

Lorain Port and Finance Authority
Board of Directors
Financial Planning & Audit Committee Meeting
Tuesday, December 15, 2025, at 9:00 a.m.
Port Office

Committee: Messrs. Scott, Veard, and Zgonc (3)

Board Members: Mr. Mullins (via Microsoft Teams)

Staff: Tiffany McClelland, Executive Director
Tom Brown, Operations Director
Yvonne Smith, Accountant
Kelsey Leyva Smith, Office Manager
Sarah Gool, Project & Site Strategies Manager
Lil, Goose Dog

Guests: None

I. Roll Call

A. The committee meeting was called to order at 9:00 a.m. by Chairman Vassie Scott with a roll call indicating a quorum present.

II. Report of Chairman

A. Accounting software presentation: Mrs. Smith went through her accounting software PowerPoint presentation, explaining our current processes and the benefits of switching to another software. The committee likes Software Solutions but wants implementation to be faster than the company offers. They also want the agreement to include a cap on the price increase after the 2-year locked-in price expires. Mrs. Smith said the cost of changing software is in the budget. Mr. Mullins thinks we need to make the conversion. Mr. Scott asked why we aren't considering Accu Fund more. Their conversion time is much shorter. Mrs. Smith will follow up with both Software Solutions and Accu Fund to get additional information and report back as soon as possible.

III. Other Business

A. None.

IV. Adjournment

- A. There being no further business to come before the Financial Planning and Audit Committee, Mr. Veard moved to adjourn. Mr. Zgonc seconded. The motion carried and the meeting adjourned at 9:55 a.m.

Vassie Scott

Vassie Scott (Jan 14, 2025 16:47:26 EST)

Vassie Scott, Chairman

Tiffany McClelland

Tiffany McClelland, Executive Director









Minutes_12.15.25 Financial

Final Audit Report

2026-01-14

Created:	2026-01-14
By:	Kelsey Smith (ksmith@lorainportauthority.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfMkDsQXsifIDbkoRBAI46Jd3t9HI92op

"Minutes_12.15.25 Financial" History

-  Document created by Kelsey Smith (ksmith@lorainportauthority.com)
2026-01-14 - 5:16:09 PM GMT
-  Document emailed to Tiffany McClelland (tmcclelland@lorainportauthority.com) for signature
2026-01-14 - 5:16:13 PM GMT
-  Document emailed to Vassie Scott (vassie@vassiescott.com) for signature
2026-01-14 - 5:16:13 PM GMT
-  Email viewed by Tiffany McClelland (tmcclelland@lorainportauthority.com)
2026-01-14 - 5:32:00 PM GMT
-  Document e-signed by Tiffany McClelland (tmcclelland@lorainportauthority.com)
Signature Date: 2026-01-14 - 5:32:32 PM GMT - Time Source: server
-  Email viewed by Vassie Scott (vassie@vassiescott.com)
2026-01-14 - 9:46:26 PM GMT
-  Document e-signed by Vassie Scott (vassie@vassiescott.com)
Signature Date: 2026-01-14 - 9:47:26 PM GMT - Time Source: server
-  Agreement completed.
2026-01-14 - 9:47:26 PM GMT