

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**July 23, 2015
NIRPC Offices
Portage, Indiana**

Members Present

Geof Benson
Jeff Freeze
Diane Noll
Jim Ton
Greg Stinson

Staff and Others Present

Kelly Wenger
Kathleen Honl
David Hollenbeck
Robert Carnahan
George Topoll

Members Absent

Roosevelt Allen, Jr.
John Bayler
Dave Decker
Jeff Dekker
Richard Hardaway
David Uran

Call to Order

The meeting was called to order at 8:04 a.m. by Jim Ton.

Approval of Minutes

Upon a motion by Geof Benson, seconded by Jeff Freeze, the Committee approved the minutes of the June 18, 2015 meeting.

Review of Financial Status

Kelly Wenger presented the financial report. At this time there are no cash issues to report. The 2014 Comprehensive Annual Financial Report was sent out in the mail to all Commissioners. The Budget to Actual with Cash Variance and the Budget to Actual Expenditure reports were presented to the Committee. The total expenditures of the period ending June 30, 2015 are at 38.89%.

Kelly also informed the Committee of two LaPorte County Revolving Loan applications that are currently in progress. A potential budget revision would be needed if both loans are approved.

Approval of Claims Register

Kelly Wenger presented the claims register to the Committee for approval. It was brought to the attention of the Committee that the Southlake County Community Service PMTF payment was made on June 19th. NIRPC has withheld \$26,500 from that payment in order to satisfy the repayment request from the Federal Transit Administration for the repayment of funds from the Southlake Building project. Upon a motion by Greg Stinson, seconded by Jeff Freeze, the Committee approved the claims register.

Procurement Recommendation

Kelly Wenger presented procurement recommendation 14-10.02 for three replacement vehicles for the City of LaPorte. The federal funds for these vehicles are not to exceed \$196,800 and the local share will be provided by the City of LaPorte. Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee approved the procurement recommendations for recommendation for approval to the Executive Board.

Budget Amendment Transfer between Categories

Kelly Wenger presented a budget amendment between categories. The transfer of \$3,000 is for the environmental programs from the contractual line to the promotional line. Upon a motion from Jeff Freeze, seconded by Greg Stinson, the Committee recommended the budget amendment for approval to the Executive Board.

Contract Time Extension Amendments

Kelly Wenger presented two contract time extension amendments to the Committee. The first contract amendment was with Quandel Consultants, LLC and is extending the service completion date to September 15, 2015. Upon a motion by Geof Benson, seconded by Diane Noll, the Committee approved the contract time extension amendment.

The second contract amendment was with Accufund, Inc. and is a time extension to May 31, 2016. Upon a motion by Geof Benson, seconded by Jeff Freeze, the Committee approved the contract time extension amendment.

Report on Subrecipient Compliance

Attorney David Hollenbeck updated the Committee on the status of two of NIRPC's subrecipients. The City of Valparaiso litigation has been filed against the former service provider for the Chicago Dash service. Both the City of Valparaiso and NIRPC are named as the plaintiffs in the litigation. There will be no financial consequence to NIRPC regarding this litigation. Valparaiso is in the process of changing some internal controls to improve oversight of the vehicle maintenance going forward.

The situation with South Lake County Community Services (SLCCS) regarding the ARRA build out funds is ongoing. A call took place on June 18, 2015 at 10:30 between the

Federal Transit Administration (FTA) and NIRPC. FTA issued a letter requesting that NIRPC repay \$26,500 for the SLCCS buildout project. NIRPC withheld \$26,500 from SLCCS's local PMTF funds in order to process this repayment. Upon a motion by Greg Stinson, seconded by Geof Benson, the Committee directed NIRPC staff to comply with the FTA directive regarding the repayment of \$26,500 from SLCCS's PMTF funds.

SLCCS still has a compliance deficiency regarding the maintenance over federally funded vehicles. NIRPC implemented Resolution 15-10 requiring SLCCS to bring their vehicle maintenance into compliance by July 20, 2015. As of today that goal has not been reached. However SLCCS has made substantial progress. According to Resolution 15-10 NIRPC would begin to withhold payment to SLCCS, however holding back these funds would impede the vehicle maintenance and rider services. Upon a motion by Geof Benson, seconded by Diane Noll, NIRPC will give SLCCS an additional 30 days to comply with Resolution 15-10.

Building Improvement Update

Kelly Wenger updated the Committee on the status of the building improvement project. The building recently had a water main break that forced staff to move from back offices and closed the office for two days. The renovation is still on schedule for NIRPC staff to move into the new space in the beginning of September.

Accounting Software Update

Kelly Wenger updated the Committee regarding the accounting software. The go live date has been changed to January 1, 2016 due to some necessary changes with the employee handbook.

Other Business

None at this time

Adjournment

There being no further business, the meeting adjourned at 8:50 a.m.