

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**September 18, 2014  
NIRPC Offices  
Portage, Indiana**

**Members Present**

Jim Ton  
Diane Noll  
Nancy Adams

**Staff and Others Present**

Angie Hayes  
Kelly Wenger  
Kathleen Honl

**Members Absent**

Roosevelt Allen, Jr  
Anthony Copeland  
Jeff Dekker  
Blair Milo  
Rich Mrozinski  
David Uran

**Other Commissioners Present**

Brian Snedecor

**Call to Order**

The meeting was called to order at 8:05 a.m. by Jim Ton.

**Approval of Minutes**

Upon a motion by Nancy Adams, seconded by Diane Noll, the Committee approved the minutes of the August 21, 2014 meeting.

**Review of Financial Status**

Angie Hayes presented the financial report. At this time there are no cash issues to report. Staff are closely watching the budget lines for the Health Insurance as well as for the Legal Services. These may require an amendment for 2014. The Budget to Actual with Cash Variance and General Fund Expenditure reports were presented to the Committee. The total expenditures of the period ending August 31, 2014 are at 58.01%.

**Approval of Claims Register**

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Nancy Adams, seconded by Diane Noll, the Committee approved the claims register.

**2014 Budget Amendment**

Angie Hayes presented budget amendment number six adding \$3,000 in contractual for Americans with Disabilities Act (ADA) coordinator services at the public transportation

meeting set to take place in October to the 2014 budget. Upon a motion by Nancy Adams, seconded by Diane Noll, the Committee recommended budget amendment six for approval to the Full Commission.

### **Kankakee River Basin Commission Agreement**

Jim Ton reviewed the terms of the Kankakee River Basin Commission contract with the Committee. It's the standard contractual agreement that reflects the salary, rent and accounting services to the Kankakee River Basin Commission. Upon a motion Nancy Adams, seconded by Diane Noll, the Committee recommended the contract for approval to the Full Commission.

### **Accounting Software Contract**

Angie Hayes and Jim Ton discussed the accounting software contract. After 14 years NIRPC will be updating the accounting software. The contract includes the purchase of the software, conversion, training, and support. Staff are hoping for the implementation of the new software to take place in January of 2015. Upon a motion by Nancy Adams, seconded by Diane Noll, the Committee recommended the contract for approval to the Full Commission.

### **Draft 2015 Budget Discussion**

Angie Hayes presented a draft of the 2015 budget to the Committee. After much discussion, the Committee approved the following budget assumptions; change in the Health Care policy in regards to restricting spouse eligibility once they are eligible for medicare, to pick up the remaining 1.5% employee PERF obligation in lieu of raises, and to retain an Americans with Disabilities Act contractor for 2015.

### **Building Improvement Status**

Jim Ton updated the Committee regarding the status of the build out. Currently the plans are at the state for review and approval. Comcast has successfully run the internet lines to the building and will be connecting NIRPC shortly. There is some discussion that Portage Redevelopment may change how the construction is procured, but at this time nothing further is known.

### **Other Business**

There were no items to discuss under other business.

### **Adjournment**

There being no further business, the meeting adjourned at 9:06 a.m.