NORTHEASTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

February 16, 2012
NIRPC Offices
Portage, Indiana

Members Present
Brian Snedecor
David Shafer
Nancy Adams
Ken Layton
Diane Noll

Staff and Others Present
Angie Hayes
John Swanson
Kathy Luther
Allen Hammond
Kelly Wenger
Eman Ibrahim
Gabrielle Biciunas

Members Absent
Edward Morales
Christine Cid
Jeff Dekker
David Uran

Call to Order
The meeting was called to order at 8:34 a.m. by Brian Snedecor.

Approval of Minutes
Upon a motion by David Shafer, seconded by Nancy Adams, the Committee approved the minutes of the December 8, 2011 meeting.

Review of Financial Status
Angie Hayes stated there are no cash flow issues to report at this time. Angie announced the State Board of Accounts should be here in March. She also informed the Committee that she and Kelly were involved achieving a “Certificate of Achievement for Excellence in Financial Reporting.” Angie presented the 2011 Unaudited Financial Statements to the Committee with an explanation of the various reports and the changes that took place with the Governmental Accounting Standards Board (GASB). The financial reports were presented to the Committee for discussion. Total expenditures are 6.5% spent through January. Angie explained the communication expenditures are high this time of the year because of all the contractual agreements that are renewed at the beginning of the year.

Approval of Claims Register
Kelly Wenger presented the claims register for approval. The Committee reviewed claims for both January and February. Upon a motion by Ken Layton, seconded by Nancy Adams, the Committee approved the claims register.
2012 Budget Amendment
Angie presented a budget amendment to the Committee to add a new grant used to cover expenses for the Cornucopia Event to be held on April 26, 2012. The event will review the progress made on land and water trails in northwest Indiana. Upon a motion by David Shafer, seconded by Ken Layton, the Committee approved the budget amendment for action by the Executive Board.

High-Quality Step Increase
John Swanson presented the high-quality step increase recommendation to the Committee for Meredith Stillwell, the Secretary of the Environmental Department. John explained Meredith demonstrates exemplary performance, innovation, and high quality work. She carries out her responsibilities in a highly professional manner and routinely takes on additional responsibilities. Upon a motion by Ken Layton, seconded by Dave Shafer, the Committee approved the high-quality step increase.

Other Business
Eman Ibrahim and Gabrielle Biciunas presented the need to produce an effective outreach tool for Northwest Indiana’s Regional Plan. The title of this plan is “Visualize the Future.” The total budget for the project is $50,000. NIRPC is requesting $3,000 from the Porter County Community Foundation, other requests will also be submitted to the Legacy Foundation of Lake County, and Unity Foundations of LaPorte County. The federal share for this project is $40,000 and the foundation grants would provide the $10,000 local share. This project will enable NIRPC to manage and produce a short video for the Comprehensive Regional Plan. This project should be completed by the end of summer 2012. There was considerable discussion regarding this project from the Committee and support from past experience was shared. Eman Ibrahim requested approval for the Porter County Community Foundation grant application.

Upon a motion by Nancy Adams, seconded by Ken Layton, the Committee approved the recommendation of the Porter County Community Foundation grant application to the Executive Board for action.

Adjournment
There being no further business, the meeting adjourned at 9:01 a.m.