



319 Black River Lane  
Lorain, Ohio 44052  
440.204.2269  
[lorainport.com](http://lorainport.com)

DATE: December 8, 2023  
TO: Board of Directors  
FROM: Michele Silva Arredondo, Chairwoman, Bylaws & Personnel Committee  
SUBJECT: Meeting Notice

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Please be advised that a Bylaws & Personnel Committee Meeting has been scheduled immediately after the Contract Management Committee Meeting

Tuesday, December 12, 2023

Location:  
Lorain Port and Finance Authority  
319 Black River Lane  
Lorain, OH 44052

cc: Mayor/Administration  
City Council  
Media



**Lorain Port and Finance Authority**

Bylaws & Personnel Committee Meeting

Tuesday, December 12, 2023, immediately after Contract Management Committee Meeting  
Port Offices

**AGENDA**

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- I. Roll Call
- II. Disposition of Meeting Minutes
  - A. September 12, 2023, Bylaws & Personnel Committee Meeting
- III. Report of Chairman
- IV. Other Business
- V. Executive Session: Personnel
- VI. Adjournment

**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.

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Michele Silva Arredondo, Chairwoman

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Tom Brown, Executive Director