

# NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

## FINANCE AND PERSONNEL COMMITTEE

January 17, 2013  
NIRPC Offices  
Portage, Indiana

### Members Present

Brian Snedecor  
Christine Cid  
David Shafer  
Diane Noll

### Staff and Others Present

Angie Hayes  
Allen Hammond  
Blair Milo

### Members Absent

David Uran  
Mathew Bernacchi  
Edward Morales  
Jeff Dekker  
Jim Polarek  
Edward Morales  
Jeff Dekker  
Ken Layton

### Call to Order

The meeting was called to order at 8:34 a.m. by Brian Snedecor.

### Approval of Minutes

It was noted that corrections to the minutes were necessary. Upon a motion by Christine Cid, seconded by David Shafer, the Committee approved the corrected minutes of the December 13, 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 88.20% spent through December. Angie reported the Office Lease line item exceeded the 2012 budget by \$0.16 cents. Angie also reported local share from the NIRPC transit operators was received for the purchase of new buses as the reason why the cash balance increased.

### Approval of Claims Register

Angie Hayes presented the claims register for approval. There were no questions from the Committee. Upon a motion by David Shafer, seconded by Diane Noll, the Committee approved the claims register.

## **Approval of IT Contract**

Brian Snedecor and Angie Hayes presented the basic agreement between the Northwestern Indiana Regional Planning Commission and On-Site Computer LLC for IT Services procured under RFP 12-21. The contractor shall provide IT services to the Commission. The Committee had a discussion about another company that responded to the RFP. The company quoted a price of \$70,800.00 for the year and would need to hire someone if selected. On-Site Computer LLC quoted a price of \$49,140.00 for the year, which was \$2,900.00 dollars below the 2013 budget. Upon a motion by Christine Cid, seconded by David Shafer, the Committee approved the IT contract for action by the Full Commission.

## **Valparaiso DASH Project Guidelines**

Brian Snedecor and Angie Hayes presented an Federal Transit Administration (FTA) funded project for the City of Valparaiso to the Committee.

The City of Valparaiso selected and received a large bus shelter, costing \$29,056.00, purchased with American Recovery and Reinvestment Act of 2009 (ARRA) funds which are 100% funds with no local shared paid by the City. The bus shelter was delivered in September 2011 and has yet to be installed. The original site for the bus shelter has issues that will not allow for installation. The bus shelter is out of warranty and if there are any broken parts to replace, the City of Valparaiso will incur the expense.

The Committee discussed what steps could be taken: have the City of Valparaiso select another site to install the bus shelter as long as it's used for public transit or reimburse NIRPC the total cost of the bus shelter. It was decided to send a letter to Mayor Costas with these options and to invite City representatives to the next Committee meeting. A draft of the letter will be sent to the Committee for approval before being signed.

Upon a motion by Christine Cid, seconded by Dave Shafer, the Committee approved for Angie Hayes and Ty Warner to compose a letter to Mayor Costas and to send a draft of the letter to the Committee for approval. The letter will contain the two possible options and invite City representatives to the next Committee meeting.

## **Wellness Program Update**

Angie Hayes presented an update about the wellness program. A representative from Interactive Health Solutions was at NIRPC on Tuesday, January 15<sup>th</sup> to explain the new wellness program to staff. After the meeting, the representative was available to answer questions and to set up lab appointments. The overall response from staff was positive. The lab appointments are scheduled to start at 7:30 AM on January 22<sup>nd</sup>, 2013. The wellness program is being offered at no cost to NIRPC or staff since it is part of the health insurance's preventive care services option.

### **Space Plan Update**

Brian Snedecor and Angie Hayes provided an update to the Committee regarding the space needs plan developed by Design Organization from Valparaiso. NIRPC's and the Forum's current leases expire on December 31, 2013. A space needs analysis was performed to determine the amount of office space needed by each agency in order to develop a scope of work for a request for proposals for a new office lease. A draft scope of work will be presented at the next meeting. The Committee may be charged with the task of securing a new office lease.

### **Other Business**

Angie Hayes informed the Committee that a recent bus purchase for the City of Valparaiso's Chicago DASH Commuter Service went over budget in the amount of \$27,714.00. The City of Valparaiso paid the entire overage plus the required 20% local match.

### **Adjournment**

There being no further business, the meeting adjourned at 9:03 a.m.