

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**October 17, 2013
NIRPC Offices
Portage, Indiana**

Members Present

Blair Milo
Brian Snedecor
Christine Cid
David Shafer
David Uran
Diane Noll
Jeff Dekker

Staff and Others Present

Ty Warner
Angie Hayes
Allen Hammond

Members Absent

Edward Morales
Jim Polarek
Keith Soderquist

Call to Order

The meeting was called to order at 8:20 a.m. by David Shafer and then transferred to Blair Milo.

Approval of Minutes

Upon a motion by Jeff Decker, seconded by Blair Milo, the Committee approved the minutes of the September 19, 2013 meeting.

Review of Financial Status

Angie Hayes deferred to the Line of Credit which was the fourth item on the agenda. She explained the current cash position at September 30th, 2013 and why the Committee needed to consider authorizing the revolving line of credit from Horizon Bank. The Committee was presented with Resolution Number 13-21 which gives all the required specifics of securing a line of credit with Horizon Bank. The Committee had significant discussion. A consensus was reached by the Committee to table the Resolution Number 13-21 for the line of credit until further discussions were held with the Indiana Department of Transportation.

Angie Hayes presented the Budget to Actual with Cash Variance and General Fund Expenditure Reports to the Committee. The total expenditures for the period ending in

September were at 66.36%. Angie informed the Committee that she is continuing to watch the Communication Line items for Planning and Allocated Functions since the expended percentages are still high. Angie followed up with the Committee regarding the 2012 audit bill from the State Board of Accounts which the Committee directed her to pay the bill and submit the necessary budget amendment at the November meeting for approval.

Approval of Claims Register

Angie Hayes presented the claims register to the Committee for approval. Angie informed the Committee about the claim for the South Lake County Community Services construction project. Angie informed the Committee the remaining claims are standard expenses. Upon a motion by Jeff Dekker, seconded by David Shafer, the Committee approved the claims register.

2014 Budget Discussion

Angie Hayes presented documentation to the Committee to discuss an early separation incentive plan due to the funding cuts that will be taking place in 2014. The Early Separation Incentive Plan would be for those employees who are age 60 and over or have 20 or more years of service regardless of age as of December 31, 2013. Those eligible employees wanting to take advantage of the Early Separation Incentive Plan would be entitled to a one-time cash payment, the amount to be determined, for each year of continuous employment with NIRPC. Angie informed the Committee that retirees are not allowed to stay on the NIRPC health insurance except under COBRA. So she inquired with the NIRPC health insurance agent and was quoted an average cost for one person's health insurance to be approximately \$500 - \$600 per month from the marketplace. The Committee had discussion on the costs and the salaries of the staff who qualify.

The proposed plan would then need to show if the necessary funding cuts could be attained with the Early Separation Incentive Plan or if staff layoffs would need to be implemented.

The Committee directed Angie to send out an email to all NIRPC staff and see who would be interested in the Early Separation Incentive Plan. The plan directs any eligible employee interested in participating must register no later than Monday, December 2, 2013 and plan on retiring no later than June 30, 2014.

Update on Building Lease

Ty Warner updated the Committee on receiving the design from the space planner. Holladay Properties now has the design and is determining the construction costs. Ty also informed the Committee that he was also seeking input from the staff on their thoughts of the design. Angie also informed the Committee that bringing the Northwest

Indiana Forum and NIRPC into the same space would utilize the space more efficiently between the two organizations and allow savings for each organization.

Discussion on Policies for Commission Meetings

Blair Milo presented an updated draft of the Sergeant at Arms Policy that was prepared by David Hollenbeck for review by the Committee. The Committee discussed the need for the policy and determined that with elected officials from the three county area issues that were taken for granted in the past are not the same today and that the Commission needs to be able to conduct business in a peaceful manner.

The Committee will take action by speaking with Mayor Snyder regarding the possibility of providing a Sergeant at Arms for meetings held in Portage. There was also discussion if this request needs to be included within the NIRPC Lease.

Other Business

There was no other business to report.

Adjournment

There being no further business, the meeting adjourned at 9:20 a.m.

The next meeting will be on Wednesday, November 20th at noon at the Islarmorada Island restaurant in Bass Pro Shop in Portage.