

ADMINISTRATIVE AFFAIRS COMMITTEE
September 21, 2022

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen County Regional Planning Commission on **September 21, 2022**, at **4:00** p.m. in the Commission office at 130 West North Street, Lima, Ohio.

The agenda was as follows:

1. Roll Call
2. Approval of AAC Minutes –August 24, 2022
3. Building Project Update
4. RTPO Position and Description
5. Position Ranges and Salary Adjustments
5. Other
6. Adjournment

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

1. ROLL CALL

Mr. Sean Chapman	Village of Spencerville
Mr. Howard Elstro	City of Lima
Mr. Jerry Gilden	Marion Township
Mr. Jamie Mehaffie	City of Delphos
Mr. Brion Rhodes	Allen County
Ms. Kelli Singhaus	Allen County
Mr. Thomas Tebben	City of Lima

GUESTS

STAFF

Mr. Shane Coleman	Lima-Allen County Regional Planning Commission
Mr. Brandon Casler	Lima-Allen County Regional Planning Commission

2. APPROVAL OF AAC MINUTES – August 24, 2022

Motion 23 (9-21-22) AAC

Jerry Gilden motioned to accept and approve the August 24, 2022, meeting minutes. Seconded by Jamie Mehaffie, motion carried.

3. BUILDING PROJECT UPDATE

Mr. Coleman shared with the committee that he had received an update from Blaine Cline, Core Consulting, on the building project. Per previous meeting action, Mr. Cline is obtaining quotes for removing the overhang on the front of the building and securing it for winter. Two (2) contractors are expected to visit on Thursday, September 22, 2022, and provide quotes

for the project. The consultant and staff are actively seeking a third quote for consideration. No action is required.

4. RTPO Position and Description

Mr. Coleman discussed the proposed RTPO planner position and job description. It was determined that a new job description was unnecessary, and LACRPC would begin advertising and recruiting a Senior Planner whose primary responsibility would be spearheading the RTPO project. No action is required.

5. Position Ranges and Salary Adjustments

There has been discussion among Administration, AAC Chair, and Board President regarding salaries and salary ranges throughout the organization. There is concern, for various reasons, that current ranges and wages are not sufficient in attracting or retaining top talent. Mr. Coleman and Mr. Casler presented the committee with proposed adjustments to the salary/hourly ranges for each position within the organization and proposed salary/hourly adjustments for current staff. The committee spent considerable time discussing the proposal, its pros and cons, and factors related to recruitment and retention, including the current market and the need to be competitive, previous recruitment efforts, and the need to retain top talent once hired. It is essential to note that the committee recognizes this action's importance to the organization's success. However, employees should realize these are one-time adjustments approved to make LACRPC positions more competitive within the market and inclusive of increases for 2023. Such adjustments should not be expected annually.

Motion 24 (9-21-22) AAC

Sean Chapman motioned to accept the proposed adjustments to the salary/hourly ranges and current salary/hourly rates effective October 1, 2022, with the following exceptions:

- a) Shaunna Basinger, Public Outreach and Community Planner, will receive the proposed increase upon successfully completing her one-year probationary period (February 1, 2023). This increase includes the one-year increase noted in her initial job offer.
- b) Brandon Casler, Finance Administrator, will receive one-half (50%) of the proposed salary/hourly increase after six months of service (November 12, 2022) and the other half (50%) upon successful completion of his one-year probationary period (May 12, 2023).

Seconded by Brion Rhodes, motion carried.

6. Other

Mr. Coleman discussed his pending retirement and the steps necessary to provide organizational continuity until a successor is appointed. An interim director is not required upon consultation with the agency's human resource attorney. The Board President, Howard Elstro, has the authority to sign payroll, invoices, etc., without an Executive Director. He and Mr. Casler will coordinate the agency's needs moving forward.

Additional discussion ensued regarding former Executive Director Thomas Mazur and his willingness to serve in an advisory capacity while the Board searches for the next Executive Director.

Motion 25 (9-21-22) AAC

Brion Rhodes motioned to authorize the Finance Administrator to negotiate with local temporary employment agencies to secure the services of Mr. Mazur with the following conditions:

- a) Mr. Mazur is authorized to serve on an as-needed basis, not to exceed twenty (20) hours per week.
- b) Authorizes Mr. Mazur to serve in this capacity until December 31, 2022, or until the Board deems his services are no longer required. The Board retains the right to terminate services at any time.
- c) Mr. Mazur will be compensated at the current Executive Director rate of \$43.03 per hour.

Seconded by Howard Elstro, motion carried.

7. Adjournment

Motion 26 (9-21-22) AAC

Brion Rhodes made a motion to adjourn. Seconded by Sean Chapman, motion carried.