

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**March 17, 2016
NIRPC Offices
Portage, Indiana**

Members Present

Geof Benson
Dave Decker
Richard Hardaway
Diane Noll
Greg Stinson

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
David Hollenbeck
Robert Carnahan
George Topoll

Members Absent

John Bayler
Jeff Dekker
Jim Ton
David Uran

Call to Order

The meeting was called to order at 8:00 a.m. by Diane Noll.

Approval of Minutes

Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee approved the minutes of the February 18, 2016 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. The Budget to Actual reports were presented to the Committee. The total expenditures of the period ending February 29, 2016 are at 10.25%.

Approval of Claims Register

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

Kankakee River Basin Commission Contract

Angie Hayes presented the annual Kankakee River Basin Commission (KRBC) general services contract to the Committee. The KRBC board has already reviewed and approved the contract. Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee recommended the contract to the Executive Board for approval.

Subrecipient Audit Findings & FTA Reimbursement

Angie Hayes informed the Committee that the audit report for North Township was recently received. As a subrecipient, North Township receives federal transit funds through NIRPC. In this audit report North Township received three audit findings. The audit corrective action plan proposed by North Township indicates that all deficiencies will be corrected no later than June 30th. North Township is a small entity that cannot afford to have federal funds withheld until July. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved NIRPC to continue to pay North Township their federal transit funds as long as they send their new hired oversight employee to NIRPC for help with training, can show they are making a good faith effort, and NIRPC continues to provide proper oversight to ensure no misuse of funds is occurring.

Accounting Software Update

Angie Hayes updated the Committee on the status of the Accufund Accounting Software. Staff have set up the payroll module and are in the process of testing it so that it is ready to go live for the first payroll payment in April.

Building Status Update

Angie Hayes informed the Committee that the City of Portage has officially moved out of the building. There are some minor things to be worked out in the meeting room but staff are hopeful the April meeting will be able to be held back at NIRPC.

Other Business

Nothing to report at this time.

Adjournment

There being no further business, the meeting adjourned at 8:44 a.m.