

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**February 18, 2016
NIRPC Offices
Portage, Indiana**

Members Present

Geof Benson
Dave Decker
Richard Hardaway
Diane Noll
Greg Stinson
Jim Ton

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
David Hollenbeck
Will Farrellbegg

Members Absent

Roosevelt Allen, Jr.
John Bayler
Jeff Dekker
David Uran

Call to Order

The meeting was called to order at 8:00 a.m. by Jim Ton who then handed the meeting over to Diane Noll.

Approval of Minutes

Upon a motion by Dave Decker, seconded by Richard Hardaway, the Committee approved the minutes of the December 10, 2015 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. NIRPC is taking the rent and utilities abatement from the City of Portage as previously guided by the Committee. The Budget to Actual with Cash Variance and the Budget to Actual Expenditure reports were presented to the Committee. The total expenditures of the period ending December 31, 2015 are at 76.43%.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee approved the claims register.

Employee Handbook

Ty Warner presented the updated employee handbook to the Committee for approval. NIRPC hired an employment attorney in 2015 to review the employee handbook and provide updates in the first draft. The employee handbook was then reviewed by the NIRPC human resource consultant who reviewed the employee handbook and added additional policies. The employee handbook was reviewed by the Committee and upon a motion by Jim Ton, seconded by Greg Stinson, the Committee approved the updated employee handbook effective immediately.

2015 Equipment Disposal

Angie Hayes presented the 2015 Equipment Disposal to the Committee. In 2012 NIRPC transferred four bus shelters previously used by the Regional Bus Authority over to the City of Michigan City. As these shelters have met useful life, staff would like to remove the bus shelters from the Capital Asset and Inventory lists effective December 31, 2015. Upon a motion by Geof Benson, seconded by Jim Ton, the Committee approved the disposal of the bus shelters effective December 31, 2015.

2016 Budget Amendments

Angie Hayes presented two budget amendments to the Committee. The first budget amendment added new revenue of \$1,490.00 from the postage machine refund into the communication budget for allocated functions. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee recommended the budget amendment for approval by the Full Commission. The second budget amendment transferred \$2,730.00 from capital outlays into contractual to cover a program change for the STP funded trail projects. Upon a motion by Geof Benson, seconded by Dave Decker, the Committee recommended the budget amendment for approval by the Full Commission.

South Shore Clean Cities Contract

Angie Hayes presented the 2016 South Shore Clean Cities Contract to the Committee. The South Shore Clean Cities Contract provides air quality outreach and education in 2016. Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee recommended the contract for approval by the Full Commission.

Accounting Software Update

Angie Hayes updated the Committee on the status of the Accufund Accounting Software. The accounts payable and accounts receivable modules are now available for staff use. The payroll module will be utilized starting in April. Angie Hayes requested the Committee approve staff to fully utilize the accounts payable module which would include electronic signatures printing directly on checks. The security and controls over this module have been thoroughly tested and staff are confident the proper controls are in place to make this a secure option. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved NIRPC to fully utilize the Accufund accounts payable module to print signatures directly on checks.

Other Business

Angie Hayes informed the Committee that the State of Indiana changed the mileage reimbursement rate effective February 22nd to \$0.36 per mile.

Adjournment

There being no further business, the meeting adjourned at 8:38 a.m.