



## Minutes

### Administration Committee

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

Wednesday, October 16, 2024 – 1:00 p.m.

**Present:** Sergeant Brice Nihiser, *Chair*; Sergeant 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*; Holly Carr, *Executive Assistant*; Renee Young, *Benefits Specialist*; Charmaine Carter, *System Accountant*

### Proceedings:

- At 1:00 p.m., Nihiser called the meeting to order, and the roll was called.
- **Motion: To approve the minutes of the June 20, 2024, meeting as presented, (motion by Wilt; second by Niemeyer; motion carried unanimously.)**
- **Motion: To select Brice Nihiser as Chair of the Administration Committee, (motion by Kasler; second by Malone; Nihiser abstained – all others yea; motion carried.)**
- **Motion: To select Derek Malone as Vice-Chair of the Administration Committee, (motion by Kasler; second by Wilt; Malone abstained – all others yea; motion carried.)**
- Fike presented the 2025 administrative budget and noted it represents an overall 4.21% increase from the 2024 budget.
- Fike reviewed areas that were increased from last year.
- **Motion: To recommend the board approve the 2025 Administrative Budget as presented by staff, (motion by Nihiser; second by Wilt; motion carried unanimously.)**
- Bradshaw presented a new Data Privacy Policy that was a result of the Fiduciary Performance Audit recommendation.
- **Motion: To recommend the board approve the Data Privacy Policy as presented by staff, (motion by Nihiser; second by Kasler; motion carried unanimously.)**
- Bradshaw presented proposed updates to the Asset Inventory Policy and Procedure that included a destruction procedure to go with the policy.
- Discussion ensued amongst the committee and staff.

- **Motion: To recommend the board approve the Asset Inventory Policy and Procedure as presented by staff, (motion by Nihiser; second by Niemeyer; motion carried unanimously.)**
- Roark presented proposed updates to the Executive Director Evaluation Policy.
- **Motion: To recommend the board approve updates to the Executive Director Evaluation Policy as presented by staff, (motion by Nihiser; second by Malone; motion carried unanimously.)**
- Press, Bradshaw, and Fike presented a fiduciary performance audit roadmap, reviewed action items, and discussed steps being taken in response to the individual recommendations.
- At 1:17 p.m., Nihiser declared the meeting adjourned.
- The next committee meeting is scheduled for 1:00 p.m. on December 18, 2024, at 1900 Polaris Parkway, Suite 201, Columbus, Ohio 43240.

*Minutes submitted by Holly Carr, Executive Assistant*

**Signature on File**

**December 18, 2024**

Approved by Brice Nihiser, *Chair*

Date

To review any referenced documents, please contact Holly Carr, [hcarr@ohprs.org](mailto:hcarr@ohprs.org).