

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**February 16, 2012  
NIRPC Offices  
Portage, Indiana**

**Members Present**

Brian Snedecor  
David Shafer  
Nancy Adams  
Ken Layton  
Diane Noll

**Staff and Others Present**

Angie Hayes  
John Swanson  
Kathy Luther  
Allen Hammond  
Kelly Wenger  
Eman Ibrahim  
Gabrielle Biciunas

**Members Absent**

Edward Morales  
Christine Cid  
Jeff Dekker  
David Uran

**Call to Order**

The meeting was called to order at 8:34 a.m. by Brian Snedecor.

**Approval of Minutes**

Upon a motion by David Shafer, seconded by Nancy Adams, the Committee approved the minutes of the December 8, 2011 meeting.

**Review of Financial Status**

Angie Hayes stated there are no cash flow issues to report at this time. Angie announced the State Board of Accounts should be here in March. She also informed the Committee that she and Kelly were involved achieving a "Certificate of Achievement for Excellence in Financial Reporting." Angie presented the 2011 Unaudited Financial Statements to the Committee with an explanation of the various reports and the changes that took place with the Governmental Accounting Standards Board (GASB). The financial reports were presented to the Committee for discussion. Total expenditures are 6.5% spent through January. Angie explained the communication expenditures are high this time of the year because of all the contractual agreements that are renewed at the beginning of the year.

**Approval of Claims Register**

Kelly Wenger presented the claims register for approval. The Committee reviewed claims for both January and February. Upon a motion by Ken Layton, seconded by Nancy Adams, the Committee approved the claims register.

### **2012 Budget Amendment**

Angie presented a budget amendment to the Committee to add a new grant used to cover expenses for the Cornucopia Event to be held on April 26, 2012. The event will review the progress made on land and water trails in northwest Indiana. Upon a motion by David Shafer, seconded by Ken Layton, the Committee approved the budget amendment for action by the Executive Board.

### **High-Quality Step Increase**

John Swanson presented the high-quality step increase recommendation to the Committee for Meredith Stillwell, the Secretary of the Environmental Department. John explained Meredith demonstrates exemplary performance, innovation, and high quality work. She carries out her responsibilities in a highly professional manner and routinely takes on additional responsibilities. Upon a motion by Ken Layton, seconded by Dave Shafer, the Committee approved the high-quality step increase.

### **Other Business**

Eman Ibrahim and Gabrielle Biciunas presented the need to produce an effective outreach tool for Northwest Indiana's Regional Plan. The title of this plan is "Visualize the Future." The total budget for the project is \$50,000. NIRPC is requesting \$3,000 from the Porter County Community Foundation, other requests will also be submitted to the Legacy Foundation of Lake County, and Unity Foundations of LaPorte County. The federal share for this project is \$40,000 and the foundation grants would provide the \$10,000 local share. This project will enable NIRPC to manage and produce a short video for the Comprehensive Regional Plan. This project should be completed by the end of summer 2012. There was considerable discussion regarding this project from the Committee and support from past experience was shared. Eman Ibrahim requested approval for the Porter County Community Foundation grant application.

Upon a motion by Nancy Adams, seconded by Ken Layton, the Committee approved the recommendation of the Porter County Community Foundation grant application to the Executive Board for action.

### **Adjournment**

There being no further business, the meeting adjourned at 9:01 a.m.