

**Lorain Port Authority**  
**Board of Directors**  
**Bylaws & Personnel Committee Meeting**  
**Tuesday, November 12, 2019, at 6:30 p.m.**

**Committee Members:** Mrs. Cook; Messrs. Davila, Mullins and Zgonc

**Board of Directors:** Messrs. Kuszniir and Nielsen

**Staff:** Tom Brown, Executive Director  
Tiffany McClelland, Economic Development Director  
Yvonne Smith, Accountant  
Kelsey Leyva, Office Manager  
Mike Brosky, Esq., Legal Advisor (6:40 p.m.)

**Guests:** None.

**I. Roll Call**

A. The meeting was called to order at 6:30 p.m. by Chairwoman Barb Cook with roll call indicating a quorum present.

**II. Disposition of Meeting Minutes**

A. **December 11, 2018, Bylaws & Personnel Committee Meeting:** Ms. Leyva explained a minor date error was corrected. The minutes initially included the date "April 10, 2019," but the bylaws committee meeting took place in 2018. This was the only correction. Mr. Zgonc moved to approve the minutes as corrected. Second by Mr. Mullins. Motion carried.

**III. Report of Chairwoman**

A. Lorain Port Authority Personnel Policy Update: Mrs. Cook deferred to Mrs. Smith. Mrs. Smith said in the board packet, committee members received the proposed corrections to the Personnel Policy and Procedures. A majority of the changes are clerical, such as on page seven we added the employment category of "salary." The next item is on page nine, under office hours, we added "Monday-Friday" to clarify. Also, longevity pay on that page was eliminated. On page nine and 10 it talks about the pay period. We took out the "for example" portion. The section on privately owned automobiles was moved to the travel section. We also added in there that we would reimburse


tolls and parking with receipts included with the expense report. The expense report details the destination, dates, reason for travel, etc. The next item is on page 11 under healthcare. We took out "effective August 1, 2000" and added in the need to provide documentation detailing the patient name, date(s) of service, provider's name, description of service, requested reimbursement amount, etc. At the end of that page we added a life insurance piece, which the Port has been doing for years. On page 12, we took out the section about a holiday within someone's vacation leave. It is still counted as a holiday. Further down, under vacation, we added in the salary-type employees. On page 13 under vacation, we took out the part about vacation leave not being accumulated from year to year unless authorized by executive director. Mrs. Smith said Mr. Brosky approved the change and noted a cap could be added if the board wished. She also prefers December instead of the anniversary date when counting years. Mr. Mullins asked for clarification and if a universal date was being proposed. Mrs. Smith said right now, you get vacation based on anniversary date and the number of years determines the amount of vacation. The only time Mrs. Smith runs into issues is when she's carrying over from one year to another. Mr. Brown explained the Port doesn't want to get into a situation where employees are accumulating mass amounts of vacation time. There was accumulation of time prior to switching two employees to salary, so we're shifting to more of a salary model. Mr. Brown said his vacation time is use it or lose it, and the other salary personnel will eventually not accumulate from year to year to reduce the unencumbered balances. Mrs. Smith said under personal leave and under sick leave we added salary-type employees, and under sick leave we took out the beginning dates. On page 18, we're adding the salary-type employee under bereavement leave. Next is the travel policy. Mrs. Smith said after Mr. Brown joined the staff, we switched from documenting the beginning and ending mileage to submitting a map of the route and miles. The Port Authority pays for the shortest distance and Mrs. Smith said the switch has made it easier on her. We cleaned up some of the language, too. When employees travel out of


town, we have historically used the General Services Administration (GSA) format for the per diem rates. It makes planning for travel easier. Most governments use this method and the rates are updated. Per diem rates are based on the specific location. The biggest change is to the credit card policy. House Bill 312 was passed at the end of 2018 and aimed to strengthen all local government credit card policies. We had one, but it was simple. They want authorized users identified, a written custody and control policy in place, a sign in and out sheet, written responsibilities and procedures and an itemized receipt. Mrs. Smith said she looked at the policies of other local governments and tweaked it to work for the Port Authority. Mr. Brown and Mr. Brosky reviewed all edits. Then on page 25 under sexual harassment, Mrs. Smith wanted Mr. Brosky to rework it with his legal terminology. He said it was fine as it is, but we will rework the language the next time we update the personnel policies. What we've added so far is the ability for staff to go to go to the executive director if they're having an issue, unless it involves the executive director, as they would then go directly to the board. Previously the policy said all sexual harassment claims go to the board. Those are all of the proposed changes. Mrs. Smith opened the floor to questions or comments. Mrs. Cook said she thinks the Port should have a car for the executive director. She believes the cost would be about the same. Mr. Brown said he appreciates the gesture and would run a budget to see if it makes sense. He doesn't know if there is enough travel to justify it. Mrs. Cook mentioned the wear and tear on a car that can sometimes go unseen. Mr. Brown said he believes port staff is reimbursed fairly for travel. He appreciates the thought, but a vehicle means maintenance and insurance. Mr. Mullins moved to accept the report and recommend it to the full. Second by Mr. Zgonc. Motion carried.

**IV. Other Business: None.**

**V. Adjournment**

A. There being no further business to come before the board, Mr. Mullins moved to adjourn. Mr. Zgonc seconded. Meeting adjourned at 6:43 p.m.

  
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( Barb Cook, Chairwoman )

  
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Tom Brown, Executive Director