



Minutes

Administration Committee

Board Room, 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240

Wednesday, February 15, 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*; Captain Matthew Them and Major (ret.) Darryl Anderson, *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 December 14, 2022, meeting as presented, (motion by Wilt; second by Kasler; motion carried unanimously.)**
- Press presented the Administration Committee Charter and 2023 Work Plan and advised there were only minor changes.
- **Motion: To approve the Administration Committee Charter and 2023 Work Plan as presented by staff, (motion by Kasler; second by Wilt; motion carried unanimously.)**
- Fike presented the final 2022 budget comparison and noted HPRS operated 2.05% over budget for the year.
- Roark presented new policies recommended by staff to aid in job duty documentation.
- Discussion ensued.
- **Motion: To recommend the board approve the Interrupted Military Purchase Policy as presented by staff, (motion by Niemeyer; second by Wilt; motion carried unanimously.)**
- **Motion: To recommend the board approve the Information Technology Operations Policy as presented by staff, (motion by Kasler; second by Malone; motion carried unanimously.)**
- **Motion: To recommend the board approve the Information Technology User Responsibilities Policy as presented by staff, (motion by Nihiser; second by Wilt; motion carried unanimously.)**
- Roark updated the committee on research done by staff regarding overtime pay.
- Discussion ensued at length.

- Roark presented draft member surveys.
- Roark gave a brief history of trustee email accounts and the recommendation by staff to eliminate them since they are no longer being used.
- There were no objections by the committee.
- At 2:06 p.m., Nihiser declared the meeting adjourned.
- The next committee meeting is scheduled for 1:00 p.m. on April 19, 2023, at 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240.

Minutes submitted by Holly Carr, Executive Assistant

Signature on File

April 19, 2023

Approved by Brice Nihiser, *Chair*

Date

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