



Finance, Audit & Administration Committee

Meeting Minutes

Wednesday, September 3, 2025

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

Call to Order/Welcome/Introductions – The Finance, Audit, and Administration Committee met on Wednesday, September 3, 2025, in the TMACOG Boardroom. Committee Chair Oliver Turner called the meeting to order at 2:08 p.m. Jim Kirtland, TMACOG's new finance manager, introduced himself, and briefly shared his background with the committee.

Approval of Minutes – A *motion* was made by Quinton Babcock and **seconded** by Jennifer Widmer to approve minutes from the March 26, 2025, meeting. The motion carried unanimously.

New Business

Proposed Employee Handbook Amendment, Section 205 – Rosanna Hoelzle, chief of staff, and Sandy Spang, executive director, proposed amendment to the Employee Handbook. The amendment included the following revisions.

- Job Title Change: The Grants & Policy Specialist title was changed to Grants Coordinator to more accurately describe the focus of this position.
- Addition of title for traffic data analysis work: Tasks and responsibilities related to data modeling (“the model”) had been included in general Transportation Planner positions. However, moving forward, there will be a Data Analyst position that will focus primarily on “the model.”
- Reformat layout of non-exempt positions: Instead of having separate categories for non-exempt professional, technical, and clerical positions, it was proposed that they be combined into one category.
- Exempt Positions: Salary Ranges for exempt positions were updated.
- Obsolete Positions: Since several positions were no longer active, they were removed from the salary range table.

There was a brief discussion regarding the Data Analyst position whether the title should be Data and Modeling Specialist which would encompass the role of this position. However, the title will remain Data Analyst. A *motion* was made by Jennifer Widmer and **seconded** by Quinton Babcock to accept and recommend the proposed revisions to the Governing Board. The motion carried unanimously.

Proposed Amendment to the Consolidated Work Program for Fiscal Year 2026 and Annual Budget for Fiscal Year 2026 – Jim Kirtland presented a proposed budget amendment. He explained the process of assembling and amending the budget. The budget revisions were required to reflect actual final FY 2025 federal and state funding allocation amounts; Actual federal and state funding allocated in prior years that is to be carried forward from FY 2025; Changes to indirect non-labor expenses; and Changes to direct and indirect labor expenses. He specifically noted the following revisions: 1) increased membership fees

due to increases in property values; 2) direct labor and federal funds increased due to new and proposed staff additions; 3) support staff time was reallocated to direct projects, resulting in a decrease in Indirect Labor; 4) direct and Indirect non-labor expenses were revised to reflect historical averages; 5) direct expenses decrease and indirect expenses increased; and funds were set aside for the upcoming office relocation. There were no changes to the Annual Work Program. A **motion** was made by Quinton Babcock and **seconded** by Lana Tyrrell to accept and recommend the budget amendment for adoption by the Governing Board. The motion passed unanimously.

Resolution No. 2025-25, Authorizing TMACOG to Dispose of Surplus and Unneeded Property – Rosanna Hoelzle presented the resolution to the committee regarding the disposal of surplus and unneeded property. With TMACOG’s anticipated move to a new office space, there will be surplus, unneeded, obsolete, or unfit personal property with a value of \$5,000 or less. The intent would be to place items on GovDeals.com, a practice similar to how municipalities and townships dispose of their surplus items. A **motion** was made by Jennifer Widmer and **seconded** by Quinton Babcock to accept the resolution and to recommend it for adoption by the Governing Board. The motion passed unanimously.

Pathways to Public Services – Rosanna Hoelzle announced that TMACOG will be hosting a new event, Pathways to Public Service on October 9 from 4:30 p.m. to 7:00 p.m. at Owens Community College's Toledo area campus. This event stemmed from conversations in TMACOG's caucus meetings, where we heard a clear need for workforce support and promotion of careers in public service. The goal of this event is to bring TMACOG members together to showcase the diverse and rewarding career opportunities within public service for high school students, college students, and more. One aspect of the event is a public service expo where individuals from TMACOG’s member units will be on hand to engage with attendees. TMACOG is looking for member units to participate so be on the lookout for information coming your way. Please reach out to Rosanna Hoelzle if you have any questions.

Any and All Other Business – There was no other business discussed.

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

Next Meeting/Adjournment –The next regularly scheduled meeting is scheduled to take place on October 1st. However, since there may not be any items on the agenda that require action by the committee, the meeting may be cancelled. A **motion** was made by Jennifer Widmer and **seconded** by Lana Tyrrell at 3:14 p.m. to adjourn the meeting. The motion passed unanimously.



Oliver Turner, Chair
Toledo Metropolitan Area
Council of Governments (TMACOG)



Rosanna Hoelzle, Chief of Staff
Toledo Metropolitan Area
Council of Governments (TMACOG)