

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**April 16, 2015
NIRPC Offices
Portage, Indiana**

Members Present

Roosevelt Allen, Jr.
Geof Benson
John Bayler
Dave Decker
Jeff Freeze
Richard Hardaway
Diane Noll
Greg Stinson
Jim Ton

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
David Hollenbeck
Robert Carnahan

Members Absent

Jeff Dekker
David Uran

Call to Order

The meeting was called to order at 8:06 a.m. by Roosevelt Allen, Jr.

Approval of Minutes

Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee approved the minutes of the March 19, 2015 meeting.

Angie Hayes pointed out that at the March meeting the Committee approved changes to the employee handbook but did not specify when those changes should take effect. Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee declared the changes of the employee handbook as presented at the March 19, 2015 meeting to be effective retroactively on December 29, 2014.

Review of Financial Status

Angie Hayes updated the Committee on the status of the 2013 extended audit. NIRPC has reissued the 2013 Schedule of Expenditures of Federal Awards to include the Revolving Loan Fund, and the State Board of Accounts exit was held on March 25, 2015.

Angie Hayes presented the financial report. At this time there are no cash issues to report. The Budget to Actual with Cash Variance was presented to the Committee and

with new formatting that now easily identifies the three bank accounts NIRPC holds. The General Fund Expenditures Report was also presented to the Committee. The total expenditures of the period ending March 31, 2015 are at 21.44%.

Approval of Claims Register

Kelly Wenger 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.

Resolution 15-10 Maintenance Deficiencies of Federally Funded Equipment

Angie Hayes presented Resolution 15-10 to the Committee. This resolution deals specifically with NIRPC's subrecipients of Federal Transit Administration (FTA) funds. Issues have been brought to the attention of NIRPC staff and this resolution implements a procedures for staff as well subrecipients. It also protects the interest of NIRPC and its subrecipients in regards to the availability of FTA funds. Upon a motion by Geof Benson, seconded by Dave Decker, the Committee approved the resolution for recommendation to the Executive Board.

Procurement Recommendation

Roosevelt Allen Jr. presented procurement recommendation 14-10 to the Committee. This procurement is for two vehicles for the City of LaPorte to be purchased using FTA funds not to exceed \$136,000 at a rate of 85% federal funds with the local share portion to be provided by the City. Upon a motion by Geof Benson, seconded by Jim Ton, the Committee approved the procurement for recommendation to the Executive Board.

Vehicle Disposition

Roosevelt Allen Jr. presented the vehicle disposition sale information. NIRPC has eight vehicles that have been used for federally funded public transit ready for disposal. These vehicles have all meet useful life by FTA standards and have been replaced with new vehicles. Upon a motion by Dave Decker, seconded by Jeff Freeze, the Committee approved the disposition of the eight vehicles.

Accounting Software Update

Angie Hayes updated the Committee regarding the accounting software. At this time everything is still on track for a July 1 start date as staff continue to work with Accufund regarding the conversion information.

Building Improvement Status

Ty Warner updated the Committee on the status of the building improvements. Regular meetings with Portage have continued. The Mayor has continued to confirm their

commitment to keep NIRPC in Portage. City of Portage staff are in the process of reviewing bids.

Other Business

Dave Hollenbeck informed the Committee that the City of Valparaiso is having some difficulties with their former service provider. The deficiencies are with the maintenance of the vehicles used for the Chicago Dash service that are owned by NIRPC. The City of Valparaiso along with Dave Hollenbeck will work with NIRPC as the maintenance issues are addressed.

Ty Warner announced that NIRPC has hired a new Regional Planner and Policy Analyst, James Winters. He will begin work on June 1, 2015.

Adjournment

There being no further business, the meeting adjourned at 8:54 a.m.