

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**June 18, 2015
NIRPC Offices
Portage, Indiana**

Members Present

Roosevelt Allen, Jr.
John Bayler
Geof Benson
Jeff Freeze
Richard Hardaway
Greg Stinson

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
David Hollenbeck

Members Absent

Dave Decker
Jeff Dekker
Diane Noll
Jim Ton
David Uran

Call to Order

The meeting was called to order at 8:05 a.m. by Roosevelt Allen, Jr.

Approval of Minutes

Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee approved the minutes of the May 21, 2015 meeting.

Review of Financial Status

Angie Hayes presented the Budget to Actual with Cash Variance and General Fund Expenditures reports to the Committee. The General Fund Expenditure report shows an overage in promotional expenses for environmental programs due to some program changes. A budget revision will be presented once the environmental department has determined the final program amount required. At this time there are no other cash issues to report. The total General fund expenditures for the period ending May 31, 2015 are at 37.12%.

Angie Hayes also informed the Committee that the 2014 audit has been completed and the exit interview will take place on June 18, 2015. The State Board of Accounts has stated that the audit letter will be received next week in order to submit the 2014 Certified Annual Financial Report.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Greg Stinson, seconded by Jeff Freeze, the Committee approved the claims register.

Report on Subrecipient Compliance

Attorney David Hollenbeck updated the Committee on the status of two of NIRPC's subrecipients. The City of Valparaiso as reported last month litigation is still being drafted against the former service provider for the Chicago Dash service. NIRPC will be named as one of the plaintiffs in the litigation.

The situation with South Lake County Community Services (SLCCS) regarding the ARRA build out funds is ongoing. A call has been scheduled for June 18, 2015 at 10:30 between the Federal Transit Administration (FTA) and NIRPC. Written requests have been made by Attorney Hollenbeck for the \$26,500 of withheld funds to be repaid to NIRPC. At this time no first quarterly funds have been released to SLCCS. A motion was made by Geof Benson, seconded by Greg Stinson, to release all of the first quarterly payment to SLCCS after the call to FTA unless FTA recommends NIRPC withhold the \$26,500 or provides further direction.

Accounting Software Update

Angie Hayes updated the Committee regarding the accounting software. Training on the new system is ongoing. Staff are still working out the software security and some additional changes have been identified as progress is made. The go live date may need to be bumped back a few months.

Other Business

None at this time

Adjournment

There being no further business, the meeting adjourned at 8:44 a.m. The Committee then toured the building.