



Budget/Finance Meeting Minutes
Thursday, November 13, 2014

The Budget and Finance Committee Meeting was called to order at 12:40 pm by Andy Yoder, Treasurer.

Members present: Scott Coleman, David Faulkner, Dave Gulden, Charles Hall, Paul Hammersmith, Steve McCall, Doug Miller, Tim Notestine, Jeff Stauch, and Andy Yoder.

Absent Members: John Bayliss

Guests present: Pam Babjack, City of Urbana; and Heather Martin of LUC Regional Planning Commission.

Minutes: Scott Coleman moved a motion to approve the minutes from the October 9, 2014 meeting as written and Charles Hall seconded. All in favor.

New Business:

1. Budget Carryover Policy
 - Dave explained the change in the Carryover Policy in using 35% of revenues instead of expenses.
 - Jeff – I missed the last budget meeting but didn't we decide on a value instead?
 - Dave – It was all over the place; it was decided six months of expenses then last month it was decided to do six months of revenue.
 - Dave F – That's taking a portion of that and putting into a building fund?
 - Paul – I think 35% of revenue is an easy way of figuring it out.
 - Jeff – This time next year we take another look at the carryover amount.
 - Paul – We'll always know the previous year's revenue; what if you say going into the next year we'll take 35% of the previous year's revenue? That amount is obviously the minimum; right now we have more than that in the carryover but we know the Building Committee is doing their work and that the money will be used for an office.
 - Andy – Is this something that Dave could finalize and then bring it to the Executive Committee in December for approval?
 - Scott Coleman moved a motion to have Dave finalize the draft Carryover Policy as presented showing 35% of revenue for the previous year and Dave Faulkner seconded. All in favor.

2. Job Descriptions



Logan-Union-Champaign regional planning commission

Director: Dave Gulden, AICP

- Dave explained that in his new capacity as LUC Director he has evaluated the existing LUC staff to make sure that each job description matches the duties that staff are actually performing. It has been years since the descriptions were revised. Additionally, each description was updated to accurately reflect education, experience, and computer skills required.
- Dave gave an update of Brad's job description and the updates that he has made to the job description.
- Doug asked if the salary range is updated yearly.
 - Charles reported that it is not but it should be updated every three years.
- Dave gave an update of Skyler's job description and the updates that he has made to the job description.
 - Dave made it clear to the committee that Skyler Wood is not an intern, he is a full time professional staff member with the caveat that Skyler's position is currently majority funded by the ODOT RTPO grant. Skyler's primary role is the completion of the RTPO work, but he also responsible for GIS.
 - Paul did you call him a GIS Planning Technician?
 - Dave - I met with him and that's what we both decided on, he wanted GIS in the title.
 - Paul do we define GIS here?
 - Charles – Yes on the front page.
 - Steve – Someplace had planner and not technician.
 - Jeff – Does that need to be stated that this position is funded by grant funding?
 - Steve – This is really a job description; really that can apply to anyone so it shouldn't be included in the job description.
- Dave gave an update of Heather's job description and the updates that he has made to the job description.
 - Change the Tyler Munis to the county software in case it changes one day to another system.
- Dave gave an update of his job description and the updates that he has made to the job description.
 - Doug asked for more information in regards to the Educational Requirements for the Director.
 - Paul – Could you add Master's preferred and AICP preferred.
- Doug Miller moved a motion to accept the Job Descriptions as presented with additional committee comments and Scott Coleman seconded. All in favor.
- Dave will finalize the job descriptions by incorporating the committee's comments, and they will appear on the December 2104 Executive Board agenda for consideration.

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3. Staff Annual Performance Appraisal

- Heather Martin was excused from the discussion.
- Dave Gulden explained that 3 of 4 LUC staffers are new, and are not up for reviews at this time; however, Heather Martin did have an annual review. Based on her favorable review, Dave recommended an increase in her compensation.
- Tim Notestine moved a motion to approve Dave Gulden's recommendation and David Faulkner seconded. All in favor.
- Charles thanked Heather for her work at LUC and sticking with LUC during all the transitions of the past year.

Adjourn: Steve McCall moved a motion to adjourn the LUC Budget and Finance Committee Meeting at approximately 1:10 pm, and Paul Hammersmith seconded. All in favor.

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