

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**February 20, 2014**

**Portage, Indiana**

**Members Present**

Jim Ton

Brian Snedecor

**Staff and Others Present**

Ty Warner

Angie Hayes

Kelly Wenger

**Members Absent**

Christine Cid

Jeff Dekker

Blair Milo

Edward Morales

Diane Noll

Jim Polarek

Keith Soderquist

David Uran

**Call to Order**

The meeting was called to order at 8:16 a.m. by Jim Ton.

**Approval of Minutes**

Upon a motion by Brian Snedecor, seconded by Jim Ton, the Committee approved the minutes of the January 16, 2014 meeting.

**Review of Financial Status**

Angie Hayes reported that there were no cash issues to report at this time. She informed the Committee that staff is working to complete the year end financials and prepare for the 2013 audit. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending January 31, 2014 are at 8.10%. At this time we do not have an office lease and so no lease payments have been made for 2014. It was noted that some 2013 receivables are still outstanding at this time.

**Approval of Claims Register**

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

### **Building Lease Discussion**

Angie Hayes informed the Committee that the office lease has not been received. A lease is expected to be received in time to be presented at the March Executive Board meeting.

### **Updated Capital Asset Policy**

Angie Hayes presented a change to the capital asset policy with regard to computer equipment. This change would remove the section that requires NIRPC to include all computer equipment with a value of less than \$5,000 on the capital asset list. This change would remove roughly \$160,000 of computer equipment off of the capital asset list. Upon a motion by Brian Snedecor, seconded by Jim Ton the Committee approved the updated capital asset policy.

### **Office Equipment Donation Request**

Angie Hayes presented to the Committee a request from Michigan City Transit for excess office furniture. Michigan City Transit is moving to a new office and has asked NIRPC for four desk and chair sets, eight filing cabinets, reception chairs, and a conference table and chairs. Upon a motion by Jim Ton, seconded by Brian Snedecor the Committee approved giving Michigan City Transit the office equipment available per their request after approval from the architect that NIRPC no longer needs the equipment.

### **Contract Amendment**

Angie Hayes presented the addendum to the Route Match Software License and Service Agreement. This addendum will add a phone notification module to the current contract which will notify demand response riders about their rides. This project is covered 80% by a FTA grant with the remaining 20% paid by the subrecipients using the software. Upon a motion by Jim Ton, seconded by Brian Snedecor the Committee approved agreement addendum for recommendation to the Executive Board.

### **Employee High-Quality Step Increase**

Ty Warner presented the high-quality step increase recommendation to the Committee for Sarah Geinosky, GIS Analyst to receive a three step increase. Ty explained that Sarah demonstrates exemplary performance, innovation, and high quality work. Upon a motion by Brian Snedecor, seconded by Jim Ton the Committee approved the high-quality step increase.

### **Other Business**

There was no other business to report.

### **Adjournment**

There being no further business, the meeting adjourned at 8:42 a.m.