

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**June 21, 2012
NIRPC Offices
Portage, Indiana**

Members Present

Brian Snedecor
David Shafer

Members Absent

Christine Cid
David Uran
Diane Noll
Ken Layton
Edward Morales
Jeff Dekker
Mathew Bernacchi
Jim Polarek

Staff and Others Present

Angie Hayes
John Swanson
Allen Hammond
Kelly Wenger
Bob Niezgodski
David Hollenbeck
Rick Niemeyer, SLCCS
Board President

Call to Order

The meeting was called to order at 8:01 a.m. by Brian Snedecor.

Approval of Minutes

Upon a motion by David Shafer, seconded by Brian Snedecor, the Committee approved the minutes of the May 17, 2012 meeting.

Review of Financial Status

Angie Hayes stated there are no cash flow issues to report at this time. The State Board of Accounts 2011 audit is complete and will be mailed to all Commissioners as soon as it's available. Angie presented the Budget to Actual with Cash Variance and General Expenditures Reports to the Committee for discussion. The Commission's cash is about \$200,000 dollars more than last year. Total expenditures are at 36.95% spent through May. Angie reported to the Committee that staff is watching the accounts that are expended fifty percent or more.

Approval of Claims Register

Kelly Wenger presented the claims register for approval. The Committee reviewed the claims. Upon a motion by Dave Shafer, seconded by Brian Snedecor, the Committee approved the claims register.

Resolution to Change the Trustee for the Deferred Compensation Plan

Angie Hayes presented the Resolution 12-14 of the Northwestern Indiana Regional Planning Commission to appoint Wilmington Trust Retirement and Institutional Services Company as successor Trustee for the 457 Governmental Deferred Compensation Plan Number 300447. The Successor Trustee charges an annual amount of \$850.00 to manage the plan. The Director of Finance and Administration is named Plan Coordinator. Upon a motion by Dave Shafer,

seconded by Brian Snedecor, the Committee approved the resolution to change the trustee for the deferred compensation plan for recommendation to the Executive Board.

Federal Transit Administration Procurement Procedure Manual

Angie Hayes presented the Resolution 12-15 of the Northwestern Indiana Regional Planning Commission to adopt the Federal Transit Administration (FTA) Procurement Procedures Manual. The Committee was presented with the major updates of the procurement manual. If adopted, the resolution mandates that all NIRPC Subrecipients adopt the procurement manual. The Committee will request that all FTA funds will be withheld from all NIRPC subrecipients until the procurement manual has been adopted by their respective Boards. Upon a motion by Dave Shafer, seconded by Brian Snedecor, the Committee approved the resolution to adopt the procedural manual for recommendation to the Executive Board.

South Lake County Community Services Construction Project

Mr. Rick Niemeyer, Board President of the South Lake County Community Services, presented an American Recovery and Reinvestment Act Project for the Storage Garage Build-Out and Yard Improvements to be completed on South Lake County Community Services property using FTA funds. The project is a lean-to garage that is approximately 1,200 square feet and a very large parking lot. Plans to improve the garage include erecting the east wall to enclose and finish the interior space. The garage will then be equipped with one wash bay, power wash and vacuum equipment, floor drains, a HVAC System to prevent frozen water pipes and to provide a more comfortable work environment. The project has a total amount of \$375,000 dollars for the building project and a generator. Upon a motion by Dave Shafer, seconded by Brian Snedecor, the Committee approved the Storage Garage Build-Out and Yard Improvements project.

Other Business

David Hollenbeck gave an update to the Committee on the Executive Director Search Committee. The goal of the Search Committee is to find a candidate and make the presentation to the Full Commission at the October 2012 meeting. The Search Committee wants to ensure a smooth transition between John Swanson and the new Executive Director. The Search Committee has selected a firm, the Mercer Group, to conduct a national search. The Search Committee discussed what they would like to see in the new Executive Director. Two strong areas of experience would include planning and public relations. The Finance and Personnel Committee will be involved with the process when negotiations start with the candidate.

Angie Hayes informed the Committee that the City of Portage hired Holiday Properties to maintain the grounds and perform repairs on the building.

Adjournment

There being no further business, the meeting adjourned at 8:46 a.m.