

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**January 15, 2015  
NIRPC Offices  
Portage, Indiana**

**Members Present**

Jim Ton  
Diane Noll  
Jeff Dekker  
David Uran

**Staff and Others Present**

Ty Warner  
Angie Hayes  
Kelly Wenger  
David Hollenbeck

**Members Absent**

Roosevelt Allen, Jr  
Anthony Copeland  
Blair Milo

**Call to Order**

The meeting was called to order at 8:02 a.m. by Jim Ton.

**Approval of Minutes**

Upon a motion by Jeff Dekker, the Committee approved the minutes of the December 11, 2014 meeting.

**Review of Financial Status**

Angie Hayes presented the financial report. At this time there are no cash issues to report. Staff are working diligently to complete year end reports. All of the 2014 county distributions were received with the exception of the second half payment from LaPorte County. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending December 31, 2014 are at 84.45%.

**Approval of Claims Register**

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by David Uran, seconded by Jeff Dekker, the Committee approved the claims register.

**Equipment Disposal**

Angie Hayes requested approval for a plan from the Committee for the disposal of office equipment currently in use by the staff that will no longer be needed after the build out is completed. The architect is currently putting together a list of disposal items. Upon a

motion by David Uran, seconded by Diane Noll, the Committee authorized Angie Hayes and David Hollenbeck to properly dispose of identified equipment within the proper legal requirements.

### **Regional Bus Authority (RBA) Funds**

David Hollenbeck presented to the Committee the distribution of the remaining RBA funds. Through collaboration with the Indiana State Board of Accounts, RBA Executive Director Tim Brown, and RBA President Richard Hardaway these funds were forwarded to NIRPC for allocation to NIRPC subrecipients for transit related activities associated with the disabled community. Staff will consult with David Hollenbeck and bring eligible expenses back to the Committee for review.

Angie Hayes informed the Committee that there is just over \$9,000 in the Regional Bus Authority's capital holding account from the disposition proceeds of FTA funded vehicles. This money is restricted for other FTA capital purchases. Upon a motion by Jeff Dekker, seconded by David Uran, the Committee approved the distribution of these funds to NIRPC subrecipients for allocation with the recommendation that the funds be apportioned amongst operators in relationship to ridership numbers.

### **Accounting Software Update**

Angie Hayes updated the Committee regarding the accounting software. The original beginning date was January 1 however that has been revised to an April start. Extensive accounting system changes to the chart of accounts that has delayed the implementation of the new accounting software. Staff is submitting all state required forms to be generated by the accounting software to the State Board of Accounts for approval.

### **Building Improvement Status**

Ty Warner discussed the building improvement status with the Committee. Bid openings for the construction took place on January 14<sup>th</sup> and are expected to be awarded at the January 22<sup>nd</sup> meeting. At this time demolition is scheduled to start on February 20<sup>th</sup> and construction will take six to eight weeks. No meetings will be held at NIRPC during the construction phase.

### **Other Business**

There was no other business to discuss.

### **Adjournment**

There being no further business, the meeting adjourned at 8:52 a.m.