

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**December 13, 2012
NIRPC Offices
Portage, Indiana**

Members Present

Brian Snedecor
David Shafer
Edward Morales
Jeff Dekker
Jim Polarek
Ken Layton
Diane Noll
David Uran

Staff and Others Present

Angie Hayes
John Swanson
Kelly Wenger
Robert Niezgodski
David Hollenbeck
Geof Benson
Tim Brown

Members Absent

Christine Cid
Mathew Bernacchi

Call to Order

The meeting was called to order at 7:32 a.m. by Brian Snedecor.

Approval of Minutes

Upon a motion by Jim Polarek, seconded by Ken Layton, the Committee approved the minutes of the October 18, 2012 and October 29, 2012 meetings.

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 80.73% spent through November. Angie also reported that the cash position at November 30th is less than what is typically reported due to the quarterly INDOT PL funding billing of \$428,388.70 was not received until December.

Approval of Claims Register

Kelly Wenger presented the claims register for approval. The Committee questioned the Interpreters for the Deaf expenses. It was reported that these services are always available upon request for meetings held by the Commission however this particular expense was for the annual public hearing. The Committee reviewed the claims and upon a motion by Jeff Dekker, seconded by Dave Shafer, the Committee approved the claims register.

2013 Health Insurance Costs

Angie Hayes presented the 2013 Proposed Insurance Rates. The initial premium rates received by NIRPC for 2013 reflected a 30% increase in the PPO plan rates. In order to keep healthcare affordable for both NIRPC and staff, Angie proposed only offering the health savings plan (HSA) and eliminating the PPO plan. It was explained that the health insurance will still be offered through an Anthem policy with no changes to current coverage and that NIRPC receives a small premium discount for being a member of the Indiana State Chamber of Commerce.

In order to make the transition easier for staff who were previously on the PPO plan, Angie requested permission to deposit the NIRPC employer contributions into staff health savings accounts in two equal installments on January 15th and July 15th.

It was also requested that if an employee had a medical hardship the NIRPC employer contributions could be made deposited early. The employee with the medical hardship would need to make a written request to the Executive Director for approval.

Upon a motion by Edward Morales, seconded by Ken Layton, the Committee approved the Health Savings Account rates as proposed with the premise that; the PPO plan will not be offered in 2013, the NIRPC employer contributions to staff health savings accounts in 2013 will be made in two installments to take place on January 15th and July 15th, and staff will be able to submit a written request to the Executive Director for approval to receive the NIRPC employer contributions early.

In addition to the health insurance rates, Angie presented a voluntary wellness program in hopes of a lesser increase in health insurance premiums. NIRPC has the option of starting a wellness program for staff and their immediate family members 18 and older. This program would be comprised of an annual health screening with each individual receiving their own personalized results with the ability to send the results to their doctors. Participants would be given goals and tips on how to improve their health.

This program will be administered by Interactive Health Solutions. There is no cost to staff as the service is paid through the NIRPC health insurance plan as part of the preventive health care services. As long as NIRPC implements an incentive program for staff to participate, this program will be administered at no cost to NIRPC.

Angie presented the incentive fee schedule for employees and spouses covered by NIRPC's health insurance plan. The incentive program would require each employee or spouse to pay an additional \$50 per month for not participating in the wellness program. This wellness program would begin on February 1, 2013.

Upon a motion by Jeff Dekker, seconded by Edward Morales, the Committee approved the Wellness Program with the incentive option to encourage participation.

Status Report to Accept Michigan City Transit as a Subrecipient

John Swanson and Angie Hayes updated the committee on the status of the Michigan City Transit request to become a NIRPC subrecipient. Earlier in 2012, Mayor Meer requested that NIRPC accept Michigan City Transit as a subrecipient. Due to turnover within the transit department, NIRPC staff has been assisting Michigan City Transit. Staff discovered many areas where Michigan City is out of compliance with federal regulations. It is John's recommendation that NIRPC not proceed with the request until a meeting is held with FTA staff in Chicago to seek guidance on how to proceed. In the meantime NIRPC staff will continue to provide staff support. Upon a motion by Ken Layton, seconded by David Schafer, the Committee wanted to continue to seek advice from FTA and continue to provide NIRPC staff support to Michigan City Transit.

Equipment Disposal

Angie Hayes presented the 2012 Equipment Disposal List. All items on the list have met useful life. The majority of the items were purchased for the RBA. Upon a motion by Jim Polarek, seconded by Diane Noll, the Committee approved the disposal of the equipment.

Angie Hayes then presented the 2012 Equipment Financial Deletion List. This is a list of small procurement items that have all exceeded their useful life and need to be removed from the capital asset list. This will strictly be a financial deletion as the equipment is still working and will be continued to be used. Upon a motion by Jim Polarek, seconded by Ken Layton, the Committee approved the financial deletion of the equipment.

