

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**October 18, 2012
NIRPC Offices
Portage, Indiana**

Members Present

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

Staff and Others Present

Angie Hayes
John Swanson
Allen Hammond
Kelly Wenger
Kathy Luther
David Hollenbeck
Geof Benson

Members Absent

Christine Cid
David Shafer
Diane Noll
Mathew Bernacchi

Call to Order

The meeting was called to order at 7:36 a.m. by Brian Snedecor.

Approval of Minutes

Upon a motion by Ken Layton, seconded by Jeff Dekker, the Committee approved the minutes of the September 20, 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 66.55% spent through September. Staff is still watching the communication accounts and environmental project budgets that have expended most of their budget.

Approval of Claims Register

Kelly Wenger presented the claims register for approval. The Committee reviewed the claims and upon a motion by Jeff Dekker, seconded by Ken Layton, the Committee approved the claims register.

Contract for Legal Services

Angie Hayes and Brian Snedecor presented the agreement for legal services to the Committee for recommendation to the Full Commission for approval. A

Request for Proposals (RFP) was issued and only one response was received from Blachly, Tabor, Bozik & Hartman for the services of David L. Hollenbeck. Upon a motion by Ken Layton, seconded by Jeff Dekker, the Committee approved the agreement for legal services for action by the Full Commission.

Contract for Green Infrastructure Technical Support

Kathy Luther presented the agreement for green infrastructure technical support procured under RFQ 12-13 for recommendation to the Full Commission for approval. The agreement would be entered into with Conservation Design Forum with an amount not to exceed \$30,000.00. The Committee had discussion and requested the firm's portfolio be provided to committee members. Upon a motion by Jeff Dekker, seconded by Ken Layton, the Committee approved the agreement for action by the Full Commission.

Bus Procurement

Angie Hayes presented a procurement recommendation to purchase two expansion vehicles for North Township Dial-A-Ride from grant IN-95-X035 in an amount not to exceed \$135,000.00 for recommendation to the Full Commission for approval. Upon a motion by Ken Layton, seconded by Edward Morales, the Committee approved the procurement for action by the Full Commission.

Access LaPorte County (ALCO) TV Proposal

John Swanson presented the ALCO TV proposal to the Committee for approval. The proposal would allow distribution of recorded meetings at NIRPC's sole discretion and insure the continued presentation of NIRPC Commission meetings on Government Access Cable Channel 97 for the year 2013. The production fee with a one year commitment will be \$2,500.00. The production fee is included in the 2013 NIRPC budget. Upon a motion by Jeff Dekker, seconded by Jim Polarek, the Committee approved the proposal.

Michigan City Transit Request

John Swanson and Angie Hayes presented the request from Michigan City, Indiana, requesting that Michigan City Transit become a subrecipient of NIRPC for the management of Federal Transit Administration funds. Staff was asked to research and report back to the Committee any issues that needed to be addressed before the request could be taken to the December Executive Board meeting for approval.

Change to Public Employee Retirement Fund – Resolution 12-20

Angie Hayes presented Resolution 12-20 to the Committee requesting NIRPC pay half of the mandatory employee contribution to the Indiana Public Employee Retirement Fund (PERF) in lieu of raise for recommendation to the Full Commission for approval. This action would save NIRPC about \$8,000 in that no additional taxes or employer PERF contribution expenses would be incurred. Staff would benefit by having increase in their take home pay since PERF contributions are deducted after taxes as required by PERF.

Upon a motion by David Uran, seconded by Ken Layton, the Committee approved Resolution 12-20 for action by the Full Commission.

2013 Budget – Resolution 12-21

Angie Hayes presented Resolution 12-21 to the Committee to adopt the appropriation budget and to establish salary guidelines for the year 2013 for recommendation to the Full Commission for approval. Angie informed the Committee that \$7,000 would be carried over from 2012 local funds to be used in 2013 allowing more federal funds to be leveraged. The Committee had a discussion regarding the health insurance options that were being offered to staff, and advised Angie to look at offering only the high deductible health plan with the health savings account.

Angie informed the Committee of an option that is being presented for a wellness program paid through the health insurance provider, Anthem, that would require thirty participants.

Upon a motion by Jeff Dekker, seconded by David Uran, the Committee approved Resolution 12-21 for action by the Full Commission.

Executive Director Employment Contract

Open discussion occurred for the replacement of John Swanson. The Committee made a decision to defer the contract to the Full Commission until a later date. Attorney David Hollenbeck was assigned the task to put something together in the form of an Executive Session.

Other Business

Angie Hayes presented Resolution 12-23 to the Committee requesting permission to transfer rolling stock with federal interest remaining to the City of Terre Haute, Indiana. The rolling stock is no longer needed by region transit operators since the Northwest Indiana Regional Bus Authority ceased operation on June 30th, 2012. The City of Terre Haute is interested in acquiring the rolling stock to assist in their growing demand for public transit. Upon a motion by Jim Polarek, seconded by Edward Morales, the Committee approved Resolution 12-23 for action by the Full Commission.

Adjournment

There being no further business, the meeting adjourned at 9:07 a.m.