

Lorain Port and Finance Authority
Board of Directors
Bylaws & Personnel Committee Meeting
Port Office
Tuesday, August 13, 2024
5:30 p.m.

Committee Members: Mrs. Silva Arredondo; Messrs. Mullins, Scott, Veard and Zgonc (5)

Board of Directors:

Staff: Tom Brown, Executive Director
Tiffany McClelland, Assistant Director
Kelsey Leyva-Smith, Office Manager
Michael Brosky, Esq., Port Attorney

Guests: Victoria Kempton, Lorain Second Ward Councilwoman
Beth Henley, Lorain First Ward Councilwoman
Joanne Zelina, citizen
Rey Carrion, Lorain Safety Service Director
Eileen Torres, various organizations (5:37 p.m.)

I. Roll Call

A. The meeting was called to order at 5:30 p.m. by Bylaws & Personnel Committee Chairwoman Michele Silva Arredondo with roll call indicating a quorum present.

II. Report of Chairman

1. Addition of new bylaw regarding public comment: Mrs. Silva Arredondo said we're here to discuss the potential additional of a new bylaw regarding public comment. She said she spoke to some board members and some staff and thought it might be a good idea to add this. She started by asking if the committee in favor to adding a bylaw to limit public comment? Mr. Zgonc and Mr. Scott said they are in favor of the new bylaw. Mrs. Silva Arredondo said the proposed bylaw is based on Lorain City Council's with some minor changes. She then went point-by-point over the bullets under the suggested ordinance. The first item is a maximum 20-minute time limit for public comments. Mr. Mullins asked if each bullet point would be a separate motion?

Mrs. Silva Arredondo said she wanted to have some discussion first and then vote on the bylaw as a whole, including all agreed upon bullets. The second point is speakers are limited to 2 minutes each unless extended by the board through a majority vote. Third is speakers must sign in prior to the commencement of the meeting and disclose their name, address, organization (if any) and topic. Mr. Scott worries about having to sign up beforehand. Sometimes discussion during the meeting might spark their attention and they want to comment on it. He thinks people should be limited to 2 minutes but not excluded if they don't sign up to speak before the meeting starts. Mr. Veard said he thinks there is a sign in sheet. Mrs. Leyva Smith said yes, there is one for every meeting. Mr. Mullins said yes, but the proposed bylaw would make speakers give us the topic before the meeting. It could give us more time to prepare information. Mrs. Silva Arredondo confirmed we are having guests sign in. Mrs. McClelland said yes, we would do that regardless, so maybe we add a checkbox for if people want to speak or not and add a topic column to the sign in sheet. Basically, just adding more criteria to the sign in sheet to clarify but keep it simple. Mr. Mullins said the list would then go to whoever is running the meeting. Mrs. McClelland said yes, they'll be able to see how many guest are in attendance and who among them want to speak. That is still slightly different from what's written in the proposed bylaw. Mr. Scott asked if that gives someone the right to check the box at any point in the meeting? Mr. Mullins said he thinks it's under conversation, the chair could recognize them to speak. Mrs. McClelland said that is not currently what the bylaw says as written. If that's what they want, we need to change the language. Mr. Mullins said he thinks we should change it. Mrs. Silva Arredondo asked if we needed address and organization? Mrs. McClelland said maybe not address, but organization is helpful for us when people represent multiple organizations. Mrs. Leyva Smith and Mrs. Smith agreed address may not be needed. Mrs. Silva Arredondo said then we collect name, organization they represent and topic. Mrs. Leyva Smith said the "prior to the commencement of the meeting" part of item three

will need to change to match what the committee wants. Mrs. Silva Arredondo said that can be removed. This does not prohibit anyone from speaking, she said. With no other comments, Mrs. Silva Arredondo continued with item D, which is speakers will speak in the order they signed in. They removed item E, which was that speakers could only speak on the topic they reference when signing in. Item F is that speakers will engage in civil discussion and refrain from personal attacks. Violations, as determined by the board chair, will result in removal from the meeting. Mrs. Silva Arredondo said the last item is that speakers are encouraged to use their time to comment or ask for clarification on agenda items, report concerns or make suggestions. Speakers should not expect debate or discussion on their topic. With no other discussion, Mr. Mullins moved to recommend the approval of the new bylaw with the discussed changes to the full board. Second by Mr. Zgonc. Motion carried.

III. Other Business

- A.** Mrs. Silva Arredondo said she would like to set up another meeting in October to discuss personnel policies.

IV. Adjournment

- A.** There being no further business to come before the committee, Mr. Scott moved to adjourn. Mr. Veard seconded. Meeting adjourned at 5:42 p.m.

Michele Silva Arredondo, Chairwoman

Tom Brown, Executive Director