

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**August 20, 2015
NIRPC Offices
Portage, Indiana**

Members Present

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

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
Kathleen Honl
Allen Hammond
Ethan Lowe
Robert Carnahan
George Topoll

Members Absent

Jeff Dekker
Greg Stinson
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 Jeff Freeze, the Committee approved the minutes of the July 23, 2015 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. The 2016 draft budget will be presented at the September meeting. 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 July 31, 2015 are at 42.08%.

Approval of Claims Register

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

Budget Amendments

Angie Hayes presented budget amendments 4 and 5 adding new funds to the 2015 budget. The budget amendments will add a combined total of \$299,220 to the contractual line for the transit feasibility studies. Upon a motion from Geof Benson, seconded by Richard Hardaway, the Committee recommended the budget amendments for approval to the Executive Board.

Contracts for Feasibility Studies

Angie Hayes presented two contracts to the Committee. Both contracts are with SRF Consulting Group, Inc. for transit feasibility studies for the City of Hobart and the City of Portage. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee recommended the contracts for approval to the Executive Board.

Report on Subrecipient Compliance

Attorney Ethan Lowe updated the Committee on the status of the City of Valparaiso's litigation filed against the former service provider for the Chicago Dash service. The City has received a response to the lawsuit that was filed in addition to a counter suit that has been filed against the City of Valparaiso. Valparaiso is in the process of procuring a maintenance company to provide oversight of the vehicle maintenance going forward with local funds.

Angie Hayes and Allen Hammond presented information regarding the status of South Lake County Community Services (SLCCS) deficiency over the maintenance of federally funded vehicles. NIRPC implemented Resolution 15-10 requiring SLCCS to bring vehicle maintenance into compliance by July 20, 2015. At the July 23rd meeting the Committee gave SLCCS a 30 day extension. As of today that goal has not been reached. NIRPC continues to receive weekly updates and will now withhold payments until the SLCCS maintenance deficiency is in compliance.

Employee Handbook Update & Organization Transition Plan

Ty Warner discussed with the Committee the upcoming plans to hire a company to review the NIRPC structure as well as update the current employee handbook. Ty hopes the hired company can help NIRPC better prepare for the potential loss of staff due to upcoming retirements, retain young staff, and make sure there is an efficient staffing structure. NIRPC has budgeted \$20,000 for this and hopes to have the updates completed in the fall of 2015.

Accounting Software Update

Angie Hayes updated the Committee regarding the accounting software. The go live date has been changed to January 1, 2016 to include changes with the employee handbook.

Building Improvement Update

Ty Warner updated the Committee on the status of the building improvement project. The renovation is still on schedule for NIRPC staff to move into the new space in the beginning of September.

Other Business

None at this time

Adjournment

There being no further business, the meeting adjourned at 8:56 a.m.