

LORAIN PORT AUTHORITY
ByLaws & Personnel Committee Meeting
June 14, 2016

Committee: Ms. Carr, Mrs. Cook; Messrs. Brown (6:54 p.m.), Davila and Zgonc

Board Members: Bansek, Mullins, Jeff Zellers (6:45 p.m.)

Staff: Rick Novak, Executive Director
Yvonne Smith, Accountant
Tiffany McClelland, Economic Development Specialist

Guests: None

- I. **Roll Call.** The meeting was called to order at 6:33 p.m. by Chairman Barb Cook with roll call indicating a quorum present.
- II. **Disposition of Meeting Minutes:** Disposition of December 9, 2014 ByLaws & Personnel Committee Minutes were presented for approval. Motion to accept the minutes by Ms. Carr. Support by Mr. Davila. Motion carried.
- III. **Report of Chairman.**

Chairman

1. Mrs. Cook discussed the recommendations to amend the Personnel Manual that the Executive Director advise the Chairman of the Board or in his or her absence the Chairman of the ByLaws and Personnel Committee of his or her intent to utilize vacation or personal leave. Mr. Novak stated currently in the ByLaws and Personnel Manual the Executive Director must go the Committee for the approval of vacation leave or personal leave. Mr. Novak further stated that the Executive Director should advise the Chairman when taking a vacation or personal leave. Ms. Carr made a motion to accept the change in the ByLaws and Personnel Manual concerning the Executive Director's notice of vacation or personal leave. Seconded by Mr. Davila. Motion carried.
2. Mrs. Cook discussed the policy change concerning payroll. She stated currently if payroll falls on a holiday the payroll funds for the employee cannot be received by the employee. Mrs. Cook further stated that it is recommended that the payroll date, if it falls on a holiday, be moved to the day prior to the holiday. Mrs. Cook added that the Board previously approved the matter, but referred it back to Committee. Mrs. Smith clarified that this is for a bank holiday. Ms. Carr moved that the policy change in the bank holiday concerning payroll be accepted. Mr. Davila seconded the motion. Motion carried.

3. Mrs. Cook explained the process of personnel issues stating if there is a complaint against a staff member, the complaint is to be written out and given to the Executive Director for his consideration. This would insure a record. Mr. Mullins stated this would enable the Executive Director the opportunity to address the matter before it is taken to the next level. Ms. Carr made a motion to accept the process for personnel issues. Mr. Davila seconded the motion. Motion carried.
4. Mrs. Cook summarized the proposal regarding the conversion of vacation leave. After considerable discussion, this matter was deferred for further discussion and review. Ms. Carr made a Motion to defer this matter for further discussion and review. Seconded by Mr. Zgonc. Motion carried.

IV. Other Business – None.

V. Adjournment.

There being no further business to come before the ByLaws & Personnel Committee, Ms. Carr made a motion to adjourn. Seconded by Mr. Zgonc. Motion carried. The meeting was adjourned at 6:55 p.m.

Connie Carr, Chairman

Rick Novak, Executive Director