

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**July 21, 2016
NIRPC Dune Room
Portage, Indiana**

Members Present

Robert Carnahan
Richard Hardaway
Diane Noll - Chair
Dave Shafer
Greg Stinson

Staff and Others Present

Angie Hayes
Kelly Wenger
Kathleen Honl
David Hollenbeck
George Topoll

Members Absent

Christine Cid
Anthony Copeland
Dave Decker
Ron Meer

Call to Order

The meeting was called to order at 8:05 a.m. by Diane Noll.

Approval of Minutes

A correction was proposed to the minutes of the June 16, 2016 meeting noted under other business. Upon a motion by Greg Stinson, seconded by Dave Shafer, the Committee approved the minutes of the June 16, 2016 meeting as corrected.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. NIRPC has received the entire county apportionment for 2016 from LaPorte and Porter Counties. Lake County paid the first half installment for 2016. The Indiana State Board of Accounts has completed the fieldwork portion of the audit. Staff anticipates having the CAFR available for Commissioners at the August meeting. The Budget to Actual reports were presented to the Committee. The total expenditures of the General Fund for the period ending June 30, 2016 are at 41.04%.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Dave Shafer, seconded by Greg Stinson, the Committee approved the claims register.

2016 Budget Amendment within Category

Diane Noll presented a budget amendment transferring \$6,000 within the contractual category from Organizational Development to Organization Consulting. Upon a motion by Richard Hardaway, seconded by Dave Shafer, the Committee approved the budget amendment within category.

Procurement Recommendation

Diane Noll presented procurement recommendation 16-07 for the procurement of three replacement vehicles for NIRPC subrecipients. Upon a motion by Dave Shafer, seconded by Greg Stinson, the Committee recommended the procurement for approval by the full commission.

Conflict of Interest Resolution

Diane Noll presented Resolution 16-24, a resolution to establish the conflict of interest written code of standards and conducts for federal procurements. Upon a motion by Richard Hardaway, seconded by Dave Shafer, the Committee recommended the resolution for approval by the full commission.

Other Business

Angie Hayes reported to the Committee that South Lake County Community Services is back in compliance with the federal maintenance requirements for the public transit vehicles leased from NIRPC.

David Hollenbeck reported to the Committee that Ty Warner has received correspondence from Everybody Counts and has replied. If any issues should arise due to the correspondence the Committee will be informed.

Adjournment

There being no further business, the meeting adjourned at 8:17 a.m.