

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

July 20, 2017  
NIRPC Dune Room  
Portage, Indiana

**Members Present**

Karen Freeman-Wilson, **Chair**  
Robert Carnahan  
Richard Hardaway  
Diane Noll  
Dave Shafer

**Staff and Others Present**

Ty Warner  
Angie Hayes  
Kathy Luther  
Meredith Stilwell  
Dave Hollenbeck

**Call to Order**

The meeting was called to order at 8:05 a.m. by Dave Shafer.

**Approval of Minutes**

Dave Shafer presented the minutes of the May 18, 2017 meeting. Upon a motion by Bob Carnahan, seconded by Greg Stinson, the Committee approved the minutes.

**Review of Financial Status**

Angie Hayes reported that Kelly Wenger is no longer employed with NIRPC and has gone to work for NICTD. The Financial reports were reviewed. Angie reported she has had issues with some vendors in regard to receiving billings in a timely manner which resulted in the reports only being through May 31 instead of June 30. NIRPC has received all 2017 county distributions. The Indiana State Board of Accounts audit of NIRPC has been completed with no audit findings or comments. A link to the 2016 Comprehensive Annual Financial Report (CAFR) will be sent by email.

**Approval of Claims Register**

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

**Attorney Contract Scope of Work Discussion**

Angie Hayes presented the scope of work and evaluation criteria for procuring an attorney for NIRPC. Upon a motion by Greg Stinson, seconded by Richard Hardaway, the Committee accepted the Scope of Work and evaluation criteria as presented. An RFP will be released by August 1, 2017 with responses due by September 1, 2017. The RFPs will be reviewed at the

September Finance and Personnel Committee meeting unless a special meeting is requested by the Committee based on number of responses received.

### **NIRPC Meeting Room Rental Policy Discussion**

Angie Hayes initiated a discussion regarding how NIRPC should handle the renting out of meeting rooms. A suggestion was made to set a fee and use the amount as in-kind for non-profit/governmental use of the rooms and charge for-profit entities for use. Dave Hollenbeck will look into how the building lease reads.

### **Accufund Contract Extension**

Angie Hayes presented contract Amendment 4, to extend the contract between Accufund, Inc. and NIRPC until December 31, 2017. The extension would allow for dashboarding reports to be set up. There is a cost savings for extending the contract rather than entering into a new contract. Upon motion by Bob Carnahan, seconded by Greg Stinson, the Committee approved the contract extension with Accufund, Inc.

### **2017 Budget Amendment**

Karen Freeman-Wilson presented 2017 budget Amendment 4 to transfer \$22,500 from salaries to contractual for the purchase and implementation of new E-TIP software for the Transportation Improvement Program (TIP). Upon motion by Bob Carnahan, seconded by Greg Stinson, the Committee approved budget amendment 4.

### **Other Business**

Ty Warner announced that NIRPC's certification review, which takes place every four years, is underway. A public meeting was held in Gary on July 19 and another public meeting will be held on July 20 at 11:00 a.m. after the NIRPC commission meeting.

Bob Carnahan, who is on the Advisory Board of Lakeshore Public Media, announced that they are \$96m in the red and are looking for ways to attract money. They are also looking to move their antennae from Lake Dale to Merrillville for better reception for the Chicago area which hopefully could encourage Chicago sponsors.

Ty Warner announced that the positions of Director of Transportation and Regional Planner/Policy Analyst have been posted with closing dates at the end of July. These positions are to replace Steve Strains who retired and James Winters who changed positions and is now the Transit Planner for NIRPC.

### **Adjournment**

There being no further business, the meeting adjourned at 8:35 a.m.