

**Lorain Port and Finance Authority**  
**Board of Directors**  
**Bylaws & Personnel Committee Meeting**  
**Port Office**  
**Tuesday, November 4, 2024**  
**5:00 p.m.**

**Committee Members:** Mrs. Silva Arredondo; Messrs. Mullins, Scott and Veard (4)

**Board of Directors:** Mr. Zellers and Mrs. Kiraly

**Staff:** Tiffany McClelland, Executive Director  
Tom Brown, Operations Director  
Yvonne Smith, Accountant  
Kelsey Leyva Smith, Office Manager

**Guests:**

**I. Roll Call**

**A.** The meeting was called to order at 5:01 p.m. by Bylaws & Personnel Committee Chairwoman Michele Silva Arredondo with roll call indicating a quorum present.

**II. Report of Chairman**

**A. Personnel Policy updates:** Mrs. Silva Arredondo said full copy of the bylaws and personnel policies were included in the board packet. The relevant pages are what is printed out. Mrs. McClelland said we needed to do a little cleanup to the bylaws and personnel policies due to the newly created operations director position. The updates include Mr. Brown can still sign checks, which is imperative for the position. Second is his ability to still use the credit card because his position wasn't previously mentioned. The other update is to the cell phone policy. Mr. Brown's position wasn't listed, but he needs to be compensated for professional use on his personal cell phone. We don't have a work cell phone separate from personal cell phones. The rate is also being updated. Mr. Mullins asked who had cell phones? Mrs. McClelland said the four full-time staff members. Mrs. Silva Arredondo asked if there was any questions about how cell phones are used? Mrs. McClelland said all full timers use their phone for port authority business. In government there are two options. We could have two

separate cell phones. Very often those lines get blurred. The other option is being compensated for using your personal cell phone for professional purposes. Mrs. McClelland said she's out of the office a lot and is constantly using her personal cell phone for business. All staff receive emails on their phone, self-authentication, payroll approval, coordinating with seasonal staff members, photo documentation, etc. Mr. Scott asked what is the stipend amount? Mrs. McClelland said \$1,920 total or \$480 per person annually. The amount per person would go from \$375 to \$480 if approved. Mr. Mullins moved to recommend approval to the full board the changes to the personnel policies on page 31 and 33. Second by Mr. Veard. Motion carried. Mr. Scott moved to increase cell phone compensation. Second by Mr. Mullins. Motion carried.

- B. Bylaws (rules and regulations) Updates:** Mrs. Silva Arredondo said the bylaws change is on page 12, which adds operations director as a position that can sign checks. Mr. Scott moved to recommend approval by the full board. Second by Mr. Mullins. Motion carried.

**III. Other Business**

- A.** None.

**IV. Executive Session: Personnel**


- A.** Mr. Mullins moved to enter executive session. Mr. Scott seconded. Roll call vote as follows:

**Ayes: 4                      Nays: 0                      Abstain: 0                      Motion carried**

Mr. Mullins moved to exit executive session. Second by Mr. Scott. Motion carried.

**V. Adjournment**

- A.** There being no further business to come before the committee, Mr. Mullins moved to adjourn. Mr. Scott seconded. Meeting adjourned at 6:04 p.m.

  
Michele Silva Arredondo, Chairwoman

  
Tiffany McClelland, Executive Director