

ADMINISTRATIVE AFFAIRS COMMITTEE

November 20, 2024

There was a regular meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **November 20, 2024**, at 4:00 p.m. in the Commission office at 130 West North Street, Lima, Ohio.

Chair Jerry Gilden opened the meeting at 4:02 p.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
Brion Rhodes	Allen County
Kelli Singhaus	Allen County

STAFF

Rebecca Phillips	Lima-Allen County Regional Planning Commission
Tonya Dye	Lima-Allen County Regional Planning Commission

2. APPROVAL OF AGENDA – November 20, 2024

Motion 48 (11-20-2024) AAC

Mr. Ewing made the motion to approve the agenda for November 20, 2024. Seconded by Mr. Coleman. Motion carried.

3. APPROVAL OF AAC MINUTES – October 23, 2024

Motion 49 (11-20-2024) AAC

Mr. Coleman made the motion to approve the minutes from October 23, 2024 as submitted. Seconded by Mr. Post. Motion carried.

4. ODOT BUILDING RENOVATIONS UPDATE

Ms. Phillips stated that Weigant has been in and out of the office with their subcontractors looking at various aspects of the building. The front of the building is the priority, and they have sent different options for our consideration as to that. They are also preparing a “shopping list” of the options and price points, along with the possible add-ons, such as HVAC and LED lighting upgrades. Once that is received, it will be brought forth to this committee.

5. EXECUTIVE DIRECTOR EMPLOYMENT COMMITTEE

The Executive Director Committee met with three candidates today for the position. All are viable candidates. They have not set a time frame as to when the candidate would be selected, leaving open the possibility of a second interview or time for negotiations with a candidate. It was discussed the leeway the Search Committee would have in regards to being able to secure a candidate, what the appropriate steps

would need, and what authorizations would need to be secured for the search committee to go forward. It was determined that the AAC would need to make a motion and recommendation to the EC regarding future steps for the Search Committee.

Motion 50 (11-20-2024) AAC

Mr. Rhodes made the motion to ask the AAC to make the Recommendation to the EC to grant the Search Committee the ability to negotiate with a candidate for a salary between \$85,000 and \$100,000. Seconded by Mr. Post. Discussion then took place resulting in an amended motion.

Amended Motion 50 (11-20-2024) AAC

Mr. Rhodes amended his previous motion to move forward as: The AAC to make the Recommendation to the EC to allow the Executive Director Search Committee to Negotiate with a Candidate within the salary parameters of \$85,000-\$100,000 and to make an offer to the preferred candidate contingent upon the Executive Committee's Final Approval to be made during a Special Session. Motion was Seconded by Mr. Post. Mr. Mehaffie abstained. Motion carried.

6. MOTION: CALENDAR YEAR 2025 BUDGET

Ms. Phillips presented a draft 2025 calendar year budget last month in preparation for final approval. She is now asking the AAC to accept the draft calendar year budget and convey the recommendation to the EC. There were questions regarding the salary lines as 9 staff, the Cost of Living Allowance, and interns. Ms. Phillips said this was left in the budget to allow for the future option as there is currently no executive director and staff evaluations have not been done. The COLA increase is the same as announced on the Social Security Administration's website of 2.5%. The health insurance numbers are also based on what was currently in place this year, with the past executive director's amount included as an estimate of a family plan in case that was needed for the incoming executive director. Both of these precautions were acknowledged and commended by the committee.

Motion 51 (11-20-2024) AAC

Mr. Elstro made the motion to accept the Calendar Year 2025 Budget and to Convey that Recommendation to the EC. Seconded by Mr. Ewing. Motion carried.

7. MOTION: MEDICAL INSURANCE RENEWAL

Ms. Phillips stated last month that the medical insurance renewal would be due by the end of November and had given the committee some preliminary numbers. They tasked her with finding some other breakdowns, which she did and presented those to the committee this month for a final recommendation to convey to the EC. The options were to leave the plan as is, with the agency absorbing the 6.5% increase, change the employee contribution to an 80% agency/20% employee plan, or to increase the deductible amount to keep the agency cost on par with the current year. There were questions as to whether this was an HSA-eligible plan. It was determined to keep the health insurance coverage the same as it was currently, with the agency absorbing the 6.5%. The cost was not out of range of the national increases, and it was seen to be a strong step towards employee retention. The discussion did follow, however, that in the future, the AAC should take a look at the entire benefits and salary package as a whole when making these determinations and that a move towards an 80%/20% split should be considered.

Motion 52 (11-20-2024) AAC

Mr. Coleman made the motion for LACRPC to keep the health coverage the same, with the agency absorbing the 6.5% and to convey that Recommendation to the EC. There was the condition if the

Insurance Company came back and stated that it was not an HSA-eligible plan that the EC would need to address that change. Seconded by Mr. Post. Motion carried.

8. OTHER

There was no other business brought forward to the committee.

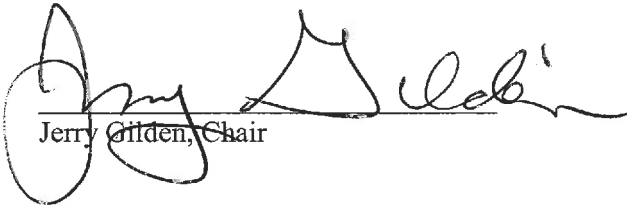
9. ADJOURNMENT

Motion 53 (11-20-2024) AAC

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

The meeting Adjourned at 4:49 p.m.

Meeting minutes approved on December 18, 2024.



Jerry Gilden, Chair