

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**November 20, 2013
Portage, Indiana**

Members Present

Blair Milo
Christine Cid
David Shafer
Jim Polarek

Staff and Others Present

Ty Warner
Angie Hayes
Allen Hammond
James Snyder

Members Absent

Brian Snedecor
David Uran
Diane Noll
Edward Morales
Jeff Dekker
Keith Soderquist

Call to Order

The meeting was called to order at 12:21 p.m. by Blair Milo at the Islarmorada Island restaurant in Bass Pro Shop in Portage.

Approval of Minutes

Upon a motion by Blair Milo, seconded by Christine Cid, the Committee approved the minutes of the October 17, 2013 meeting.

Review of Financial Status

Angie Hayes reported that there were no cash issues to report at this time. She reported that the Indiana Department of Transportation's (INDOT) purchase order was received and INDOT has been billed for the period of July through September. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending October 31st, 2013 are at 73.00 %. Angie informed the Committee that she is continuing to watch the Communication Line items since the expended percentages are still high. Angie also followed up with the Committee regarding the 2012 audit bill from the State Board of Accounts for which this month's meeting packet has a budget amendment that the Committee needs to take action upon.

Budget Amendment within Category

Angie Hayes presented a proposed 2013 Budget Amendment number ten to the Committee requesting authorization to transfer funds within the contractual category in the amount of \$3,785.00 dollars. The purpose of this budget amendment is to transfer funds from the LaPorte Revolving Loan Fund Services to Audit and Accounting in order to cover the increase costs not anticipated for the 2012 audit. The Committee had discussion regarding the additional expense of the State Board of Accounts Audit. There was also discussion on if the 2013 audit will include the Comprehensive Annual Financial Report (CAFR). Angie explained reason for this type of report which demonstrates NIRPC's transparency and provides statistical information on the region. Upon a motion by David Shafer, seconded by Jim Polarek, the Committee approved Budget Amendment number ten.

2014 Budget Discussion

Angie Hayes presented documentation to the Committee regarding the Health Insurance Costs for 2014. She explained with the Affordable Health Care Law costs are being based on age rather than health condition. NIRPC received a thirteen percent discount compared to last year's cost. She also requested permission to maintain the same percentages for payment where NIRPC would continue to pay approximately ninety-two percent of the costs and the employees would pay approximately eight percent. Angie informed the Committee that NIRPC staff would have an increase in the deductibles for 2014. Individual employee plans would have a \$3,000 dollar deductible and the remaining plans would have a \$6,000 dollar deductible. The members present were in agreement to have NIRPC contributions made on a semiannual basis on January 15, 2014 and July 15, 2014.

The Committee discussed the Early Separation Incentive Plan. 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 of \$1,000 for each year of continuous employment with NIRPC. Angie presented a spreadsheet to the Committee listing the cost benefits of the Early Separation Incentive Plan and the breakdown of the costs to be reduced in the 2015 work plan. The Committee had discussion regarding offering the \$1,000 per year of service to eligible staff interested in the early separation plan and that any legal documents be approved by Attorney Hollenbeck.

Upon a motion by Blair Milo, seconded by David Shafer, the Committee approved the Early Separation Plan as presented, eligible staff interested in the plan must retire no later than June 30, 2014, and all documents related to the plan be approved by Attorney Hollenbeck.

Update on Building Lease

Angie Hayes updated the Committee on receiving the design from the space planner which was displayed in the meeting room for viewing. She also informed the Committee that our information technology service has recommended using Comcast Business Solutions for telephone and internet service. The Committee had discussion regarding who would sign the five year contract with Comcast. James Snyder, Mayor of Portage, informed the Committee that he would be the one who would sign the Comcast contract after receiving authorization from the Portage Redevelopment Commission. The Contract that is being proposed is for five years and the Mayor of Portage informed the Committee that the City has recently changed their phone and internet service to Comcast.

The Committee reviewed a preliminary project budget that was prepared by Jeffery K. Liggett & Associates LLC. The usable square feet that is being proposed is 16,150 for both NIRPC and the Forum and assumes a ten year lease term for both entities. There was discussion regarding making the Auditorium and reception area as common areas and would not be included within the lease costs. The Committee also inquired if the lease would include an annual increase. Upon a motion by Jim Polarek, seconded by David Shafer the Committee approved moving forward with the ten year lease.

Discussion on Policies for Commission Meetings

Blair Milo presented an updated draft of the Sergeant at Arms Policy that was prepared by Attorney Hollenbeck for review by the Committee. The Committee discussed the need for the policy and determined that the policy would be presented to the Full Commission at the January 2014 Meeting. The Committee discussed with Mayor Snyder regarding the possibility of providing a Sergeant at Arms for Full Commission and Executive Board meetings held in Portage. Mayor Snyder informed the Committee that Portage will provide a Sergeant at Arms for these meetings with no cost to the Commission. He directed NIRPC management to contact the Portage Chief of Police and copy him on any additional requests for the Sergeant at Arms if needed outside of the previously mentions meetings. Upon a motion by David Shafer, seconded by Jim Polarek the Committee approved finalizing the Sergeant at Arms Policy to be presented to the Full Commission at the January 2014 Meeting.

Other Business

There was no other business to report.

Adjournment

There being no further business, the meeting adjourned at 1:30 p.m.

The next meeting will be on Wednesday, December 11th, 2013 at 1:00 p.m. at the NIRPC Office.