

**NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION**

FINANCE AND PERSONNEL COMMITTEE

**February 21, 2013
NIRPC Offices
Portage, Indiana**

Members Present

Blair Milo
Brian Snedecor
Diane Noll
David Shafer

Staff and Others Present

Angie Hayes
Ty Warner
Allen Hammond
Kelly Wenger
David Hollenbeck
Kathy Luther

Members Absent

David Uran
Edward Morales
Jim Polarek
Jeff Dekker
Christine Cid

Call to Order

The meeting was called to order at 8:05 a.m. by Blair Milo.

Approval of Minutes

Upon a motion by David Shafer, seconded by Diane Noll, the Committee approved the minutes of the January 17, 2012 meeting.

Review of Financial Status

Angie Hayes stated there are no cash flow issues to report at this time. Angie reported the finance department was in the process of closing out the year end for 2012. The State Board of Accounts is scheduled to start the NIRPC audit the first week of March. The County of LaPorte still owes NIRPC for the 2012 funding in the amount of \$39,490.00. Angie presented the Budget to Actual with Cash Variance and General Fund Expenditure Reports to the Committee for discussion. There was discussion about HSA contributions, Life Insurance, and Disability Insurance expenses. It was also reported that the increase in cash is attributed to NIRPC holding local share for subrecipient vehicles that have been ordered but have not been delivered. Total expenditures are at 8.02% spent through January.

Approval of Claims Register

Kelly Wenger presented the claims register for approval. There were no questions from the Committee. Upon a motion by David Shafer, seconded by Diane Noll, the Committee approved the claims register.

Approval of Kankakee River Basin Commission Contract

Blair Milo and Angie Hayes presented the agreement between the Northwestern Indiana Regional Planning Commission and the Kankakee River Basin Commission for the provisions of general services. The only change in the 2013 annual agreement is that NIRPC will provide \$20,000.00 decreased from \$25,000.00 in 2012 to be used as local share for the contract. Upon a motion by Blair Milo, seconded by David Shafer, the Committee approved the contract for action by the Executive Board.

Approval of Marketing Contract

Kathy Luther presented the basic agreement between the Northwestern Indiana Regional Planning Commission and Hiron and Company Communications Inc. for marketing and media buying services which was procured under RFP13-01. The Contractor shall provide the identified goods and services in the amount of \$42,500.00 for Marketing Support Services and \$127,500.00 for Media Buying and Placement for the Air Quality Public Education Program. Upon a motion by Dave Shafer, seconded by Diane Noll, the Committee approved the contract for action by the Executive Board.

Budget Amendment

Angie Hayes and Blair Milo presented a budget amendment to the Committee to add new funds to the 2013 budget in the amount of \$2,773.00. These funds are a reimbursement from the old postage meter paid from the communication expenses to be used for expenses as needed. Upon a motion Diane Noll, seconded by Dave Shafer, the Committee approved the budget amendment for action by the Executive Board.

Ty Warner Contract Amendment

David Hollenbeck presented the amended employment agreement between the Northwestern Indiana Regional Planning Commission and Tyson Warner the Executive Director of NIRPC. The parties have jointly determined there to be a need to amend and/or modify the aforementioned Employment Agreement so as to extend the period during which the Executive Director is entitled to reimbursement for authorized relocation expenses including moving expenses and/or temporary housing expenses from the original period of not more than thirty days to a new period of not more than one hundred eighty days. Upon a motion by Dave Shafer, seconded by Diane Noll, the Committee approved the contract amendment.

Valparaiso Dash Project Update

Angie Hayes updated the Committee regarding the City of Valparaiso Dash bus shelter project. The City of Valparaiso selected and received a large bus shelter, costing \$29,056.00, purchased with American Recovery and Reinvestment Act of 2009 (ARRA) funds which are 100% funds with no local share paid by the City. Due to location restraints, the bus shelter has not been installed. The City informed NIRPC that the Chicago Dash Bus Shelter will be installed and in use by June 30, 2013.

Scope of Work for New Lease

Angie Hayes and Blair Milo presented a scope of work to the Committee for the new lease. The Committee was reminded that the current lease is expiring on December 31, 2013. Part of the scope of work is to upgrade NIRPC's telecommunications internet feed. This upgraded feature will allow staff work at more efficient levels and also allow future expansion as needed. The Committee expects to make a full presentation to the Commission in June 2013. Upon a motion by Dave Shafer, seconded by Diane Noll, the Committee has authorized Angie Hayes and David Hollenbeck to proceed with a Request for Proposal (RFP) and report back to the Finance & Personnel Committee with monthly updates. The Committee also decided to make a report to the Executive Board informing them of the steps being taken and ask for assistance in the entire process.

Other Business

Angie Hayes informed the Committee that the Wildlife Habitat Council, a current tenant, will be moving out in the near future. The organization has a need for office furniture and asked if there was any surplus furniture that could be donated. Upon a motion by Dave Shafer, seconded by Blair Milo, the Committee approved the request to donate the surplus office furniture to the organization.

Adjournment

There being no further business, the meeting adjourned at 8:50 a.m.