

**Lorain Port and Finance Authority**  
**Board of Directors**  
**Bylaws & Personnel Committee Meeting**  
**Port Office**  
**Tuesday, February 11, 2025**  
**5:30 p.m.**

**Committee Members:** Mrs. Silva Arredondo; Messrs. Veard and Zgonc (3)

**Board of Directors:** Mrs. Kiraly; Ms. Bonilla; Messrs. Simons (5:55p) and Zellers

**Staff:** Tiffany McClelland, Executive Director  
Tom Brown, Operations Director  
Yvonne Smith, Accountant  
Kelsey Leyva Smith, Office Manager  
Mike Brosky, Esq., Attorney (5:53p)

**Guests:**

**I. Roll Call**

**A.** The meeting was called to order at 5:52 p.m. by Bylaws & Personnel Committee Chairwoman Michele Silva Arredondo with roll call indicating a quorum present.

**II. Disposition of Meeting Minutes**

**A.** January 14, 2025, Bylaws & Personnel Committee Meeting: Mr. Zgonc moved to approve the meeting minutes. Second by Mr. Veard. Motion carried.

**III. Report of Chairman**

**A.** Job Description: Mrs. Silva Arredondo said this is the position we had been calling assistant director. She said Mrs. McClelland has determined this is a better title and description for the position that needs to be filled. Mrs. McClelland said looking at the direction the port wants to continue to go in, now that we're situated where Mr. Brown is handling Black River Landing and the events, we wanted to take a closer look at the priorities of the organization specifically around economic development, property development and finance. There is a need to have someone focused on project management and our sites. With that, Mrs. McClelland took a close look at job descriptions in line with our regional partners Team NEO and JobsOhio to show the necessary skills we would need

to focus on property management. The main thing she hopes this person will accomplish is looking at our sites and prioritizing the development of those sites, based on highest and best use, as well as project management over grants to get dollars to get the sites ready for development. She would like the focus to be heavily on the Port-owned waterfront property because that's one of the larger sites we have available for development. The focus would be predominately on port-owned properties first and then privately-owned properties. Mr. Zgonc asked what the title of the person would be? Mrs. McClelland said the title is manager of project management and site strategy. Mr. Zgonc said the person would be working on all of our sites initially. Mrs. McClelland said yes, for economic development to ultimately get the property into productive uses based on the highest and best use. Secondly, if an opportunity arose for a public-private partnership for development, then we would take advantage of those opportunities. In the past, we had a company in our harbor reach out to us looking to partner to try to get \$10 million for infrastructure but they were going to front the cost of matching dollars. In that sense, absolutely. Ultimately, we have port property that needs to be put into good use. Mr. Zellers asked if an example like Ariel on Broadway would fall to this person? Mrs. McClelland said yes. Mr. Zellers said once the job description is approved, when would we start looking? Mrs. McClelland said she would post the job publicly immediately so people can start applying. It will take a few weeks to allow applications to come in. Then she'll start interviewing and hire once we find the appropriate fit for our agency. Mr. Zgonc asked how the position would sync with the city's economic development department. Mrs. McClelland said she thinks it would go well. Mrs. Kiraly does economic development for the city. Our goals are aligned with the city's. Mrs. McClelland said she doesn't think we'd be stepping on any toes. Mr. Zgonc asked if there was a formal agreement that stipulates what our boundaries are. Mrs. McClelland said no. This position falls under the boundaries of the Ohio Revised Code and what port authorities can do under our jurisdiction in the City of Lorain. Mr. Zellers said working with the city is mentioned in the job description. Mrs. McClelland said we can't do economic development without

