

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

October 20, 2016
NIRPC Dune Room
Portage, Indiana

Members Present

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

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
Ethan Lowe
Jim Ton

Members Absent

Anthony Copeland
Ron Meer

Call to Order

The meeting was called to order at 8:41 a.m. by Diane Noll.

Approval of Minutes

Upon a motion by Dave Decker, seconded by Richard Hardaway, the Committee approved the minutes of the September 15, 2016 meeting.

Review of Financial Status

Angie Hayes presented the financial report. 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 September 30, 2016 are at 56.98%. NIRPC has been contacted by the Federal Transit Administration and will have a triennial review conducted in 2017.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Robert Carnahan, seconded by Dave Decker, the Committee approved the claims register.

2017 Draft Budget Discussion

Angie Hayes presented the 2017 draft budget. Upon a motion by Dave Decker, seconded by Richard Hardaway, the Committee directed Angie to draft a budget that the total raise amount available for staff raises in the new performance based raise system is not to exceed 3% of total

staff salaries. The Committee agreed to continue to outsource the ADA oversight of the transit subrecipients. The health insurance budget line should stay close to the 2016 Budget amount of \$290,000 with the employer contribution rate to stay at 85% with employee contribution rate of 15% of the total health insurance premium. The Committee approved the HSA contribution amounts of \$2,000 single and \$4,000 family as part of the health insurance costs.

Other Business

There was no other business.

Adjournment

There being no further business, the meeting adjourned at 9:05 a.m.