

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**September 17, 2015  
NIRPC Offices  
Portage, Indiana**

**Members Present**

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

**Staff and Others Present**

Ty Warner  
Angie Hayes  
Kelly Wenger  
David Hollenbeck  
Robert Carnahan

**Members Absent**

Jeff Dekker  
Jeff Freeze  
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 Dave Decker, seconded by Geof Benson, the Committee approved the minutes of the August 20, 2015 meeting.

**Review of Financial Status**

Angie Hayes presented the financial report. At this time there are no cash issues to report. 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 43.24%.

**Approval of Claims Register**

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Dave Decker, seconded by Richard Hardaway, the Committee approved the claims register.

## **LaPorte Revolving Loan Fund Management Plan & Board Member Appointment**

Angie Hayes discussed the appointment position for NIRPC on the LaPorte County Revolving Loan Fund Board. Currently Michael Schultz is serving on the board as the NIRPC appointment. Dave Decker made a motion, seconded by Jim Ton, the Committee approved keeping Michael Schultz on the board as NIRPC's appointment.

Angie Hayes presented the draft LaPorte County Revolving Loan Fund Management Plan. This plan has been reviewed and approved for recommendation by the LaPorte County Revolving Loan Fund board to the NIRPC Finance and Personnel Committee. Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee approved the plan for submittal to the Economic Development Administration.

## **Draft 2016 Budget Discussion**

Angie Hayes presented a draft budget for the calendar year 2016. The Committee recommended increasing the LaPorte County Revolving Loan Fund budget to \$320,000 in 2016. The Committee suggested continuing to contract for ADA oversight as well as including maintenance oversight to the budget for 2016. The Committee instructed Angie to see what could be done in terms of staff raises.

## **Report on Subrecipient Compliance**

Attorney David Hollenbeck informed the Committee that there is nothing new to update on the status of the City of Valparaiso's litigation filed against the former service provider for the Chicago Dash service.

Angie Hayes informed the Committee that the most current weekly update puts South Lake County Community Services in compliance with the FTA required maintenance regulations.

## **Employee Handbook Update & Organization Transition Plan**

Ty Warner discussed the goals for the organization transition plan. The Committee was informed that interviews were to be conducted in the afternoon regarding selection of an organization to provide the updated and transition plan.

## **Accounting Software Update**

Angie Hayes informed the Committee that there are no changes in the timeline for the go live date with the accounting software.

## **Building Improvement Update**

Due to time constraints the building improvement update was deferred to the Executive Commission meeting as part of the Report of the Executive Director.

**Other Business**

None at this time

**Adjournment**

There being no further business, the meeting adjourned at 9:00 a.m.