

Finance, Audit and Administration Committee

Meeting Minutes

Wednesday, May 27, 2026

Submitted for approval August 19, 2026

Voting Members Present: Quinton Babcock, Matt Oestreich, Oliver Turner, Lana Tyrrell, Jennifer Widmer; **Excused:** Tom Mackin; **Staff Present:** Rosanna Hoelzle, Sandy Spang (joined virtually), Jim Kirtland, Jennifer Allen

Call to Order & Welcome – The Finance, Audit, and Administration Committee met on Wednesday, May 27, 2026, at 2 p.m. in the Lake Erie West Regional Council library. Committee Chair Quinton Babcock called the meeting to order and welcomed everyone.

Approval of Minutes – Chair Babcock bypassed the reading of the February 18, 2026, minutes since they were sent to the committee prior to the meeting. A ***motion*** was made by Jennifer Widmer and ***seconded*** by Matt Oestreich to approve the minutes as submitted. ***The motion passed unanimously.***

New Business

FY 2027 AWP and Budget – Rosanna Hoelzle briefly reviewed the proposed FY 2027 Consolidated Work Program. Several sections in the AWP have been combined due to the nature of their work including: Section 99880, (General Administration), 99930 (Membership), and 32500 (Directory). A new section was added to the AWP, 99910 (COG Programming). Mrs. Hoelzle explained the purpose of that section. The Transportation AWP was approved by the MPO Policy Board and sent to ODOT.

Jim Kirtland provided an overview of the proposed FY 2027 budget. There have been no significant changes since the preliminary FY 2027 budget was presented at the February FAA Committee meeting. Due to the transfer of air quality funding from Transportation to Environment, along with staff directly billing projects, the indirect rate has decreased from 90% to 70%. Sandy Spang noted that regional councils tend to have higher indirect rates due to their administrative work. Mr. Kirtland stated that the budget presented is balanced. A ***motion*** was made by Lana Tyrrell and ***seconded*** by Jennifer Widmer to accept the FY 2027 Consolidated Work Program and Budget as submitted and to recommend it for adoption by the Governing Board. ***The motion passed unanimously.***

FY 2027 Governing Board and General Assembly Weighted Vote Table of Representation - Mrs. Hoelzle presented the proposed FY 2027 weighted vote table. The table remains the same from FY 2026. The Lake Erie West bylaws require the table to be approved by the Governing Board prior to the next fiscal year. A ***motion*** was made by Jennifer Widmer and ***seconded*** by Matt Oestreich to accept the FY 2027 weighted vote table as submitted and to recommend it for adoption by the Governing Board. ***The motion passed unanimously.***

March 31, 2026, Quarter End Financial Review – Mr. Kirtland presented the quarterly financial analysis report as of March 31, 2026. He highlighted the significant variances between FY 2025 and FY 2026 figures. The budget is tracking as anticipated.

Any and All Other Business

Staff Report – Rosanna Hoelzle and Sandy Spang recently met with legal counsel to discuss the employee handbook and proposed SOP document. Legal counsel recommended updating policies like the remote work and snow emergency to give Mrs. Spang flexibility to make directives instead of having to bring minor changes to the document to the FAA Committee and Governing Board for approval. FAA Committee members were thanked for providing feedback on the SOP document.

Jim Kirtland announced that Lake Erie West is transitioning from WesBanco to Huntington. Mr. Kirtland explained how Huntington's dedicated government banking division is equipped to meet Lake Erie West's banking needs.

Public Comment Period – There were no members of the public present at this meeting.

Next Meeting/Adjournment – The next meeting will take place in person on August 19 at 2 p.m. A ***motion*** was made by Jennifer Widmer and ***seconded*** by Matt Oestreich at 2:47 p.m. to adjourn the meeting. **The motion passed unanimously.**

Quinton Babcock, Chair, FAA Committee
Lake Erie West Regional Council

Rosanna Hoelzle, Chief of Staff
Lake Erie West Regional Council