

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**September 19, 2013
NIRPC Offices
Portage, Indiana**

Members Present

Blair Milo
Diane Noll

Staff and Others Present

Ty Warner
Angie Hayes
Allen Hammond

Members Absent

Brian Snedecor
Christine Cid
David Shafer
David Uran
Edward Morales
Jeff Dekker
Jim Polarek
Keith Soderquist

Call to Order

The meeting was called to order at 8:24 a.m. by Blair Milo.

Approval of Minutes

Upon a motion by Blair Milo, seconded by Diane Noll, the Committee approved the minutes of the August 29, 2013 meeting.

Review of Financial Status

Angie Hayes stated there are no cash flow issues to report at this time. She presented the Budget to Actual with Cash Variance and General Fund Expenditure Reports to the Committee. The total expenditures for the period ending in August were at 59.60%. Angie informed the Committee that she is continuing to watch the Communication Line items for Planning and Allocated Functions since the expended percentages are still very high. Angie informed the Committee that the 2012 audit bill from the State Board of Accounts which was a surprise because it was almost eight thousand dollars. She explained to the Committee that in years past the bill has always been about four thousand dollars. The Committee instructed her to contact the State Board of Accounts and inquire why the 2012 audit bill was so high.

Approval of Claims Register

Angie Hayes presented the claims register to the Committee for approval. Angie informed the Committee about the claims for the City of La Porte's construction project and PMTF payments to the NIRPC Subrecipients. Angie informed the Committee the remaining claims are standard expenses. Upon a motion by Blair Milo, seconded by Diane Noll, the Committee approved the claims register.

Budget Amendments

Ty Warner presented a budget amendment to the Committee to transfer funds between categories in the amount of \$5,000.00. The budget amendment will transfer funds to Communication Planning from Salaries to cover costs for verification of the conformity analysis performed by outside sources that were previously performed by NIRPC staff. Upon a motion by Diane Noll, seconded by Blair Milo, the Committee approved the budget amendment for action by the Executive Board.

Angie Hayes presented a second budget amendment to the Committee to add new grant funds in the amount of \$45,000.00 to the 2013 budget. These ARRA Grant Funds will be used to purchase computers for NIRPC Staff. Upon a motion by Blair Milo, seconded by Diane Noll, the Committee approved the budget amendment for action by the Executive Board.

Procurement Recommendations

Angie Hayes presented two procurement recommendations to the Committee for recommendation to the Executive Board. The first is procurement 13-10 to purchase desktop computers, monitors, and laptop computers. This procurement will be paid with Federal Transit Administration Funds from ARRA Grant X017. The recommendation to purchase the equipment for a total cost not exceed \$45,000.00.

The second is procurement 06-01 to purchase technical support for two years for South Lake County Community Services, North Township Dial-A-Ride, and Porter County Aging and Community Services. This procurement will be paid with Federal Transit Administration Funds from ARRA Grant X017. The recommendation to purchase two years of technical support for a total cost not exceed \$52,365.00.

Upon a motion by Blair Milo, seconded by Diane Noll, the Committee approved the procurements recommendations for action by the Executive Board.

2014 Budget Discussion

Angie Hayes presented a preliminary Early Separation Incentive Plan to the Committee for consideration. The first option that was presented is to offer the incentive only to those employees who qualify for a pension under PERF. Under this option, only seven employees would be eligible. The second option is to offer the incentive only to those

employees who are age 60 and over or have 20 or more years of service. Under this option, nine employees would be eligible. The third option is to offer the incentive to those employees who have five or more years of service. Under this option, seventeen of the twenty-seven employees would be eligible.

The Committee had discussion on the different communities that had shared their early separation incentive plans and some of those communities offered the separating employee the option of staying on the communities' health insurance as single coverage. NIRPC is not self-insured and therefore cannot allow retirees to stay on the health insurance except for COBRA.

The Committee made the recommendation to start working on a proposed plan for the second option listed above and determine what the costs associated with this option would be. The proposed plan would then need to show if the necessary funding cuts could be attained with the early separation incentive plan or if staff layoffs would need to be implemented.

Angie presented a draft of the 2014 General Fund Expense Budget to the Committee for review. There are several unknown expenses such as the 2014 health insurance rates and the cost for the new lease. She informed the Committee that next year's budget will not be presented to the Full Commission until the December Meeting.

Update on Building Lease

Ty Warner updated the Committee on bringing the Northwest Indiana Forum into the NIRPC space and utilizing the space more efficiently between the two organizations. With this approach, the Portage Redevelopment Commission could rent the former Forum space to other entities. Ty also informed the Committee about the proposal for the auditorium and lobby to be considered common areas and not to be included in NIRPC's rent. This proposal would be a substantial savings for NIRPC.

Discussion on Policies for Commission Meetings

Angie presented a draft Sergeant at Arms Policy that was prepared by David Hollenbeck for review by the Committee. The Committee also had discussion on the Public Comment process of NIRPC meetings which would require the following possibilities:

- The Chairman has the discretion to modify as desired.
- Individuals must be registered for Public Comment Participation.
- Individuals must have a registration number to be able to speak.
- Allow 2-3 minutes maximum per person.
- Maximum of ten people allowed to speak.
- Public comment must be relevant to topics on the agenda.
- No shouting, name calling, or vulgarity will be permitted.
- Respect must be shown by all sides.

Public comment will be taken at the beginning of the meeting.
Comments can always be submitted through the NIRPC Comment Line.

Other Business

There was no other business to report.

Adjournment

There being no further business, the meeting adjourned at 9:09 a.m.