

**ADMINISTRATIVE AFFAIRS COMMITTEE**  
**March 23, 2022**

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen-County Regional Planning Commission on **March 23, 2022**, at **4:00** p.m. in the Commission office located at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of Agenda
3. Approval of AAC Minutes –November 17, 2021
4. Staffing
5. Building Project
6. Painting Project
7. Policy Updates
  - a. Credit Card Policy
  - b. Juneteenth Holiday
8. Other
9. 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	Virtual
Mr. Steve Ewing	Auglaize Township	In Person
Mr. Jerry Gilden	Marion Township	In Person
Mr. Doug Post	Amanda Township	In Person
Mr. Thomas Tebben	City of Lima	Virtual

**GUESTS**

Ms. Beth Seibert	Allen County Commissioner	In Person
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**STAFF**

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

**2. APPROVAL OF AAC AGENDA – March 23, 2022**

**Motion 1 (3-23-22) AAC**

Jerry Gilden motioned to accept and approve the updated March 23, 2022, AAC Agenda. Seconded by Doug Post, motion carried.

**3. APPROVAL OF AAC MINUTES – November 17, 2021**

**Motion 2 (3-23-22) AAC**

## **AAC – March 23, 2022**

Jerry Gilden motioned to accept and approve the minutes of the November 17, 2021 meeting. Seconded by Doug Post, motion carried.

### **4. STAFFING**

Mr. Coleman reviewed with the Committee some of the options staff has come up with to fill the finance position. Then, he presented the new job description to the Committee and explained a discussion with Spherion Staffing.

#### **Motion 3 (3-23-22) AAC**

Steve Ewing motioned to accept the Assistant Finance Administrator job description as proposed by Mr. Coleman. Seconded by Doug Post, motion carried.

#### **Motion 4 (3-23-22) AAC**

Doug Post motioned to work with Spherion on both the Finance Administrator and Assistant Finance Administer job search and posting to other avenues. Seconded by Howard Elstro, motion carried.

#### **Motion 5 (3-23-22) AAC**

Jerry Gilden motioned to authorize the Executive Director to hire a finance person without going back to the Committee for approval. Seconded by Doug Post, motion carried.

### **5. BUILDING PROJECT**

Mr. Coleman presented to the Committee two proposals for Architectural/Engineering Services for the façade improvements on the building. Mr. Coleman stated that one of the agencies contacted declined because they had a full work schedule. Mr. Coleman is currently waiting on a third proposal and will supply the Committee with a copy of the proposal when it is received.

### **6. PAINTING PROJECT**

Mr. Coleman explained that the County Prosecutor determined that Shirley Schumaker could be hired to paint in the LACRPC building. The County Auditor has issued a vendor number for Ms. Schumaker.

#### **Motion 6 (3-23-22) AAC**

Jerry Gilden motioned to authorize the Executive Director to have Ms. Schumaker proceed with the painting at LACRPC. Seconded by Doug Post, motion carried.

### **7. POLICY UPDATES**

Mr. Coleman explained that the credit card that LACRPC uses is issued thru Allen County; as such, LACRPC would like to adopt the County Credit Card Policy.

#### **Motion 7 (3-23-22) AAC**

## **AAC – March 23, 2022**

Steve Ewing motioned to adopt the County Credit Card Policy as the LACRPC Credit Card Policy. Seconded by Doug Post, motion carried.

Mr. Coleman explained that the Committee requested that Juneteenth Holiday be brought back to them once the County decided if Juneteenth would be a floating holiday or celebrated on the actual day. The County will be observing the actual Juneteenth holiday, the same as all other approved holidays.

### **Motion 8 (3-23-22) AAC**

Howard Elstro motioned to add Juneteenth to the list of holidays LACRPC will observe. Seconded by Steve Ewing: Mr. Elstro, Mr. Ewing, Mr. Tebben Yea, Mr. Gilden, Mr. Post Nay. Motion Carried.

## **8. OTHER**

Ms. Schumaker explained to the Committee that the insurance on the building, vehicles, liability, and umbrella came in at the same cost as last year.

Mr. Schumaker also informed the Committee that the State has asked if LACRPC would like to retain BHM as the firm to perform the audit on the LACRPC books for the next five years. BHM has conducted the audit for the last five-year period and can do so for the next five. Ms. Schumaker explained that it would be efficient for the new finance person to work with the current audit firm. The State will put together the contract, and it will be brought back to the Committee when it is received.

## **9. Adjournment**

### **Motion 8 (3-23-22) AAC**

Howard Elstro made a motion to adjourn. Seconded by Steve Ewing: Motion Carried.