

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

January 19, 2017  
NIRPC Dune Room  
Portage, Indiana

**Members Present**

Christine Cid  
Robert Carnahan  
Richard Hardaway  
**Diane Noll - Chair**  
Dave Shafer  
Greg Stinson

**Staff and Others Present**

Ty Warner  
Angie Hayes  
Kelly Wenger  
Kathy Luther  
Lisa Todd  
Dave Hollenbeck  
George Topoll

**Members Absent**

Anthony Copeland  
Ron Meer

**Call to Order**

The meeting was called to order at 8:00 a.m. by Diane Noll.

**Approval of Minutes**

A correction was proposed by Diane Noll to the December 8, 2016 minutes. Upon a motion by Dave Shafer, seconded by Greg Stinson, the Committee approved the amended minutes of the December 8, 2016 meeting.

**Review of Financial Status**

Angie Hayes presented the financial report. NIRPC has received the 2016 Certificate of Achievement for Excellence in Financial Reporting. At this time there are no cash issues to report. The Budget to Actual reports were presented to the Committee. The total expenditures of the General Fund for the period ending December 31, 2016 are at 75.45%.

**Approval of Claims Register**

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

**South Shore Clean Cities Agreement**

Kathy Luther presented the 2017 agreement with South Shore Clean Cities. Funding for this comes from NIRPC's Congestion Mitigation and Air Quality grant and South Shore Clean Cities provides the local match. Upon a motion by Dave Shafer, seconded by Greg Stinson, the

Committee approved the South Shore Clean Cities agreement for recommendation to the Full Commission.

### **Air Quality Survey Agreement**

Kathy Luther presented the agreement with Responsive Management for the air quality survey. The air quality survey will help NIRPC evaluate the effectiveness of the current air quality education program. Upon a motion by Greg Stinson, seconded by Dave Shafer, the agreement was approved for recommendation to the Full Commission.

### **Resolution 17-01 Internal Control**

Diane Noll presented Resolution 17-01 on internal controls to the committee. Upon a motion by Greg Stinson, seconded by Dave Shafer, the Committee approved Resolution 17-01 for recommendation to the Full Commission.

### **Internal Control Training**

The Internal Control webinar available on the Indiana State Board of Accounts website was viewed at the meeting.

### **Other Business**

There was no other business to discuss.

### **Adjournment**

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