

Lorain Port and Finance Authority
Board of Directors
Bylaws & Personnel Committee Meeting
Port Office
Tuesday, September 12, 2023, at 6:30 p.m.

Committee Members: Mrs. Silva Arredondo; Messrs. Mullins and Zgonc (3)

Board of Directors: Ms. Kiraly; Mr. Nielsen

Staff: Tom Brown, Executive Director
Tiffany McClelland, Assistant Director
Kelsey Leyva-Smith, Office Manager
Michael Brosky, Esq., Port Attorney (6:39 p.m.)

Guests: None

I. Roll Call

A. The meeting was called to order at 6:35 p.m. by Bylaws & Personnel Committee Chairwoman Michele Silva Arredondo with roll call indicating a quorum present.

II. Report of Chairman

- 1. Bylaws and Committee Review:** Mrs. Silva Arredondo said she reviewed the bylaws and found them to be well put together. She wants to meet once a year, or every other year, to review the bylaws so we consider what is happening at the time or in that year. Mr. Mullins said he thought that was a great idea. Mrs. Silva Arredondo asked about the committee responsibilities with personnel? Mr. Mullins said the committee sets policies and makes recommendations to the full board for pay raises and health insurance. Mrs. Silva Arredondo asked about personnel policies? She wants to review those at the next committee meeting. Mr. Mullins asked about the last time it was reviewed. Ms. McClelland said February 2022. Mrs. Silva Arredondo asked Mrs. Leyva Smith to send out the personnel policies before next meeting.
- 2. Meeting time change:** Mr. Brown said (6:39 p.m. Mike Brosky) the topic of changing the regular meeting time was discussed by five board members at the last meeting. The consensus was to set the meeting time to 6 p.m. Mrs. Silva Arredondo pointed out that committees would need to be earlier. The

committee had no objections to setting the time to 6 p.m. Mr. Zgonc moved to recommend to the full board changing the regular meeting time to 6 p.m.

Second by Mr. Mullins. Motion carried.

III. Other Business

A. None.

IV. Adjournment

A. There being no further business to come before the committee, Mr. Zgonc moved to adjourn. Mr. Mullins seconded. Meeting adjourned at 6:41 p.m.



Michele Silva Arredondo, Chairwoman



Tom Brown, Executive Director