



Minutes

Administration Committee

Board Room, 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240
Wednesday, April 19, 2023 – 1:00 p.m.

Present: Sergeant Brice Nihiser, *Chair*; Trooper Derek Malone, *Vice-Chair*; Retired Sergeant Michael Kasler; Lieutenant Christian Niemeyer; Trooper Cynthia Wilt

Absent: none

Others Present: Carl Roark, *Executive Director*; Michael Press, *General Counsel*; Anthony Bradshaw, *Operations Manager*; Brian Fike, *Finance Director*; Holly Carr, *Executive Assistant*; Renee Young, *Benefits Specialist*; Major (ret.) Darryl Anderson and Major (ret.) JP Allen, *Trustees*

Proceedings:

- At 1:01 p.m., Nihiser called the meeting to order, and the roll was called.
- **Motion: To approve the minutes of the February 15, 2023, meeting as presented, (motion by Wilt; second by Niemeyer; motion carried unanimously.)**
- Roark presented a new policy recommended by staff to aid in job duty documentation.
- Discussion ensued.
- **Motion: To recommend the board approve the Surviving Children Benefit Policy as presented by staff, (motion by Nihiser; second by Kasler; motion carried unanimously.)**
- Roark presented a travel and expense policy comparison including recommended changes by staff.
- Discussion ensued and staff fielded questions.
- The committee directed staff to gather more information and bring draft changes to the current policy to present at the next committee meeting.
- At 1:22 p.m., Nihiser declared the meeting adjourned.
- The next committee meeting is scheduled for 1:00 p.m. on June 14, 2023, at 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240.

Minutes submitted by Holly Carr, Executive Assistant

Signature on File

June 14, 2023

Approved by Brice Nihiser, *Chair*

Date

To review any referenced documents, please contact Holly Carr, hcarr@ohprs.org.