

**LORAIN PORT AUTHORITY
Bylaws & Personnel Committee
Meeting April 10, 2018**

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

Board Members: Matt Kusznir

Staff: Tom Brown, Executive Director
Yvonne Smith, Accountant
Tiffany McClelland, Economic Development Specialist
Kelsey Leyva, Office Manager

Guests: None

I. Roll Call. The meeting was called to order at 6:17 p.m. by Chairwoman Barb Cook with roll call indicating a quorum present.

II. Disposition of Meeting Minutes. None to dispose.

III. Report of Chairman. Mrs. Cook stated the following language needed to be added to the Personnel Policy concerning usage of the Port Authority's tax-exempt status:

"The Lorain Port Authority has tax-exempt status for purchases. Employees will use this tax-exempt number only when making purchases on behalf of the Agency. Purchasing personal items using the tax-exempt status is strictly forbidden."

Mrs. Smith stated this addition to the Personnel Policy was recommended in the Management Letter following the state's audit in 2016.

Mr. Zgonc made a motion to support this addition to the Personnel Policy as recommended by the audit's Management Letter. Seconded by Connie Carr. Motion carried.

IV. Other Business. None.

V. Adjournment. There being no further business to come before the Bylaws & Personnel Committee, Ms. Carr made a motion to adjourn. Seconded by Mr. Mullins. Motion carried. The meeting was adjourned at 6:21 p.m.



Barb Cook, Chairwoman



Thomas Brown, Executive Director