

ADMINISTRATIVE AFFAIRS COMMITTEE
February 16th, 2022

There was a meeting of the **Administrative Affairs Committee** of the Lima Allen County Regional Planning Commission on **February 16th, 2023**, 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 –December 21, 2022
3. Building Project Update
4. Staffing Update
 - Executive Director
 - RTPO
 - T. Mazur
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. Jerry Gilden	Marion Township
Mr. Sean Chapman	Spencerville Township

GUESTS

STAFF

Mr. Brandon Casler Lima-Allen County Regional Planning Commission

2. APPROVAL OF AAC MINUTES – December 21st, 2022

Motion 01 (02-16-2023) AAC

Steve Ewing motioned to accept and approve the December 21st, 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 brick samples had come back and all of the white brick is in good shape and the next steps are to now get drawings made to be sent out for bid.

4.STAFFING UPDATE

Howard Elstro updated the committee that himself, Tom Tebben, and Shane Coleman interviewed a strong candidate for the position and made an offer to Tara Reynolds-Bales and that she had accepted the offer letter presented. Sean Chapman notice a typo on the offer letter about accrued sick time and Howard Elstro advised Brandon Casler to make correction on the offer letter and send to Tara Reynolds-Bales. Tom Tebben and Howard Elstro shared the reasons why she was a great candidate for the position and due to the nature of her qualifications, she will receive 2 weeks' vacation at the time of hire, instead of after the first year of employment per policy.

Motion 02 (2-16-23) AAC

Howard Elstro motioned to accept the offer letter presented to Tara-Reynolds-Bales pending the correction of accrued sick time and to hire her as the new Executive Director with a start date of March 6th. Seconded by Jerry Gilden, Motion Carried.

Howard Elstro updated the committee about a meeting that Himself and Brandon Casler had with Ohio Department of Transportation about the RTPO position and moving forward. He reminded the committee about past discussion about using a ODOT approved consultant to start the process since we have funds that will be lost if we do not start using them before the end of the physical year. Howard Elstro also said that with the funding, there is room to also hire a person to work with the consultant in the RTPO.

Motion 03 (2-16-23) AAC

Steve Ewing motioned to approve the use of a ODOT approved consultant to start the process of the RTPO. Seconded by Jamie Mehaffie, Motion Carried.

Brandon Casler updated the committee about Thomas Mazur's status and his saying he would commit another six months to the RPO to help with the Long-Range Transportation Plan process and that he asked if he can be approved for up to thirty (30) hours a week. Up from 20 that was approved before.

Motion 04 (2-16-23) AAC

Jerry Gilden motioned to approve to extend Thomas Mazur's hours to thirty (30) a week for up to six months and be evaluated again at that time. Seconded by Steve Ewing. Motion Carried.

5. Other

Tom Tebben asked about the annual audit they received by email and how the one finding said that the commission was late in the state HINKLE system. Brandon Casler let the committee know that we were late by two days to them still having Marlene Schumaker's contact information and we were still compliant.

6. Adjournment

Motion 05 (2-16-23) AAC

Jamie Mehaffie made a motion to adjourn. Seconded by Jerry Gilden, motion carried.

