

LORAIN PORT AUTHORITY
ByLaws and Personnel Committee Meeting Minutes
June 3, 2014

Committee Members: Mrs. Cook, Ms. Carr; Mr. Mullins, Mr. Nielsen (6:30 p.m.)

Board Members: Mr. Brown, Mr. Davila, Mr. Sommers and Mr. Williamson, Jr..

Staff: Richard M. Novak, Executive Director

I. Roll Call.

The meeting was called to order at 6:55 p.m. by Chairman Barbara Cook with roll call indicating a quorum present.

II. Disposition of meeting minutes.

Mrs. Cook requested a motion to approve the July 9, 2013 ByLaws and Personnel Committee Meeting minutes. A motion to accept the minutes was made by Mr. Mullins and seconded by Ms. Carr. Motion carried.

III. Report of Chairman

1. Review and discussion – Policies and Procedures Contract review and approval. Board Recommendation. Mr. Novak stated the Contract Committee is recommending to the ByLaws Committee that for any projects up to \$2,500.00 three (3) verbal quotes be obtained and documented and recorded. Any project between \$2,500.00 and \$50,000.00 there are to be three (3) written quotes and that the threshold for formal bidding be raised to \$50,000.00. Anything greater than \$10,000.00 has to go through the Contract Committee between the \$10,000.00 and \$50,000.00 with the three quotes and then all quotes in excess of \$2,500.00 are to be copied to the Chairman of the Contract Committee. Also, any work that is in the aggregate greater than \$2,500.00 would fall under the threshold for getting additional quotes for projects. A list will be developed of all contracts issued during the month to all of the Board Members as part of the Board Packet and also a calendar is to be prepared for the major contracts coming up over the next season. Mrs. Cook stated this will be added to the ByLaws and Personnel Booklet. Mr. Nielsen made a motion to accept the above procedure and recommend to the Board. Seconded by Connie Carr. Motion carried.

IV. Other Business

V. Adjournment

There being no further business to come before the Committee, Ms. Carr made a motion to adjourn. Seconded by Mr. Nielsen. Motion carried. The meeting was adjourned at 7:15 p.m.

Barbara Cook, Chairman

Rick Novak, Executive Director