2013 Budget Amendment

Angie Hayes presented a budget transfer between categories. This transfer would move \$4,250 from the Fringe Benefits: Health Insurance line into the Contractual: Other Contractual line. The NIRPC building lease ends on December 31, 2013, a space needs analysis needs to be completed in order to assess the amount of office space needed by NIRPC so a request for proposals for office space can be issued. These funds will go towards payment of the space needs analysis. The Forum has expressed interest in staying within the same building as NIRPC and they requested a space needs analysis and will pay 15% of the expense. Upon a motion by Jeff Dekker, seconded by Ken Layton, the Committee approved Resolution 12-21 for action by the Executive Board.

Procurement Recommendations

Angie Hayes and Bob Niezgodski presented four procurement recommendations which will be paid 80% from Federal Transit Administration funds and 20% local match from the below listed subrecipient. Any costs to exceed the maximum amount covered by the grant would become the responsibility of the subrecipient.

The first procurement recommendation, # 12-16, is for vehicle expansion by the City of Valparaiso's Chicago Dash in purchasing one new vehicle out of grant IN-

95-X035. The recommendation to purchase the vehicle will be an amount not to exceed \$600,000.00 dollars.

The second procurement recommendation, #12-18, is for one replacement vehicle for North Township Dial-a-Ride, two replacement vehicles for Opportunity Enterprises, two replacement vehicles for Porter County Aging & Community Services, and two replacement vehicles for the City of Valparaiso's V-Line. The recommendation to purchase these vehicles will be an amount not to exceed \$499,000.

The third procurement recommendation, # 12-19, is for purchasing Routematch transit scheduling software for North Township Dial-a-Ride and Porter County Aging & Community Services. The recommendation to purchase this software will be an amount not to exceed \$40,000.

The fourth procurement recommendation, #12-20, is to purchase radios for East Chicago Transit. The recommendation to purchase these radios will be an amount not to exceed \$45,000.

Upon a motion by Jim Polarek, seconded by Jeff Dekker, the Committee approved the procurement for action by the Executive Board.

Agreement with the City of Cleveland for Bus Procurement

Angie Hayes presented an agreement between the Greater Cleveland Regional Transit Authority (GCRTA) and NIRPC in order to "piggy back" purchase one forty-five foot commuter coach off of the contract that GCRTA has with Motor Coach Industries, Inc. The forty-five foot commuter coach is for the Valparaiso Dash. Attorney David Hollenbeck noted that he had reviewed the contract and that the language was appropriate and was basically there to memorialize the language of the prior agreement. Upon a motion by David Shafer, seconded by Ken Layton, the Committee approved the procurement for action by the Executive Board.

Resolution Updating FTA Procurement Procedures Manual

Angie Hayes presented Resolution 12-24 updating the adopted "FTA Procurement Procedures Manual". In June of 2012 NIRPC underwent a federal transit procurement review at which point the NIRPC board adopted the FTA procurement manual. During a final review, FTA requested three items be added to the NIRPC FTA Procurement Procedures Manual. Those three items were prohibition of geographic preferences, organizational conflicts of interest, and prohibition of arbitrary actions. The NIRPC subrecipients will also have to adopt these changes to the procurement manual. Upon a motion by Ken Layton, seconded by Jim Polarek, the Committee approved Resolution 12-24 for action by the Executive Board.

RBA Memorandum of Understanding

Attorney David Hollenbeck presented to the Committee the results of the Regional Bus Authority (RBA) final meeting from the evening of December 12th. The RBA board gave Attorney Hollenbeck the authority to draft a memorandum

of understanding between the RBA and NIRPC in order to distribute funds to NIRPC for purchase of capital transit equipment on behalf of NIRPC's subrecipients. These funds would be held on deposit by NIRPC until such time that the subrecipient capital equipment purchase was completed. None of these funds are to be spent on subrecipient operating expenses.

Tim Brown reported on the exact amounts for the subrecipients as follows: Opportunity Enterprises \$28,500, Porter County Aging & Community Services \$32,300, North Township \$41,800, Valparaiso \$142,400, South Lake County Community Services \$83,500, and East Chicago Transit \$60,000 for a total of \$388,500.

Upon a motion by Jeff Dekker, seconded by David Shafer, the Committee approved granting authority to the Executive Director and Attorney Hollenbeck to prepare a memorandum of understanding in order to implement the RBA memorandum of understanding for action by the Executive Board.

Other Business

Angie Hayes noted that the RBA buses were transferred to the City of Terra Haute the Thursday after Thanksgiving.

John Swanson requested that the board give him permission to close the office on Christmas Eve, Monday, December 24th since all but a few employees had requested the day off. The Committee unanimously agreed.

Attorney Hollenbeck wanted to inform the Committee that with the closing of the RBA, Everybody Counts may switch their focus to NIRPC. He anticipates the possibility of Everybody Counts representatives attending NIRPC meetings. The NIRPC consent decree expires the end of 2013 and he anticipates a request to extend the consent decree.

Adjournment

There being no further business, the meeting adjourned at 8:48 a.m.