

**Lorain Port and Finance Authority
Board of Directors
Bylaws & Personnel Committee Meeting
Port Office
Tuesday, January 14, 2025
5:30 p.m.**

Committee Members: Mrs. Silva Arredondo; Messrs. Mullins, Veard (5:32p) and Zgonc (4) Scott (5:47p)

Board of Directors: Mrs. Kiraly

Staff: Tiffany McClelland, Executive Director
Tom Brown, Operations Director
Yvonne Smith, Accountant
Kelsey Leyva Smith, Office Manager
Mike Brosky (5:45p)

Guests:

I. Roll Call

A. The meeting was called to order at 5:31 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 she met with Mrs. McClelland about the personnel policies. There are some things that need to be changed to accommodate the new structure. (Mr. Veard 5:32p) Only the pages with the redline changes have been passed out. She turned the floor over to Mrs. McClelland. Mrs. McClelland said page 11 is included because it has the section heading, but the change is on page 12. The section is political activity prohibited, and item B says, "promotes alcoholic beverages, cigarettes or other tobacco products or any illegal product, service or activity." Considering we are going to be selling alcohol now, she proposed we take out alcoholic beverages, cigarettes and other tobacco products but leave that we will not promote any illegal product, services or activities. Also, until item E, it states we would not support or oppose the nomination of elected candidates or public official, or the passage of a levy or bond issue. Mrs. McClelland said we do support levies. We've supported LCCC's

levy in the past. She said the changes will better position our organization moving forward. Then on page 29 is our travel policy. Mrs. McClelland said it is comprehensive, outlining exactly how staff are reimbursed for travel. The couple of tweaks we are looking at are that (1) we submit reimbursement monthly instead of every two weeks and (2) travel reimbursement beyond three months will not be approved unless under \$100 instead of due to extreme circumstances. Mrs. Leyva Smith and Mrs. Smith don't travel as often and instead of submitting a reimbursement request every month for \$5.00, they may wait a few months and submit the reimbursement request for \$30.00. In the case of herself or Mr. Brown, they travel a little more and Mrs. McClelland's reimbursement requests are submitted monthly. On page 30, under use of privately owned automobiles, we want it to read that all mileage is approved by the executive director and take out the "in excess of 50 miles" part. Mr. Mullins asked about employees using their own car and if we require a minimum level of insurance? If you use your car, what type of insurance coverage do you need and at what minimum amount? Mrs. McClelland said that is understandable and said she's touch base with Mr. Mike Brosky. Mrs. McClelland said we do have a level of protection under the port's current insurance policy for vehicles. Mr. Mullins said to check the amounts. He wants to make sure it's sufficient. Mrs. McClelland said moving on we have the credit card policy, and the only proposed change is under number 3. We want to add operations director. Mr. Mullins asked if the cards are through a bank and if they are personally guaranteed or guaranteed by the port. Mrs. Smith said they're through a bank. We already had one for Mr. Brown, and Mrs. Smith said she believed he is liable. The bill comes to and is paid by the port authority. Mrs. McClelland said all credit card expenses are approved by the executive director when a purchase order is opened and when it's paid. Mrs. Smith said we do watch it closely. Mrs. McClelland asked if there were any questions or thoughts. Mr. Zgonc asked what the per diem is for milage. Mrs. Smith said .76 cents per mile. It went up January 1. Mr. Brown said we will get an enterprise car if the trip is longer than a couple of hours. Mrs. McClelland said we take the cheapest route possible, whether it's a personal car, rental car or flying.

Mr. Mullins moved to recommend approval of the changes, with the confirmation of the insurance policy, by the full board. Second by Mr. Veard. Motion carried.

- B.** Mrs. Silva Arredondo said she talked with Mrs. McClelland about an employee performance evaluation. Mrs. McClelland and Mr. Brown created one which they used in December. Employees did a self-evaluation, and then Mr. Brown did an evaluation of each staff member because he was executive director most of 2024. The form was passed out to the committee and Mrs. Silva Arredondo asked if there were any recommended changes or questions. She said the language would need to be adjusted for the self-evaluation versus the executive director's evaluation, such as "your strengths" and "their strengths". Mrs. McClelland agreed. Mr. Mullins asked if the employee and executive director collaboratively go through the evaluations together? Mrs. McClelland said yes. Mr. Mullins asked if there was a point system for compensation. Mrs. McClelland said there is no point system. This was just a basis to get started with the idea behind it being to understand where every employee's head was compared to what management thought and set expectations for the different categories. It also reviewed where everyone had a good year and where weaknesses were that needed to improve in the next year. Mrs. McClelland said the goals were the most important for her and setting the standard. Next year's evaluation will likely include a review of the goals set this year and resetting new goals. This was our first year doing evaluations. Mr. Mullins said if you list weaknesses or areas where they fell short, there should be an area at the bottom that lists resources we can provide them to help achieve the goals. Mr. Brown said he had constructive meetings. Mr. Mullins said it's important to have goals set and something to review for the following year. He gave an example of how a point system could work. Mr. Zgonc asked how professionalism was evaluated. Mrs. McClelland said how the employee portrays themselves, how they dress, speak and handle themselves. Mrs. Silva Arredondo asked if anything needed to be added to the personnel policies regarding staff evaluations. Mr. Mullins said he believed an annual review is appropriate. Mrs. McClelland agreed and said she didn't think it needed to be added to the policies, but we could find a place for it.

Mr. Mullins said the only exception would be if there was a performance issue, and then he would recommend the evaluation would be every 90 days to get them moving in the right direction. Mrs. Silva Arredondo said she appreciates the evaluation being created and implemented. Mr. Mullins agreed. Mr. Zgonc asked who evaluates the executive director. Mr. Mullins said the board. Mr. Zgonc asked if a date would be set to do that? Mr. Mullins said maybe in November. Mr. Zgonc said that sounded good.

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 5:52 p.m.



Michele Silva Arredondo, Chairwoman



Tiffany McClelland, Executive Director