

ADMINISTRATIVE AFFAIRS COMMITTEE

October 27, 2021

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **October 27, 2021**, at **4:00** p.m. by Zoom, and in the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

- 1. Roll Call
- 2. Approval of AAC Minutes –October 20, 2021
- 3. Staff Discussion
- 4. Current Budget Line to Line changes
- 5. Budget County CY 2022
- 6. Benefits CY 2022
 - A. Health Insurance
 - 1. Renewal
 - 2. Family Amount
 - 3. Waiver amount
 - 4. 65 Compensation
 - 5. H.S.A.
 - B. Sick Time
 - C. Vacation Time
 - D. Personal Time
- 7. Wages CY 2022.
- 8. Policy Changes
 - Juneteenth
 - Political
- 9. Contract with Julian & Grubb
- 10. Old Business
- 11. Adjournment

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

1. ROLL CALL

Mr. Howard Elstro	City of Lima	Zoom
Mr. Steve Ewing	Auglaize Township	in Person
Mr. Doug Post	Amanda Township	in Person
Mr. Brion Rhodes	Allen County	in Person
Mr. Thomas Tebben	City of Lima	in Person
Ms. Susan Wildermuth	Allen County	in Person

GUESTS

STAFF

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

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2. APPROVAL OF AAC MINUTES – October 20, 2021

Motion 24 (10-27-21) AAC

Brian Rhodes made the motion to accept and approve the minutes of October 20, 2021. Seconded by Doug Post, motion carried.

3. STAFF DISCUSSION

Shane Coleman presented the Committee with a new job description for a Public Outreach and Community Program Planner, explained why the new position was necessary and requested permission to hire someone to fill the position.

Motion 25 (10-27-21) AAC

Doug Post made the motion advertise for the position of Public Outreach and Community Program Planner. Seconded by Steve Ewing, motion carried.

4. CURRENT BUDGET LINE TO LINE CHANGES

Marlene Schumaker requested the following changes in the current calendar year budget:

FROM		TO	
Supplies	\$9,000.00	Service	\$9,000.00
Supplies	\$11,000.00	Equipment	\$11,000.00
Travel	\$1,000.00	Sundry	\$1,000.00
Travel	\$1,000.00	Equipment	\$1,000.00
The actual overall amount of the budget will not change.			

Motion 26 (10-27-21) AAC

Susan Wildermuth made a motion to accept the line-to-line changes and submit them to Executive Committee. Seconded by Brion Rhodes, motion carried.

5. BUDGET COUNTY CY 2022

Marlene Schumaker shared with the Committee the proposed CY 2022 budget that will be submitted to Allen County. Ms. Schumaker explained that there will be a carryover of funds from CY 2021, which has been accounted for in the proposed CY 2022 revenue and expense lines. Ms. Schumaker explained that the proposed budget includes additional amounts in the Building/Equipment line and an additional Building loan line to update the front of the building in CY 2022. Additional funds were put in the supplies line for some updates to software and additional funds in the service line to offset the increase in electric, cleaning, computer, software, and other services LACRPC has monthly.

Motion 27 (10-27-21) AAC

Brion Rhodes made a motion to accept and submit to the Executive Committee the Proposed CY 2022 Budget. Seconded by Steve Ewing, motion carried.

6. BENEFITS

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The following benefits shall be reviewed yearly by the AAC and adjustments made based on budget constraints.

A. HEALTH INSURANCE

1. REVEWAL

Ms. Schumaker reported to the Board that the current Health Insurance policy with Anthem Blue Cross Blue Shield renewal is at no increase in premiums for CY 2022.

Motion 28 (10-27-21) AAC

Brion Rhodes made a motion to continue with Anthem Blue Cross Blue Shield renewal. Seconded by Doug Post, motion carried.

2. FAMILY AMOUNT

Ms. Schumaker stated that currently, LACRPC pays 75% of the premium on a family policy for health insurance. The employee picks up the remaining amount. Ms. Schumaker requested that no changes be made, and this policy remains the same for 2022.

Motion 29 (10-27-21) AAC

Doug Post made a motion to continue with Anthem Blue Cross Blue Shield renewal. Seconded by Brion Rhodes, motion carried.

3. WAIVER AMOUNT

Currently, LACRPC employees who do not take LACRPC health insurance, and can prove they have health insurance coverage, receive \$125.00 per month. Ms. Schumaker requested the same amount and policy for CY 2022.

Motion 30 (10-27-21) AAC

Steve Ewing made a motion to continue the waiver policy and keep the amount at \$125.00 per month. Seconded by Brion Rhodes, motion carried.

4. 65-COMPENSATION

Current policy states “If an employee who has been receiving health insurance from the LACRPC turns 65 and who desires to continue employment with the LACRPC, and is no longer eligible for the H.S.A. or a high deductible hospitalization plan due to federal/state law, the LACRPC will compensate said employee a monthly amount not to exceed 80% of the amount of their health care premium based on the eleventh month of age 64; said benefits shall be reviewed yearly by the AAC and adjustments made based on budget constraints.” Ms. Schumaker requested that this policy remains in effect as is for CY 2022.

