

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**May 17, 2012  
NIRPC Offices  
Portage, Indiana**

**Members Present**

Ken Layton  
Diane Noll  
David Uran

**Staff and Others Present**

Angie Hayes  
John Swanson  
Allen Hammond  
Kelly Wenger  
David Hollenbeck  
Tom Clouser – Ogden Dunes  
Town Council

**Members Absent**

Christine Cid  
Brian Snedecor  
David Shafer  
Edward Morales  
Jeff Dekker  
Mathew Bernacchi  
Jim Polarek

**Call to Order**

The meeting was called to order at 8:30 a.m. by Ken Layton.

**Approval of Minutes**

Upon a motion by David Uran, seconded by Diane Noll, the Committee approved the minutes of the April 19, 2012 meeting.

**Review of Financial Status**

Angie Hayes stated there are no cash flow issues to report at this time. Angie announced the State Board of Accounts field work is completed but the audit report is not finished. Angie presented the Budget to Actual with Cash Variance and General Expenditures Reports to the Committee for discussion. Angie informed the Committee the departmental communication expenses have a few line items that have expended almost 50% of the line item budget, but the responsible managers have been informed and they are watching the expenses closely. Total expenditures are at 29.14% spent through April.

**Approval of Claims Register**

Kelly Wenger presented the claims register for approval. The Committee reviewed the claims, upon a motion by Dave Uran, seconded by Diane Noll, the Committee approved the claims register.

### **Executive Search Firm Contract**

David Hollenbeck presented the agreement to hire an executive search firm to conduct a search for an Executive Director. The Search Committee received fourteen proposals and used an independent scoring system to narrow the field to the three top firms. An interview was then conducted with the three firms in which two of the interviews were done by telephone and one interview was done in person. The Search Committee agreed overwhelmingly that the Mercer Group Incorporated was the best of the firms. The proposed compensation for the Mercer Group for professional services is \$15,000 with an additional \$4,500 for travel and other recruitment expenses. The Committee discussed the interviews and the presentation and was informed this firm is well under the budgeted amount of \$30,000.

Upon a motion by Dave Uran, seconded by Diane Noll, the Committee approved the executive search firm contract for action by the Executive Board.

### **Federal Transit Administration Procurement Review and Issues**

Angie Hayes presented the preliminary results of the 2012 Procurement Review that was conducted by a Federal Transit Administration (FTA) consultant. The review consisted of 35-40 procurement files from FTA grants. The Committee discussed the different types of grants and projects that were reviewed and what projects will be procured in the future. Angie informed the Committee of the need to update the NIRPC FTA Procurement Policy Manual at the June 2012 Finance and Personnel Committee Meeting.

### **Other Business**

John Swanson presented an unemployment compensation matter to the Committee. David Uran presented a previous Committee meeting item to get with John Swanson and discuss the possibility of changing NIRPC's payroll system to bi-weekly pay periods. Angie presented information on the current number of NIRPC employees which consist of thirty employees of which nine are non-exempt, eighteen are exempt, two part-time, and one summer intern.

### **Adjournment**

There being no further business, the meeting adjourned at 9:00 a.m.