

ADMINISTRATIVE AFFAIRS COMMITTEE

February 26, 2025

There was a regular meeting of the **Administrative Affairs Committee** of the Lima-Allen County Regional Planning Commission on **February 26, 2025**, at **4:00 p.m.** in the Commission office at 130 West North Street, Lima, Ohio.

Chair Jerry Gilden opened the meeting at 4:00 p.m.

1. ROLL CALL

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 – February 26, 2025

Motion 07 (02-26-2025) AAC

Mr. Ewing made the motion to approve the agenda for February 26, 2025. Seconded by Ms. Singhaus. Motion carried.

3. APPROVAL OF AAC MINUTES – January 22, 2025

Motion 08 (02-26-2025) AAC

Mr. Post made the motion to approve the minutes from January 22, 2025 as submitted. Seconded by Ms. Singhaus. Motion carried.

4. EXECUTIVE DIRECTOR INTRODUCTION

Ms. Phillips introduced herself as the Executive Director and expressed her appreciation and honor that the committee considered and accepted her for the position. She is anxious to start addressing the needs of the agency and the membership.

5. JOB CLASSIFICATION REVIEW

Ms. Phillips stated that in her interview, she was asked about how she would look at the structure of the office. During those meetings, she had looked at the previous office holders and their support staff. She comes to the position from a financial background, rather than a planning background, a situation that hasn't occurred for LACRPC before. Previous directors had used as their "right-hand person" the financial officer. She believes that the opposite could be of benefit for her position, as having a technical director would bolster her needs and be an appropriate addition to the staff.

In addition, she finds it critical that she remains active in the financial planning aspect of the agency. However, there are daily tasks that do not require the expertise of an executive director. Ms. Dye's promotion to Assistant Planner has also created a need for general clerical and committee support. These two needs could be combined into one position of Account Clerk, freeing both Ms. Phillips and Ms. Dye to engage in some of the other needs of the agency.

Discussion by the committee centered on the work and supervisory duties of the technical director, the vacant roles within the organizational structure, and salary. It was also asked what the qualifications and work duties were for the Account Clerk would be, along with the pay grade. It was also stated that the Finance Director role would remain, just not be filled.

Ms. Phillips requests that the committee create both the Technical Director position and the Account Clerk position. She would ask to have the authorization to offer the Technical Director position to an internal candidate or have the ability to post the position if needed. She would ask for the ability to post for the Account Clerk position. For both positions, she would also request the ability to extend the offer to a candidate, upon the committee's final approval.

Motion 09 (02-26-2025) AAC

Mr. Rhodes made the motion to approve the creation of the Account Clerk position at pay grade 6 and to allow for staff to post for the job and extend an offer, with the approval of the Executive Committee. Seconded by Mr. Mehaffie. Motion carried.

Motion 10 (02-26-2025) AAC

Mr. Rhodes made the motion to approve the creation of the Technical Director at pay grade 10 and to allow for staff to post or to offer in-house for the position, and extend an offer, with the approval of the Executive Committee. Seconded by Mr. Post. Motion carried.

6. COLA DISCUSSION

Ms. Phillips brought forth the discussion regarding the COLA increase for staff to the committee. During the fall, the personnel reviews were to be completed by the executive director, which then contributes to the discussion of the COLA. As the agency was working under the direction of Thom Mazur, and the search for a full-time executive director was ongoing, the topic of the COLA had been tabled until a full-time executive director was appointed. Mr. Mazur did complete the personnel reviews with staff, and Ms. Phillips had discussed the COLA jointly with him. She is recommending a 2.5% COLA increase for current staff, effective March 1, as retroactively applying the COLA to January 1st would create problems for billing. The 2.5% comes from the Social Security Administration. Ms. Dye would not be eligible until April 1st due to the probationary period, and the same for Ms. Kang and Ms. Kinnear, whose probationary period extends through April. The Executive Director would not be eligible during her probationary period as well.

Discussions by the committee revolved around the timing of the COLA request. Ms. Phillips reminded the committee that the COLA had been addressed during the budget cycle and in the December meeting, but that it remained unaddressed as the agency was searching for an executive director. Some members stated that salary needs to be looked at with the benefits package as a whole, with some questioning the extent of the benefits package. The timing of the benefits package should be in the fall, but the committee should work on the package throughout the year and communicate any changes prior to the rate change.

Motion 10 (02-26-2025) AAC

Mr. Mehaffie made the motion to to recommend a 2.5% COLA increase be given to staff and forward that recommendation to the EC. Seconded by Mr. Ewing. A roll call vote was taken.

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

The motion carried with a vote of 4 to 2, with 2 members not present.

At that time, Mr. Gilden asked staff, with the exception of Ms. Phillips, to leave the room during the executive session. The executive session began at 4:14.

The Executive Session was concluded under motion by Mr. Elstro, seconded by Mr. Post. The vote to conclude the Executive Session was unanimous. The executive session ended at 4:36.

OTHER

Ms. Phillips discussed the building update. She has been working with Dan Dues of Wiegant Construction. He has provided a building elevation to share. He also provided that security would be included in the shopping list that he hopes to have by May. It was also asked what the cost would be for the brick refurbishment rather than the composite material demonstrated.

Motion 11 (02-26-2025) AAC

Mr. Mehaffie made a motion for the Committee to move into Executive Session to discuss personnel matters. The motion was seconded by Mr. Rhodes. A roll call vote was taken.

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

The vote was unanimous among the members present. At that time, Mr. Gilden began the executive session at 4:47.

Motion 12 (02-26-2025) AAC

The Executive Session was concluded under motion by Mr. Ewing, seconded by Ms. Singhaus. A roll call vote was taken.

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

The vote to conclude the Executive Session was unanimous. The executive session ended at 5:09.

AAC – February 26, 2025

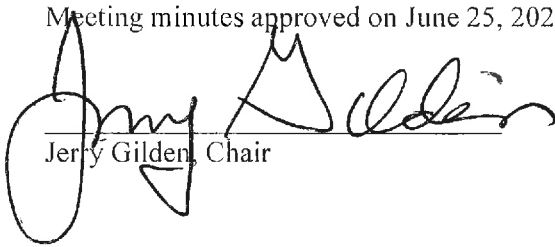
7. ADJOURNMENT

Motion 13(02-26-2025) AAC

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

The meeting Adjourned at 5:13 p.m.

Meeting minutes approved on June 25, 2025.



Jerry Gilden, Chair