

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**July 19, 2012  
NIRPC Offices  
Portage, Indiana**

**Members Present**

Brian Snedecor  
David Shafer  
Christine Cid  
David Uran  
Diane Noll  
Ken Layton  
Jeff Dekker

**Staff and Others Present**

Angie Hayes  
John Swanson  
Allen Hammond  
Kelly Wenger  
David Hollenbeck  
Kathy Luther  
Mitch Barloga  
Shawna Schwegman, IARC  
Executive Director

**Members Absent**

Edward Morales  
Mathew Bernacchi  
Jim Polarek

**Call to Order**

The meeting was called to order at 8:30 a.m. by Brian Snedecor.

**Approval of Minutes**

Upon a motion by David Shafer, seconded by Ken Layton, the Committee approved the minutes of the June 21, 2012 meeting.

**Review of Financial Status**

Angie Hayes stated there are no cash flow issues to report at this time. The State Board of Accounts 2011 audit is complete but has not been released by the State and it will be mailed to all Commissioners as soon it is available. Angie presented the Budget to Actual with Cash Variance and General Expenditures Reports to the Committee for discussion. She also informed the Committee that the Commission has received the first half of the year funding from the three counties. Total expenditures are at 45.95% spent through June. Angie reported to the Committee the Bike Map Project is complete and finished under budget. Staff is still watching the communication accounts and environmental project budgets that have expended most of their budget in the first half of the year.

**Approval of Claims Register**

Kelly Wenger presented the claims register for approval. The Committee reviewed the claims. Upon a motion by Jeff Dekker, seconded by Ken Layton, the Committee approved the claims register.

## **Budget Amendments**

Kathy Luther presented Budget Amendment 2 to add a new grant in the amount of \$7,250 from Delta Institute. These funds will be used to cover expenses to help municipalities implement the 2040 Comprehensive Regional Plan Green Infrastructure Network by creating templates and reporting results. Upon a motion by David Shafer, seconded by Ken Layton, the Committee approved Budget Amendment 2 for action by the Full Commission.

Kathy Luther presented Budget Amendment 3 to add a new grant in the amount of \$10,000 for the Marquette Plan Vision. These funds will be used to cover expenses to staff and coordinate the Marquette Advisory Council, coordinate historic and cultural framework for the plan, and develop on-line approaches for public participation. Upon a motion by Ken Layton, seconded by David Shafer, the Committee approved Budget Amendment 3 for action by the Full Commission.

John Swanson presented Budget Amendment 4 to add a new grant in the amount of \$100,000 for a contractual agreement with Triple A Express. These funds will be used to cover expenses for providing demand response services to those elderly and disabled riders previously served by the Regional Bus Authority. These funds will either be used to pay the contractor Triple A Express or to local transit providers as local match for those services. Upon a motion by Jeff Dekker, seconded by Christine Cid, the Committee approved Budget Amendment 4 for action by the Full Commission.

John Swanson presented Budget Amendment 5 to add a new grant in the amount of \$13,046 for an FTA Grant that will add funds to the 2012 budget. These funds will be used to cover expenses to create a video as an outreach tool to engage region youth on the 2040 Comprehensive Plan. Upon a motion by Ken Layton, seconded by Jeff Dekker, the Committee approved Budget Amendment 5 for action by the Full Commission.

John Swanson presented Budget Amendment 6 transferring funds between categories in the amount of \$17,500 from salaries to public meeting and communication outreach. These funds will be used to cover contractual costs to complete the Public Participation Plan. Upon a motion by Ken Layton, seconded by Jeff Dekker, the Committee approved the recommendation for a transfer between categories for action by the Full Commission.

## **South Shore Clean Cities Contract**

The Northwestern Indiana Regional Planning Commission (NIRPC) is contracting with the South Shore Clean Cities, Inc. (Contractor) to implement an Anti-Idling, Clean Fleet, and Diesel Engine Retrofit Education and Outreach Program in Northwest Indiana.

The Contractor has an established relationship with many private and public sector vehicle fleet operators in Northwest Indiana. They have successfully participated in a competitive CMAQ grant application process, and this partnership has been approved by state and federal agencies responsible for

these funds. Upon a motion by David Uran, seconded by Ken Layton, the Committee approved the Contract for action by the Full Commission.

### **Other Business**

Ken Layton gave an update to the Committee on the Executive Director Search. During the past month, the Search Committee has worked with representatives of the Mercer Group in order to finalize the job announcement and recruitment brochure for the forthcoming Executive Director search. Information has been provided about certain professional organizations which could publicize the availability of the position, and the job announcement was posted on the NIRPC website in June.

Mitch Barloga and John Swanson presented information on the Center for Disease Control Foundation Grant. This grant will apply to Lake County as it has a requirement of serving a population of 500,000 or less. The grant is a first-ever initiative designed to transform access to physical activity for communities in Lake County and seeks to establish and implement improving the health and well-being of residents. The grant application is due July 31<sup>st</sup> and the award is due out in October.

### **Adjournment**

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