Motion 31 (10-27-21) AAC

Doug Post made a motion to continue the 65-compensation benefit for CY 2022. Seconded by Steve Ewing, motion carried.

5 H.S.A.

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Current policy states, “Eligible employees who so choose shall receive coverage under an individual hospitalization plan that complies with federal and state laws; and be eligible for stipends to be paid into a Health Savings Account (H.S.A.) to offset the high deductible of the hospitalization plan.” In CY 2021 the H.S.A amount per month is \$200.00. Ms. Schumaker requested the H.S.A. amount remain the same, at \$200.00 for CT 2022.

Motion 32 (10-27-21) AAC

Doug Post motioned to continue the H.S.A. contribution of \$200.00 per month for CY 2022. Seconded by Steve Ewing, motion carried.

B. SICK TIME

Current policy states, “Once an employee has accrued in excess of two hundred forty (240) hours of sick time they will be offered the opportunity to convert to cash any part of his/her sick leave accrued in the current year which is in excess of two hundred forty (240) hours”. Therefore, Ms. Schumaker requested the sick policy remain the same for CY 2022.

Motion 33 (10-27-21) AAC

Steve Ewing made a motion to continue the current sick leave policy for CY 2022. Seconded by Doug Post, motion carried.

C. VACATION TIME

Current policy states “If the budget allows, employees, will be permitted to convert to cash any part of their annual leave time over and above the entitled accrued amount for the year with the approval of the Executive Director on a quarterly basis.” Ms. Schumaker requested to continue the current vacation policy for CY 2022.

Motion 34 (10-27-21) AAC

Brian Rhodes made a motion to continue the current vacation policy for CY 2022. Seconded by Doug Post, motion carried.

D. PERSONAL TIME

Current policy states, “Any part-time non-seasonal employee working regularly at least 24 hours per week shall receive 12 hours of personal time per year. Part-time employees do not accrue vacation time.” Ms. Schumaker requested to continue the current personal time policy for CY 2022

Motion 34 (10-27-21) AAC

Brian Rhodes made a motion to continue the current personal time policy for CY 2022. Seconded by Doug Post, motion carried.

7. WAGES CY 2022

Shane Coleman requested the Committee's input on several different scenarios on wages for CY 2022. The Committee discussed each scenario and asked that Mr. Coleman present wage increases for CY 2022 at the next AAC meeting.

8. POLICY CHANGES

Ms. Schumaker explained to the Committee that the Auditor requested a Political Policy during the current audit. LACRPC did not have one, so a copy of the County Political Policy was requested and prepared for LACRPC. Ms. Schumaker asked the Political be accepted as presented and incorporated into the LACRPC Policy Manual.

Motion 35 (10-27-21) AAC

Brian Rhodes made a motion to accept and forward to the Executive Committee the Political Policy. Seconded by Steve Ewing, motion carried.

Ms. Schumaker requested to add Juneteenth as a holiday in the policy manual. Mr. Rhodes suggested that we wait until Allen County decides how they will handle the holiday before we add it to the Policy Manual.

Motion 36 (10-27-21) AAC

Brian Rhodes made a motion to table the Juneteenth Holiday until Allen County decides if it should be on the day or a floating holiday. Seconded by Doug Post, motion carried.

9. CONTRACT WITH JULIAN & GRUBE

The Compilation Proposal with Julian & Grube was presented to the Committee. Ms. Schumaker explained why this proposal was requested, what is covered by it, and the prior cost. Ms. Schumaker asked the Proposal with Julian & Grube be accepted for a three-year engagement at \$2,000.00 per year.

Motion 37 (10-27-21) AAC

Doug Post made a motion to accept the proposal from Julian and Grube for three years at \$2000.00 per year. Seconded by Susan Wildermuth, motion carried.

10. OLD BUSINESS

Ms. Schumaker mentioned to the Committee last week that the plotter had quit working and needed to be replaced. She presented to the Committee a list of Companies and Plotters for comparison. She asked staff who works with the plotter which they would prefer, and all gave the same answer. Ms. Schumaker requested permission to purchase a 40" HP Page Wide XL 4200 MFP from Eastern Engineering for \$16,840.00.

Motion 38 (10-27-21) AAC

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Brion Rhodes made a motion to purchase a 40" HP Page Wide XL 4200 MFP from Eastern Engineering for \$16,840.00. Seconded by Steve Ewing, motion carried.

Ms. Schumaker also mentioned to the Committee that she had contacted Brick Street, and they are willing to prepare bid documents and administer them for the remodel on the building. Brick Street will submit their cost for doing this work in the next couple of weeks.

11. ADJOURNMENT

Motion 39 (10-27-21) AAC

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