

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**December 11, 2014
NIRPC Offices
Portage, Indiana**

Members Present

Jim Ton
Diane Noll
Jeff Dekker

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
David Hollenbeck

Members Absent

Nancy Adams
Roosevelt Allen, Jr
Anthony Copeland
Blair Milo
Rich Mrozinski
David Uran

Call to Order

The meeting was called to order at 8:05 a.m. by Jim Ton.

Approval of Minutes

Upon a motion by Jeff Dekker, the Committee approved the minutes of the October 16, 2014 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. The accounting system conversion is underway. The new system is expected to be up and running by the end of January 2015. The 2013 Comprehensive Annual Financial Report was accepted and the certification was awarded by the Government Finance Officers Association.

The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending November 30, 2014 are at 78.69%.

Approval of Claims Register

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

2014 Budget Amendments within Category

Angie Hayes presented two budget amendment transfers within categories. The first was moving \$8,500 from Organizational Development to Legal Services for additional costs incurred in reference to the consent decree settlement. The second was to move \$3,000 from Office Lease to Utilities due to unexpected increases in the sewer and utility rates. Upon a motion by Jeff Dekker, seconded by Diane Noll, the Committee approved the budget amendments within category.

Equipment Disposal & Capital Asset Adjustments

Angie Hayes presented the disposal of equipment for 2014 that is no longer in working order to be recycled. Upon a motion by Diane Noll, seconded by Jeff Dekker, the Committee approved the disposal of the presented equipment.

Angie Hayes then presented a list of equipment to be removed from the capital asset listing due to the change in the capital asset policy. These items will continue to be used and tracked through inventory by NIRPC. However since the equipment is below the financial threshold, the equipment will be removed from the year end capital asset reporting. Upon a motion by Jeff Dekker, seconded by Diane Noll, the Committee approved the removal from the asset list for the presented equipment.

2015 Health Insurance Costs

Angie Hayes presented the proposed health insurance rates for 2015. To be compliant with the Affordable Care Act, NIRPC is now charged based on employees' and dependents' ages for health insurance. To meet the approved 2015 budget, Angie proposed NIRPC cover 85% of the total premium costs and contribute annually \$2,000 for single and \$4,000 for dependent coverage to employee HSA accounts. Upon a motion by Jeff Dekker, seconded by Diane Noll, the Committee approved the health insurance coverage as presented.

Proposed Change to Pay Periods

Angie Hayes presented the proposed change for NIRPC's pay periods from bimonthly to biweekly. This would change the pay per year from 24 to 26 effective immediately. Upon a motion by Diane Noll, seconded by Jeff Dekker, the Committee approved the pay period change.

Building Improvement Status

Ty Warner discussed the building improvement status with the Committee. Regular meetings have been held with NIRPC, the Forum, City of Portage, and Holladay Properties. A revised schedule has been presented that would have construction starting in February.

Other Business

David Hollenbeck informed the Committee that Steve Walsh will be presenting his report on the Public Transportation Services public meeting held back in October at the Executive Board Meeting.

Adjournment

There being no further business, the meeting adjourned at 8:59 a.m.