

ADMINISTRATIVE AFFAIRS COMMITTEE

October 3, 2024

There was an emergency meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **October 3, 2024**, at **10:00 a.m.** in the Commission office at 130 West North Street, Lima, Ohio.

Chair Jerry Gilden opened the meeting at 10:00 a.m.

1. ROLL CALL

Shane Coleman	City of Lima
Howard Elstro	City of Lima
Steve Ewing	Auglaize Township
Jerry Gilden	Marion Township
Jamie Mehaffie	City of Delphos
Doug Post	Amanda Township
Kelli Singhaus	Allen County

STAFF

Colleen Barry	Lima-Allen County Regional Planning Commission
Liwen Kang	Lima-Allen County Regional Planning Commission
Megan Kinnear	Lima-Allen County Regional Planning Commission
Rebecca Phillips	Lima-Allen County Regional Planning Commission

It is noted that Brion Rhodes could not attend the Emergency Session, but provided comments on the agenda via email to Jerry Gilden and Rebecca Phillips prior to the meeting.

2. APPROVAL OF AGENDA – October 3, 2024

Motion 35 (10-03-2024) AAC

Mr. Post made the motion to approve the agenda for October 3, 2024. Seconded by Ms. Singhaus. Motion carried.

3. APPROVAL OF AAC MINUTES- September 25, 2024

Motion 36 (10-03-2024) AAC

Mr. Mehaffie made the motion to approve the minutes from September 25, 2024 as submitted. Seconded by Mr. Post. Motion carried.

4. EXECUTIVE DIRECTOR EMPLOYMENT COMMITTEE

Nominations were accepted from the floor for the Employment Committee. Nominations were for Jerry Gilden (Marion Township), Howard Elstro (City of Lima) and Brion Rhodes (Allen County).

Motion 37 (10-03-2024) AAC

Mr. Ewing made the motion to approve the nominees for the Executive Director Employment Committee. Seconded by Mr. Coleman. Motion carried.

5. EXECUTIVE DIRECTOR JOB DESCRIPTION AND PAY SCALE

There was discussion on the current job description and pay scale for the executive director position. Discussion included the type of experience that is needed from the executive director. Ms. Barry explained the need for an Executive Director with planning experience. Mr. Rhodes in his provided comments gave some suggested language for the required training and experience. Current pay scale was also discussed.

Motion 38 (10-03-2024) AAC

Mr. Coleman made the motion to approve the job description with the required training amendments submitted by Mr. Rhodes being accepted into the job description and for the pay scale to remain as is currently stated. Seconded by Ms. Singhaus. Motion carried.

6. EXECUTIVE DIRECTOR EMPLOYMENT SEARCH

Discussion was undertaken regarding the posting for the executive director position, including where and for how long. The following locations were mentioned for posting the position: Jobs Ohio, Indeed, Ohio Planners Association, County Commissioners Association of Ohio, County Engineer’s Association of Ohio, Ohio Association of Regional Councils, and the Ohio Municipal League. It was decided that using a headhunting service was not necessary at this point. It was also mentioned to limit the posting to 30 days and include the salary requirements.

Motion 39 (10-03-2024) AAC

Mr. Coleman made the motion to move forward with the posting of the Executive Director Position. Seconded by Mr. Post. Motion carried.

7. GLCAP UPDATE

Ms. Siebert, Ms. Singhaus and Ms. Phillips visited GLCAP on Wednesday. They brought with them a check with the balance owed. Based on the meeting, it is anticipated that the finding for recovery was resolved and that there will be only a finding noted. Confirmation of this is still pending.

8. MOTION TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSES OF DISCUSSING THE HIRING OF PERSONNEL

Motion 40 (10-03-2024) AAC

Mr. Ewing made the motion to enter into Executive Session. Seconded by Mr. Coleman. A roll call vote was taken.

Mr. Coleman	Aye	Mr. Mehaffie	Aye
Mr. Elstro	Aye	Mr. Post	Aye
Mr. Ewing	Aye	Mr. Rhodes	Not Present
Mr. Gilden	Aye	Ms. Singhaus	Aye

The motion carried. At that time, Mr. Gilden asked staff to leave the room during the executive session.

The Executive Session was concluded under motion by Mr. Coleman, seconded by Mr. Post. The vote to conclude the Executive Session was unanimous.

9. **MOTION TO APPROACH TOM MAZUR TO ACT AS INTERIM EXECUTIVE DIRECTOR**

Motion 41 (10-03-2024) AAC

Ms. Singhaus made the motion to approach Tom Mazur to act as an Interim Executive Director with similar terms as his previous term and to give Mr. Gilden the ability to negotiate the same. Seconded by Mr. Mehaffie. Motion carried.

10. **MOTION TO REAFFIRM EXECUTIVE COMMITTEE PRESIDENT AS INTERIM DIRECTOR**

Motion 42 (10-03-2024) AAC

Mr. Mehaffie made the motion to reaffirm Executive Committee President Doug Post as Interim Director. Seconded by Mr. Elstro. Motion carried.

11. **OTHER**

Ms. Phillips asked about the Annual Employee Evaluation. It was decided to defer this to the next Executive Director and to delay this process indefinitely.

It was noted that it may be necessary for the AAC to meet more frequently.

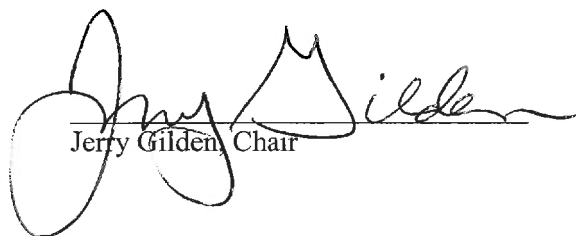
12. **ADJOURNMENT**

Motion 43 (10-03-2024) AAC

Ms. Ewing made the motion to adjourn. Seconded by Mr. Post. The motion carried.

The meeting Adjourned at 11:24 a.m.

Meeting minutes approved on October 23, 2024.


Jerry Gilden, Chair