

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**October 16, 2014
NIRPC Offices
Portage, Indiana**

Members Present

Jim Ton
Diane Noll
Rich Mrozinski
David Uran

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger

Members Absent

Nancy Adams
Roosevelt Allen, Jr
Anthony Copeland
Jeff Dekker
Blair Milo

Other Commissioners Present

Brian Snedecor

Call to Order

The meeting was called to order at 8:00 a.m. by Jim Ton.

Approval of Minutes

Upon a motion by Rich Mrozinski, seconded by Diane Noll, the Committee approved the minutes of the September 18, 2014 and October 1, 2014 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. A budget amendment for Legal Services will be brought to the Committee in December. The Triennial Review has been completed by the Federal Transit Administration with three findings that require corrections in NIRPC oversight reporting and record keeping and adding language to the Public Participation Plan.

On September 29th, a meeting was held with the NIRPC Public Mass Transportation Fund subrecipients to determine the allocation for 2015 funds received by NIRPC. The subrecipients agreed to the following distribution for 2015 and agreed to meet to discuss the allocation of the 2016 funds next year.

- North Township Dial-A-Ride \$ 80,000
- Opportunity Enterprises 184,145
- Porter County Aging & Community Services 89,258
- South Lake County Community Services 158,775

The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending September 30, 2014 are at 65.23%.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Rich Mrozinski, seconded by Diane Noll, the Committee approved the claims register.

Procurement Recommendations

Angie Hayes presented procurement recommendation numbers 14-08, 14-09, 14-10, 14-11, 14-12, and 14-13 to the Committee for approval. All the procurement recommendations are funded with Federal Transit Administration funds with the required local match being provided by NIRPC's subrecipients. The required subrecipient local match is always on deposit prior to purchasing the item. Upon a motion by Rich Mrozinski, seconded by Diane Noll, the Committee recommended the procurement recommendations for approval by the Full Commission.

Executive Director Contract

Jim Ton presented the two year employment agreement for the Executive Director to the Committee for approval. The changes to the contract included a 1.75 percent pay increase and eliminated the \$10,000 for relocation costs. Upon a motion Rich Mrozinski, seconded by Diane Noll, the Committee recommended the contract for approval by the Full Commission.

Change to PERF – Resolution 14-25

Angie Hayes presented Resolution 14-25 to the Committee for approval. This resolution would allow NIRPC to pay the remaining 1.5% of the mandatory member contributions to PERF on behalf of the NIRPC employees in lieu of raises. Upon a motion by Rich Mrozinski, seconded by Diane Noll, the Committee recommended Resolution 14-25 for approval to the Full Commission.

Change to Health Insurance Regarding Spouse Participation

Angie Hayes presented changes to the employee handbook regarding the Health Insurance participation policy to the Committee for approval. The change would no longer allow spouses who are eligible for Medicare to be covered by NIRPC's insurance. This policy change is more in line with current business practices. Upon a motion by Rich Mrozinski, seconded by Diane Noll, the Committee approved the change to the employee handbook as presented.

2015 Budget – Resolution 14-26

Angie Hayes presented the 2015 Budget Resolution 14-26 to the Committee for approval. The budget is balanced and overall represents a 5% decrease from the 2014 budget. The majority of the decrease comes from contractual line items. Upon a motion by Rich Mrozinski, seconded by Diane Noll, the Committee recommended Resolution 14-26 for approval by the Full Commission.

Building Improvement Status

Ty Warner discussed the building improvement status with the Committee. A meeting was held Monday, October 13th between NIRPC, the Forum, Portage Redevelopment, and Holladay Properties. Portage Redevelopment informed the attendees that the building improvement project is being paid with public funds and therefore must go through the public bid process. This will cause further delays in starting construction, however both NIRPC and the Forum have already begun benefiting from the new lease agreements through reduced rent. At this time the estimated construction start date is February 2015. The NIRPC furniture has already been purchased and is being held.

Other Business

Ty Warner reminded Commissioners that there will be a public meeting on Public Transportation held at Wicker Park on October 29th. Frank J. Mrvan, North Township Trustee, has agreed to host the meeting and will provide opening remarks for both sessions.

Adjournment

There being no further business, the meeting adjourned at 8:45 a.m.