day. No motion was received and the LACRPC office hours will remain 8:00 a.m. to 5:00 p.m.

4. BUILDING MAINTENANCE UPDATE

Brick Street presented to the Committee a couple of options on the front of the building. Discussion ensued.

Motion 14 (05-26-21) AAC

Howard Elstro made a motion that Brick Street pursue the cost of restoring the building based on option one, (completely removing the front façade). Seconded by Doug Post: motion carried.

5. STAFF DISCUSSION

Shane Coleman updated the Committee on the departure of one employee, the search process, and the resumes received for the open position to date. Shane Coleman explained to the Committee that the position will remain open in the interim while the agency continues to accept and review resumes. Current staff will work to pick up additional tasks as necessary until such time as a permanent staffing decision is made.

6. OTHER

Shane Coleman updated the Committee on in person meetings beginning again in July. Discussion regarding in person meetings and virtual meetings ensued.

Motion 15 (05-26-21) AAC

Howard Elstro made a motion to reopen the office to in person activity on June 2, 2021 with voluntary safety precautions (masks, hand sanitizer) in place and to allow for in person and virtual meetings in June. Seconded by Brion Rhodes: motion carried.

Shane Coleman requested input from the Committee regarding offering/renting office space to another agency if someone is interested.

Marlene Schumaker updated the Committee on several issues with the CDBG housing program that may require a request to the State for an extension on the current CHIP grant.

7. ADJOURNMENT

Motion 16 (05-26-21) AAC

Robert Sielschott made a motion to adjourn. Seconded by Brion Rhodes: motion carried.