

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**March 19, 2015
NIRPC Offices
Portage, Indiana**

Members Present

Roosevelt Allen, Jr.
Dave Decker
Jeff Dekker
Greg Stinson
Jim Ton

Staff and Others Present

Ty Warner
Angie Hayes
Allen Hammond
Robert Carnahan
George Topoll

Members Absent

John Bayler
Geof Benson
Jeff Freeze
Richard Hardaway
Diane Noll
David Uran

Call to Order

The meeting was called to order at 8:04 a.m. by Roosevelt Allen, Jr.

Approval of Minutes

Upon a motion by Jeff Dekker, seconded by Jim Ton, the Committee approved the minutes of the January 15, 2015 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. Staff has completed the 2014 year end reports. The 2014 LaPorte County distribution was received. Angie informed the Committee the NIRPC subrecipients met in February to discuss and vote on the RBA Local Share Capital Funds. The NIRPC Lake and Porter county subrecipients voted to allocate the funds by ridership. The funds were allocated as follows: East Chicago Transit \$3,306.98; North Township Dial a Ride \$563.96; South Lake County Community Services \$819.30; Porter County Aging & Community Services \$398.53; Opportunity enterprises \$1,118.38; and City of Valparaiso \$3,066.15. These funds will remain at the Commission and used solely for local match for federally funded equipment.

On the General Fund Expenditures Report, Angie explained two Communication line items, the Commission/Executive Director and Transportation, are higher than anticipated. The Commission/Executive Director line item has the NARC Conference expenses included and the Transportation line item has annual planning software expense included. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending February 28, 2015 are at 13.86%.

Approval of Claims Register

Angie Hayes presented the claims register to the Committee for approval. Upon a motion by Jim Ton, seconded by Greg Stinson, the Committee approved the claims register.

Kankakee River Basin Commission Agreement

Angie Hayes presented the Kankakee River Basin Commission agreement to the Committee. It's the standard contractual agreement that reflects the salary, rent and accounting services to the Kankakee River Basin Commission. Upon a motion by Dave Decker, seconded by Jeff Dekker, the Committee approved the agreement to be presented to the Executive Board.

South Shore Clean Cities Inc. Agreement

Roosevelt Allen Jr. presented the South Shore Clean Cities, Inc. agreement to the Committee for approval. Upon a motion by Jeff Dekker, seconded by Dave Decker, the Committee approved the agreement to be presented to the Executive Board.

Employee Handbook Changes

Angie Hayes presented the employee handbook changes to the Committee. The following proposed changes have been reviewed by Attorney Hollenbeck.

The clarification for alternate holidays is they must be used by the end of the calendar year in which they were earned.

Since the Commission has changed to biweekly pay periods, there is a need to adjust how vacation leave and sick/personal leave are accrued. Vacation and sick/personal leaves will be accrued on a biweekly basis instead of a monthly basis. This change gives staff a slight increase in the amount of hours earned.

The final change is compensatory time. Time earned under the general fund allocation job code must be used in the calendar year in which it was earned and will not be carried over into the new calendar year. This change applies to both exempt and non-exempt employees. Upon a motion by Jim Ton, seconded by Greg Stinson, the Committee approved the employee handbook changes.

Accounting Software Update

Angie Hayes updated the Committee regarding the accounting software. The original beginning date was to be January 1 however that has been revised to a July 1, 2015 start. Extensive accounting system changes to the chart of accounts has delayed the implementation of the new accounting software. Staff is submitting all state required forms to be generated by the accounting software to the State Board of Accounts for approval.

Building Improvement Status

Ty Warner updated the Committee on the status of the building improvements. The construction bids were not awarded on January 22nd since the total of the bids made the project over budget. No further construction information is available at this time. Dave Hollenbeck and Ty Warner are trying to arrange a meeting with the Mayor of the City of Portage to determine the next steps. The Committee discussed that the Commission is already receiving a rent savings with the new lease even without the proposed changes to the building and also received additional rent savings because of the delays in receiving the upgraded internet.

Other Business

Angie informed the Committee the Schedule of Expenditures of Federal Awards in the 2013 audit will be changing because the Revolving Loan Fund (RLF) administered by the Economic Development Administration (EDA) was not included in the original report. An additional exit conference with the State Board of Account will be required and then the updated report will be posted on the Commission website. Angie informed the Committee she is anticipating the State Board of Accounts to be here sometime in April.

Adjournment

There being no further business, the meeting adjourned at 8:45 a.m.