having a good relationship with the city. It goes hand in hand. Mr. Zellers said post immediately, give it a couple weeks, then interview by mid-March. Who would be handling the interviewing? Mrs. McClelland said she would lead the interviewing process to begin with. Along the way, she may consult with Mr. Mullins and Mr. Zellers. The hiring will ultimately need to be approved by the full board. The April meeting could be when we hire if all goes well. Mrs. Silva Arredondo asked how we would publicize the position. Mrs. McClelland said we would advertise it on our website, social media pages, newsletters and with a press release to news agencies, as well as through Team NEO and JobsOhio. Mr. Veard asked if anyone who interviewed for executive director would be a good fit? Mr. Zellers said he wasn't sure. Mrs. McClelland said potentially. Mr. Zgonc asked about the difference between city's economic development department versus this position. Will we not have a formal agreement with the city? Mrs. McClelland said she can't speak to the city's economic development department, but she's not sure why we'd have an agreement with the city when we have set rules and authorities. At the end of the day, there are so many things we have to do in conjunction with the city that there is nothing we're going to do that would surprise them because we have to work with them along the way. She sees this new position as a benefit. There isn't a person focused on it right now. Mrs. Kiraly said that's an accurate assessment. She said from the city's perspective economic development is an ecosystem - a wide range of different things happening. The city is focused on retail and small business. She doesn't foresee the position being a redundancy. It helps build out the ecosystem and makes economic development stronger in Lorain. Mr. Zgonc asked who does economic development in the city. Mrs. Kiraly said Director of Building, Housing and Planning Matt Kusznir, Planning and Zoning Administrator Evelisse Atkinson, Neighborhood Development Specialist Andrea Smith, and herself. Mrs. Kiraly handles the TIFs and enterprise zones. Mr. Zgonc said his concern is the politics. If there is something we're going to eventually pursue and it doesn't fit with the politics at city hall, then there could be a conflict. Mr. Zellers said he isn't as concerned today about that because the mayor and Mr. Mullins get together

once a month to discuss different issues that may come up. Mr. Zellers and Mrs. McClelland have also met with the mayor. He believes we're in pretty good standing as far as a relationship. With this new person, he thinks there is going to be good communication. If an issue does come up, he thinks it can be worked out. Mr. Zgonc said there will eventually be a new mayor who may have a different viewpoint about economic needs for the city. Mr. Zellers suggested approving the job description tonight and then letting that person work with Mrs. Kiraly and the city. Mrs. McClelland said we don't need an agreement. It's a shared vision. As politics shift, we can remain focused on what is right and good for the city. Mrs. Silva Arredondo moved to recommend to the full board approval of the job description. Second by Mr. Zgonc. Motion carried.

**IV. Other Business**

A. None.

**V. Adjournment**

A. There being no further business to come before the committee, Mr. Veard moved to adjourn. Mr. Zgonc seconded. Meeting adjourned at 6:10 p.m.

Michele Silva Arredondo  
Michele Silva Arredondo (Mar 24, 2025 15:46 EDT)

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Michele Silva Arredondo, Chairwoman

Tiffany McClelland

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Tiffany McClelland, Executive Director









# Minutes\_02.11.25 Bylaws

Final Audit Report

2025-03-24

Created:	2025-03-24
By:	Kelsey Smith (ksmith@lorainportauthority.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAABHBphDQrjZLI4QvTPn_upPiXYb23C3YyV

## "Minutes\_02.11.25 Bylaws" History

-  Document created by Kelsey Smith (ksmith@lorainportauthority.com)  
2025-03-24 - 6:29:39 PM GMT
-  Document emailed to Michele Silva Arredondo (msa4733@gmail.com) for signature  
2025-03-24 - 6:30:51 PM GMT
-  Document emailed to Tiffany McClelland (tmcclelland@lorainportauthority.com) for signature  
2025-03-24 - 6:30:52 PM GMT
-  Email viewed by Tiffany McClelland (tmcclelland@lorainportauthority.com)  
2025-03-24 - 6:31:22 PM GMT
-  Document e-signed by Tiffany McClelland (tmcclelland@lorainportauthority.com)  
Signature Date: 2025-03-24 - 6:31:36 PM GMT - Time Source: server
-  Email viewed by Michele Silva Arredondo (msa4733@gmail.com)  
2025-03-24 - 7:44:37 PM GMT
-  Document e-signed by Michele Silva Arredondo (msa4733@gmail.com)  
Signature Date: 2025-03-24 - 7:46:10 PM GMT - Time Source: server
-  Agreement completed.  
2025-03-24 - 7:46:10 PM GMT