Minutes for the Regular Meeting of the EXECUTIVE COMMITTEE OF THE CLINTON COUNTY REGIONAL PLANNING COMMISSION

August 13th, 2026 5:30 pm 1850 Davids Dr., Wilmington, OH 45177

CALL TO ORDER AND ROLL CALL

Ruth Brindle called the meeting to order at 5:31 PM, with the following Regional Planning Commission Executive Committee members present:

- Andy Borton
- Jon Branstrator
- Ruth Brindle
- Benjamin Collings
- Rick Walker

The Executive Committee attained a quorum.

Other Attendees: Zeb Acuff, Brenda Woods

APPROVAL OF AGENDA AND MINUTES

Rick Walker made a motion to approve the agenda, seconded by Jon Branstrator, and approved with a voice vote of 5-0 in favor.

FINANCIAL REPORT

<u>Bills to Pay</u>

Zeb Acuff presented bills and Mileage Reimbursement requests to be approved for payment:

- Invoice #102930: OHM Advisors, $5,000. First payment for Wilmington Holdings Master Plan, Phases 1 and 2.
- Mileage Reimbursement: DeAndra Navratil for driving to inspect Land Bank properties, $44.31
- Mileage Reimbursement: Zeb Acuff for attending general meetings, $17.48

Mr. Acuff also presented the purchasing card statement.

Motion by Benjamin Collings to approve the bills as presented, seconded by Andy Borton. Motion approved 5-0 on a roll call vote.

OLD BUSINESS

<u>Mileage Reimbursement Policy</u>

Benjamin Collings verbally presented research he had performed and suggested a policy of a fixed monthly travel reimbursement of $25 for routine local trips with a per mile reimbursement for trips over 5 miles. No specific accounting would be required for trips under 5 miles. The Executive Committee discussed the proposal and expressed their support. Mr. Collings will write up a draft policy to be considered at the next Executive Committee meeting.

NEW BUSINESS

<u>RPC Bylaws Update – Officers and Committees</u>

Zeb Acuff discussed the most recent proposed updates to the CCRPC Bylaws Officers and Committees sections. The board discussed the proposed amendments and added additional changes and edits.

The Executive Committee discussed terms and term limits for Officers of the Commission. The consensus was to extend terms to two years, with staggered elections for Chair, Vice Chair, and Treasurer in one year and Associate Vice Chair and Secretary the following year. Officers shall be limited to three consecutive terms, unless otherwise approved by the full Regional Planning Commission.

<u>Information Security Policy</u>

Zeb Acuff presented a proposed policy regarding Information Security (Cybersecurity). The policy is built on an example from the Ohio Cyber Reserve and is intended to establish baseline responsibilities and plan elements to address the cybersecurity requirements under the Revised Code.

Rick Walker made a motion to adopt the Information Security Policy, seconded by Benjamin Collings, and approved 5-0 on a roll call vote.

Mr. Walker asked if this should be given a resolution number.

ADJOURNMENT

A motion to adjourn was made by Benjamin Collings, seconded by Rick Walker. The Executive Committee adjourned at 6:29 pm.

APPROVALS

Respectfully submitted and approved this 18 day of August, 2026

X ______________________ Ruth Brindle, Chairperson

X ______________________ Andy Borton, Secretary

X ______________________ DeAndra Navratil, Executive Director