

LORAIN PORT AUTHORITY
ByLaws and Personnel Committee Meeting Minutes
December 9, 2014

Committee Members: Mrs. Cook, Ms. Carr; Messrs. Bansek and Mullins

Board Members: Messrs. Brown, Davila, Williamson, Jr.

Staff: Richard M. Novak, Executive Director
Yvonne Smith, Accountant

Guests: Rick Payerchin, Morning Journal

I. Roll Call.

The meeting was called to order at 6:45 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 June 3, 2014 ByLaws and Personnel Committee Meeting minutes. A motion to accept the minutes was made by Ms. Carr and seconded by Mr. Mullins. Motion carried.

III. Report of Chairman

A. Additional and/or Overtime Hours. Mr. Novak stated he and Mrs. Smith worked on the Overtime Request Forms as per recommendations of the State Auditor.

Ms. Carr made a motion to present the Additional and/or Overtime Hours Request Form to the Board. Seconded by Mr. Bansek. Motion carried.

B. Travel Policy Adoption and add to ByLaws. Mr. Novak stated that the State Audit recommended that we tighten up our policies regarding travel to include a beginning and ending mileage for staff members and calling prior to driving to ensure items are in stock. Mr. Davila's Committee reviewed these recommendations from the State and approved their adoption.

Ms. Carr made a motion to present the Travel Policy and add to the ByLaws to the Board. Seconded by Mr. Mullins. Motion carried.

IV. Other Business

A. Executive Session.

Ms. Carr made a motion to enter Executive Session for the purpose of discussing Personnel. Seconded by Mr. Mullins. Roll call vote as follows:

Ayes: 4 Nays: 0 Abstain: 0 Motion carried

Ms. Carr made a Motion to return to Regular Session of the ByLaws and Personnel Committee meeting. Seconded by Mr. Bansek. Motion carried. Roll call vote as follows:

Ayes: 4 Nays: 0 Abstain: 0 Motion carried

V. Adjournment

There being no further business to come before the Committee, Ms. Carr made a motion to adjourn. Seconded by Mr. Mullins. Motion carried. The meeting was adjourned at 7:47 p.m.

Barbara Cook, Chairman

Rick Novak, Executive Director