

ADMINISTRATIVE AFFAIRS COMMITTEE
December 21, 2022

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen County Regional Planning Commission on **December 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 –October 26, 2022
3. Building Project Update
5. Other
6. Adjournment

A quorum being present, Howard Elstro brought the meeting to order and proceeded with the agenda.

1. ROLL CALL

Mr. Howard Elstro	City of Lima
Mr. Steve Ewing	Auglaize Township
Mr. Jamie Mehaffie	City of Delphos
Ms. Kelli Singhaus	Allen County
Mr. Thomas Tebben	City of Lima
Mr. Doug Post	Amanda Township

GUESTS

STAFF

Mr. Brandon Casler Lima-Allen County Regional Planning Commission

2. APPROVAL OF AAC MINUTES – October 26th, 2022

Motion 31 (12-21-22) AAC

Doug Post motioned to accept and approve the October 26th, 2022, meeting minutes. Seconded by Kelli Singhaus, motion carried.

3. BUILDING PROJECT UPDATE

Mr. Casler shared with the committee that he had received an update from Blaine Cline, Core Consulting, on the building project. The front awning has been taken down and are now in the process of getting tests done on the brick to see what the next step in the bidding process would be.

5. Other

Mr. Casler brought up the point about part-time employees not getting vacation when they are allowed to have all other provided benefits. Mr. Elstro agreed that going forward all part-time employees should be able to have access to the same vacation benefits. It was mentioned that Dode Makley should start to accrue vacation time due to the amount of time she has been employed by the Commission.

Motion 32 (12-21-22) AAC

Howard Elstro motioned to accept to revise the handbook to note that part-time employees will be able to start accruing vacation at a pro-rated amount based on their hours effective immediately. Seconded by Doug Post, Motion Carried.

6. Adjournment

Motion 33 (12-21-22) AAC

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