

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**September 20, 2012
NIRPC Offices
Portage, Indiana**

Members Present

Brian Snedecor
David Shafer
Mathew Bernacchi
David Uran
Diane Noll
Ken Layton

Staff and Others Present

Angie Hayes
John Swanson
Allen Hammond
Kelly Wenger
Kathy Luther
Bob Schaefer

Members Absent

Edward Morales
Jim Polarek
Christine Cid
Jeff Dekker

Call to Order

The meeting was called to order at 8:04 a.m. by Brian Snedecor.

Approval of Minutes

Upon a motion by Mathew Bernacchi, seconded by Ken Layton, the Committee approved the minutes of the July 19, 2012 meeting.

Review of Financial Status

Angie Hayes stated there are no cash flow issues to report at this time. Angie presented the Budget to Actual with Cash Variance and General Fund Expenditure Reports to the Committee for discussion. Total expenditures are at 57.06% spent through August. 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 and had discussion over the cost of rent for the month. John Swanson also gave an update on the various improvements that have been performed on the building by Holiday Properties. Upon a motion by Ken Layton, seconded by Mathew Bernacchi, the Committee approved the claims register.

Review of 2011 Audit

Angie Hayes presented the 2011 State Board of Accounts Audit to the Committee. This is the eighth year in a row with no findings or comments in the audit. The audit was mailed to all Commissioners in August with copies available at the Executive Board meeting. The audit will be presented at the Executive Board meeting.

Budget Amendments

Angie Hayes presented Budget Amendment 7 to transfer funds from LaPorte RLF Services to Audit and Accounting to cover the increased 2011 audit costs not anticipated in the 2012 budget. Upon a motion by Ken Layton, seconded by Mathew Bernacchi, the Committee approved Budget Amendment 7 to transfer within contractual category.

John Swanson presented Budget Amendment 8 to add a new grant from the White Family Foundation, Incorporated to the 2012 budget in the amount of \$1,000. 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 Mathew Bernacchi, the Committee approved Budget Amendment 8 for action by the Executive Board.

Kathy Luther presented Budget Amendment 9 to transfer funds between categories. The purpose of this amendment is to transfer funds to Contractual Environmental Projects from Promotional Expenses Environmental Projects to cover contractual costs for air quality education. Upon a motion by Ken Layton, seconded by Mathew Bernacchi, the Committee approved Budget Amendment 9 for action by the Executive Board.

AC Contract Amendment

Kathy Luther presented the amendment to the AC Incorporated agreement to the Committee for marketing and media buying services for procured under RFP 10-35. The amendment will increase the contract cost by \$20,000 for a total cost not to exceed \$120,000. This cost is for services for an expanded video for air quality education.

The second part of the amendment in the scope of work is necessary to address two changes which occurred during the execution of the project. The Year 1 Scope of Work was delayed as a result of a formal appeal to the initial contract award. Because of the seasonal nature of some of the tasks, the entire Year 1 Scope could not be completed in Calendar Year 1, and was performed in Year 2.

Upon a motion by Ken Layton, seconded by Mathew Bernacchi, the Committee approved the contract amendment for action by the Executive Board.

Triple A Express Contract

John Swanson presented the contract between the Northwestern Indiana Regional Planning Commission and Triple A Express for Demand Response Service to the Committee for recommendation to the Executive Board for approval. The Committee discussed how much the service would cost on a monthly basis, and John informed them that services cost about \$19,000.00 per month. John also explained that NIRPC will be reimbursed for these expenses from either the Regional Development Authority or the Regional Bus Authority with a reimbursement commitment up to \$100,000.

Upon a motion by Ken Layton, seconded by Mathew Bernacchi, the Committee approved the contract for action by the Executive Board.

ALCO TV Advertisement Request

John Swanson and Robert Schaefer presented a request from ALCO TV to the Committee in consideration of continuing to broadcast the NIRPC Meetings on ALCO's Government Access Cable Channel 97 for the next twelve months for a production fee of twenty-five hundred dollars. ALCO will also honor a twenty-four month agreement for a production fee of forty five hundred dollars. The NIRPC Meetings would be repeated on Government Access Cable Channel 97 eight to ten times per month.

The Committee discussed if this expense was in the 2012 budget and John Swanson responded that it was not in the current budget, but entertained that it may be possible to be put in the 2013 budget. The Committee also discussed the possibility of distribution rights to make NIRPC meetings available to the other two counties within the region.

Upon a motion by Ken Layton, seconded by David Uran, the Committee approved for John Swanson and Robert Schaefer to discuss/negotiate with ALCO-TV and report back to the Committee.

Review of Draft 2013 Budget

Angie Hayes presented a rough draft of the 2013 Budget. The PERF employer contribution rate decreased from 13.25% to 10.00% effective January 1, 2013. The 2013 health insurance rates will not be available until sometime in early November, but an increase of 10% is being used for budgeting purposes. The Committee discussed the amount of rent paid on a monthly basis. There will be a 4% increase in rent cost for 2013. Angie informed the Committee that the amount of match for KRBC is going down from \$25,000 dollars to \$20,000 dollars in 2013. Angie also presented the possibility to pay 1.5% of the employee mandatory contribution to PERF versus giving a 1.5% annual pay increase. With her presentation it showed that NIRPC would have a cost savings of \$3,796.68 dollars per year and still allow staff to stay in line with the 1.7% increase in the Consumer Price Index. Upon a motion by David Uran, seconded by Ken Layton, the Committee approved pursuing the option of NIRPC paying 1.5% of employee PERF contribution in lieu of raise.

The final 2013 budget should be ready for Commission approval at the next Full Commission meeting.

Other Business

Ken Layton gave an update to the Committee on the Executive Director Search. During the past two months, the Search Committee has worked to narrow the selection of sixteen candidates to six candidates that would be selected for the interview process. The Search Committee is still on task to make a candidate recommendation to the Full Commission at the October meeting.

Adjournment

There being no further business, the meeting adjourned at 9:05 a.m.