

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**December 10, 2015
NIRPC Offices
Portage, Indiana**

Members Present

Roosevelt Allen, Jr.
Geof Benson
Dave Decker
Jeff Freeze
Richard Hardaway
Diane Noll
Jim Ton

Members Absent

John Bayler
Jeff Dekker
Greg Stinson
David Uran

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
Allen Hammond
Kathleen Honl
David Hollenbeck
George H. Topoll
Rick Niemeyer
Margot Sabato

Call to Order

The meeting was called to order at 8:00 a.m. by Roosevelt Allen Jr.

South Lake County Community Services Discussion

State Senator Rick Niemeyer along with Margot Sabato, representing South Lake County Community Services (SLCCS), met with the Committee to discuss some communication issues. The communication between SLCCS and NIRPC has been a struggle for both parties. However following a meeting Rick Niemeyer had with NIRPC staff, the communication between the two agencies has been improving. Rick Niemeyer and Margot Sabato wanted to open the doors of communication with the Finance and Personnel Committee which makes policy decisions that affect transit operators.

Approval of Minutes

Upon a motion by Geof Benson, seconded by Jim Ton, the Committee approved the minutes of the September 17, 2015 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. NIRPC has received the total annual county distributions from both LaPorte and Porter County and expects to receive the second half payment from Lake County by the end of the fiscal year.

The LaPorte County Revolving Loan fund was able to close on one loan and approve a second that is anticipated to close by the end of the fiscal year. NIRPC received the certificate of financial achievement from the Government Finance Officers Association for the fiscal year 2014. The Budget to Actual with Cash Variance and the Budget to Actual Expenditure reports were presented to the Committee. The total expenditures of the period ending October 31, 2015 are at 62.17%.

NIRPC has been withholding the rent payment due the City of Portage since a City department is using the auditorium space that is leased by NIRPC. Guidance was requested on how to adjust the rent payment based on the unavailable auditorium space. Upon a motion by Geof Benson, seconded by Dave Decker, the Committee approved NIRPC to withhold a rent abatement based on the square footage being occupied by the City of Portage.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Dave Decker, seconded by Jim Ton, the Committee approved the claims register.

Update on Employee Handbook & Organization Transition Plan RFQ

Ty Warner updated the Committee on the progress of NIRPC hiring a consultant to update the employee handbook and prepare an organizational transition plan. The Committee met to review the received proposals. Combining the employee handbook and organizational transition plan proved difficult to get one organization to adequately complete both tasks, thus all proposals were all rejected. At this time NIRPC has received quotes to update the employee handbook. The updates are underway and expected to be completed so the updated employee handbook can be presented to the Committee in January for approval.

Accounts Receivable Write-Off

Angie Hayes presented an accounts receivable write-off of \$23.32 that was received from the Indiana Department of Natural Resources in 2013. Upon a motion by Geof Benson, seconded by Jim Ton, the Committee approved the write-off.

Equipment Disposition

Kathleen Honl presented the 2015 Equipment Disposal List to the Committee. The list encompasses equipment that has meet useful life and is no longer needed. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved the disposal of the listed equipment.

2015 Budget Amendments

Angie Hayes presented three budget amendments that are transfers within categories. Amendment 7 transfers \$10 from building maintenance to property insurance. Amendment 8 transfers \$5,000 from unemployment compensation and \$5,225 from FICA contributions into

Health Insurance. Amendment 9 transfers \$70 from the environmental program communication expenses to the environmental program promotional expenses. Upon a motion by Geof Benson, seconded by Dave Decker, the Committee approved all three budget amendments.

Attorney Services Discussion

Ty Warner discussed the concern many Commissioners expressed with the NIRPC meetings being held at the same time as the Regional Development Authority (RDA) meetings. Both agencies have the same attorney, thus resulting in the NIRPC attorney missing meetings. At this time the NIRPC contract is with Attorney Hollenbeck specifically. However, Attorney Hollenbeck suggested amending the contract to be with the firm, Blachly, Tabor, Bozik & Hartman, so that if the situation arises another attorney can assist as needed. Upon a motion by Jim Ton, seconded by Dave Decker, the Committee directed NIRPC staff to amend the current contract to the firm Blachly, Tabor, Bozik & Hartman instead of directly with Attorney Hollenbeck.

Procurement Recommendations

Kathleen Honl presented four procurement recommendations to the Committee for subrecipient equipment. Procurement 15-23 is for two ticket vending machines and five on board fare collection boxes with total costs not to exceed \$60,000. Procurement 16-05 is for bus garage and transit office retrofit with total costs not to exceed \$180,000. Procurement 16-02 is for bus washing equipment with total costs not to exceed \$30,000. Procurement 15-21 is for 16 replacement transit vehicles with total costs not to exceed \$1,156,650. These procurements are funded with Federal Transit Administration (FTA) funds with the local match paid by the receiving subrecipients. Upon a motion by Jim Ton, seconded by Geof Benson, the Committee approved the procurements for recommendation to the Full Commission.

Approval of Resolution 15-30 Title VI

Allen Hammond presented Resolution 15-30 Title VI to the Committee. This resolution is a compliance requirement from FTA to continue receiving federal grants. A similar resolution was previously approved in 2006 however the FTA civil rights officer requested NIRPC approve an updated resolution. Upon a motion by Dave Decker, seconded by Geof Benson, the Committee approved Resolution 15-30 for recommendation to the Full Commission.

Approval of the 2016 Budget

Angie Hayes presented the 2016 budget to the Committee. The budget includes a 2% across the board raise for staff and incorporates NIRPC paying 85% of the health insurance costs. The overall budget reflects a 7.5% increase in health insurance costs from 2015. Angie recommended maintaining the Health Savings Account (HSA) contributions from 2015 of \$2,000 for single coverage and \$4,000 for family coverage in 2016. Upon a motion by Dave Decker, seconded by Geof Benson, the Committee approved maintaining the Health Savings Account (HSA) contribution levels from 2015. Upon a motion by Geof Benson, seconded by Richard

Hardaway, the Committee approved the 2016 Budget for recommendation to the Full Commission

Accounting Software Update

Angie Hayes informed the Committee the accounts receivable and accounts payable are scheduled to go live in the new accounting software system on January 1st. Payroll setup has an estimated go live date of February 16th.

Other Business

Geof Benson mentioned the Transportation Bill just passed. Allen Hammond informed the Committee that he will be attending a Triennial Review Workshop in Chicago in preparation of the NIRPC Triennial Review scheduled for 2017.

Adjournment

There being no further business, the meeting adjourned at 9:29 a.m.