

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**May 23, 2013
NIRPC Offices
Portage, Indiana**

Members Present

David Shafer
Jim Polarek
Diane Noll

Staff and Others Present

Ty Warner
David Hollenbeck
Angie Hayes
Allen Hammond

Members Absent

Blair Milo
Christine Cid
Brian Snedecor
Keith Soderquist
David Uran
Edward Morales
Jeff Dekker

Call to Order

The meeting was called to order at 8:37 a.m. by David Shafer.

Approval of Minutes

Upon a motion by Jim Polarek, seconded by Diane Noll, the Committee approved the minutes of the April 18 and May 8, 2013 meetings.

Review of Financial Status

Angie Hayes stated there are no cash flow issues to report at this time. Payment was received from LaPorte County for the balance due from 2012 and the first half of 2013. The State Board of Accounts has not released the NIRPC 2012 audit but when it is available copies will be sent to all Commissioners. Angie presented the Budget to Actual with Cash Variance and General Fund Expenditure Reports to the Committee for discussion. Angie explained there are additional funds in the bank account being held as local share for subrecipient buses waiting for delivery and payment. Angie also brought the Unemployment Compensation line item to the Committee's attention. This item is paid on the first \$9,500 of an employee's salary. The State increased the rate and it will cost additional \$18 per employee that was not budgeted; therefore a budget amendment maybe necessary. Total expenditures are at 29.71% spent through April.

Approval of Claims Register

Angie Hayes presented the claims register for approval. Angie pointed out that on the second to the last page of claim register lists the subrecipients receiving reimbursement for their quarterly transit expenditures and payment on new buses. There were no questions from the Committee. Upon a motion by Diane Noll, seconded by Jim Polarek, the Committee approved the claims register.

Social Media Policy

Ty Warner presented the Social Media Policy to the Committee. He gave a brief explanation that the social media presence is to bolster public outreach and communications capabilities. This will benefit the Commission through greater public interaction and give the public another avenue to be informed of the Commission activities, events and information relevant to the Commission's goals for implementing the current Comprehensive Regional Plan (CRP). The Social Media Policy outlines the rules of engagement. Upon a motion by Jim Polarek, seconded by Diane Noll, the Committee approved the Social Media Policy.

Request for Proposals for New Office Lease

The new office lease RFP was brought up to the Committee in case a member wanted to discuss the topic before going into the executive session. There was no discussion.

Other Business

There was no other business to report.

Adjournment

There being no further business, the meeting adjourned at 8:58 a.m.