

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

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

Members Present

Blair Milo
Brian Snedecor
Christine Cid
Diane Noll
David Shafer
David Uran
Jeff Dekker
Jim Polarek

Staff and Others Present

Angie Hayes
Ty Warner
Allen Hammond
Kelly Wenger
David Hollenbeck

Members Absent

Edward Morales
Keith Soderquist

Call to Order

The meeting was called to order at 8:30 a.m. by Blair Milo.

Approval of Minutes

Upon a motion by Jeff Dekker, seconded by Christine Cid, the Committee approved the minutes of the February 21, 2013 meeting.

Review of Financial Status

Angie Hayes stated there are no cash flow issues to report at this time. Angie reported the State Board of Accounts are here performing the NIRPC audit. The County of LaPorte owes NIRPC for the 2012 funding in the amount of \$39,490.00 and LaPorte County Commissioner, David Decker was asked to assist in obtaining these funds. Angie presented the Budget to Actual with Cash Variance and General Fund Expenditure Reports to the Committee for discussion. There was no discussion. Total expenditures are at 14.78% spent through February.

Approval of Claims Register

Kelly Wenger presented the claims register for approval. There were no questions from the Committee. Upon a motion by Jim Polarek, seconded by Jeff Dekker, the Committee approved the claims register.

Budget Amendment

Angie Hayes presented two budget amendments to the Committee to add new grant funds to the 2013 budget.

The first amendment in the amount of \$3,000.00 will be used to cover expenses for the Cornucopia event to be held in April that will review the progress made on land and water trails in northwest Indiana.

The second amendment the amount of \$6,750.00 is for a three day workshop "Environmental Boot Camp" to acquaint local officials in northwest Indiana with relevant environmental issues. Upon a motion Dave Shafer, seconded by Christine Cid, the Committee approved the budget amendment for action by the Executive Board.

Michigan City Transit Subrecipient Status Update

Angie Hayes gave an update on the Michigan City request to become a subrecipient for Federal Transit Administration (FTA) funds through NIRPC. She reported that two officials from the Michigan City Administration along with four NIRPC staff members had a meeting with the FTA Region Five staff.

Angie informed the Committee that FTA has not provided any response to the questions regarding this matter, even though she requested to have this information before the Finance and Personnel Committee Meeting. The Committee had discussion regarding this matter and proposed that no decision or recommendation be made until we received a response back from FTA.

Request for Proposals for New Office Lease

Angie Hayes presented an update on the new office lease and a six point evaluation and selection criteria listed in general order of relative importance. Angie reported to the Committee that she is working diligently to have the Request for Proposal (RFP) published on the week of March 25th, 2013. The RFP is required to be out for a period of thirty (30) days. The Committee was reminded that the current lease is expiring on December 31, 2013 and may need to have a special Full Commission meeting in May to present the RFP responses to the Commission Members. The Committee wanted to know if the current lease could be extended if necessary. The Committee would like to have a team approach and make an announcement to invite any Commissioner to the special Finance and Personnel Committee meeting. Dave Hollenbeck explained the "Open Meeting Law" requirement and would work with NIRPC Staff to make sure this process is followed. The Committee expects to make a full presentation to the Commission in June 2013.

Wellness Program Update

Angie Hayes reported Interactive Health has completed the wellness report card and asked the Committee for direction if the report should be shared with NIRPC staff. After reviewing the report, the Committee decided the report should not be shared with NIRPC staff. Though the report does not contain individually identifiable information, however it does relay numbers, and the Committee decided to not share this information across the whole organization. Program participants have all received confidential, individual reports.

Other Business

There was no other business to report.

Adjournment

There being no further business, the meeting adjourned at 9:30 a.m.