



Finance, Audit and Administration Committee Meeting Minutes Wednesday, February 18, 2026

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

Call to Order & Welcome – The Finance, Audit, and Administration Committee met on Wednesday, February 18, 2026, at 2 p.m. in the Lake Erie West Regional Council library. Committee Chair Oliver called the meeting to order at 2:06 p.m.

Approval of Minutes – A ***motion*** was made by Quinton Babcock and ***seconded*** by Jennifer Widmer to approve the September 3, 2025, meeting minutes. The motion passed unanimously.

New Business

Nominate Committee Chair and Vice Chair – Oliver Turner announced that he is stepping down as chair of the committee. However, he does plan to continue serving on the committee. Mr. Turner asked if anyone present at the meeting was interested in serving as chair or vice chair. Rosanna Hoelzle explained the role of these two leadership positions. Quinton Babcock volunteered to chair the committee. A ***motion*** was made by Jennifer Widmer and ***seconded*** by Lana Tyrrell to approve Mr. Babcock's nomination as chair. The motion passed unanimously. Lana Tyrrell volunteered to serve as vice chair. A ***motion*** was made by Matt Oestreich and ***seconded*** by Jennifer Widmer to approve Ms. Tyrrell nomination as vice chair. The motion passed unanimously.

Employee Handbook – Rosanna Hoelzle stated that the proposed Employee Handbook is currently being reviewed by legal counsel. It will be presented to the committee at the next meeting. In the interim, legal counsel has advised that the salary band section be removed from the Employee Handbook and made a standalone document. A ***motion*** was made by Jennifer Widmer and ***seconded*** by Lana Tyrrell to remove the salary bands from the Employee Handbook. The motion passed unanimously.

Staff recommended adding two executive level positions to the salary band: Senior Director and Senior Manager. As with the other exempt level positions, Senior Director and Senior Manager are proposed without area of emphasis. Sandy Spang provided insight on a proposed Senior Director position that would oversee Planning and Programming. A hypothetical organizational chart was shown and Mrs. Spang provided details. The Senior Manager position would allow flexibility for an area of emphasis between a Program Manager and a Director. Kevin Merrill has been hired on a part-time basis as Senior Manager of

Communications & Engagement while leadership evaluates the needs of the organization. The addition of these positions does not impact the budget as the Senior Director position will not be filled at this time, and the Senior Manager is a part-time position. A ***motion*** was made by Mr. Babcock and ***seconded*** by Mrs. Widmer to add the Senior Director and Senior Manager position to salary bands. The motion passed unanimously.

In the future, staff will conduct a salary benchmark to determine how Lake Erie West Regional Council's salaries compare to other Ohio COGs.

Personnel Policy – The committee will meet via Teams prior to the May 20 meeting to review and discuss the personnel policy document. The document will be sent to everyone prior to this meeting.

Action Item: *Staff will reach out to committee members regarding their availability to meet via Teams prior to the next committee meeting to discuss the Personnel Policy document.*

2025 Audit – Jim Kirtland reported that a management letter had been received from Charles E. Harris & Associates. There were no substantial findings. The auditors have offered to have an exit meeting. Beginning with the upcoming audit for FY26, Lake Erie West Regional Council will transition back to State of Ohio auditors and not an independent third party.

December 31, 2026, Quarter End Financial Review – Mr. Kirtland presented and reviewed the quarterly financial analysis report as of December 31, 2025. He highlighted the significant variances between FY 2025 and FY 2026 figures. Mr. Kirtland noted that 2026 dues and assessments are still being remitted. Lake Erie West purchased 2 new vehicles with the carryover from ODOT at the end of the calendar year. Overall, the budget is tracking as anticipated.

Preliminary 2026-27 Budget – Mr. Kirtland presented the preliminary 2026-27 budget, which projects a \$58,249 bottom line. He explained why budgets don't line up year to year. However, budgets will show actuals moving forward. No action was required from the committee. The final proposed budget will be presented to the committee at their May 20 meeting, with a recommendation that it be adopted by the Governing Board on June 12. A revision is anticipated at the August 19 committee meeting. He noted that carryover will be less in FY 2027 and will decrease even more with the FY 2028 budget. With regards to reserves, Mr. Kirtland stated that there is ample money in reserves. Lake Erie West Regional Council will be relocating in the coming months, and reserves will be used to fund the move. Mrs. Spang will present figures for the move and costs involved to the committee at a future meeting.

Any and All Other Business – Mrs. Spang announced the switch from Paycor to Data Service Center (DSC). Paycor services will be terminated

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 May 20 at 2 p.m. A ***motion*** was made by Jennifer Widmer and ***seconded*** by Matt Oestreich at 3:32 p.m. to adjourn the meeting. The motion passed unanimously.

Oliver Turner, Chair
Lake Erie West Regional Council

Rosanna Hoelzle, Chief of Staff
Lake Erie West Regional Council

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