

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION  
FINANCE AND PERSONNEL COMMITTEE  
October 19, 2017  
NIRPC Dune Room, Portage, Indiana

**Members Present**

Karen Freeman Wilson  
Bob Carnahan  
Christine Cid  
Richard Hardaway  
Greg Stinson

**Staff and Others Present**

Ty Warner  
Kathy Luther  
Lisa Todd  
David Hollenbeck  
George Topoll  
Geof Benson

**Call to Order**

Karen Freeman Wilson called the meeting to order at 8:06 a.m.

**Approval of Minutes**

The minutes of the September 21, 2017 meeting were approved as presented on a motion by Bob Carnahan and second by Christine Cid.

**Review of Financial Status**

Kathy Luther reviewed the financial status. All funds are in balance and we have spent down about 50%, which is low due to the reduction in staff and unexecuted contracts. Karen Freeman Wilson ordered the reports accepted as presented.

**Approval of Claims Register**

Kathy Luther presented the claims register to the Committee for approval. On a motion by Bob Carnahan and a second by Greg Stinson, the Committee approved the claims register.

**Employee Handbook Revisions**

Ty Warner presented the two proposed changes to the NIRPC employee handbook regarding employment negotiations for commensurate years of service credit for a new hire in the Program Management class or above. The second change was in staff accounting for their time worked. Electronic options to account for time in or out of the office will be examined. On a motion by Geof Benson, seconded by Bob Carnahan, the Committee voted to recommend the changes to the employee handbook as presented.

**2017 Budget Amendment 6**

Kathy Luther presented Amendment 6 to the 2017 budget transferring \$16,000 from Organizational Development and \$1,000 from LaPorte Revolving Loan Fund to Audit and Accounting for *Accountemp* services. On a motion by Geof Benson, seconded by Greg Stinson, the Committee approved Amendment 6 to the 2017 budget. As it is a transfer of funds, it does not need Board approval.

**Procurement Recommendations**

Lisa Todd presented Procurement #17-20 which provides for purchase of one replacement vehicle for North Township, three for Opportunity Enterprises, two for South Lake County Community Services with local share from the agencies in an amount not to exceed \$360,040 in federal funds. On a motion by Geof Benson and a second by Bob Carnahan, the Committee voted to recommend Procurement #17-20.

Procurement Recommendation #17-21 will allow for the purchase of one pick-up truck support vehicle for LaPorte TransPorte in an amount not to exceed \$44,000 in federal funds. On a motion by Geof Benson and a second by Bob Carnahan, the Committee voted to recommend Procurement #17-21.

### **Contract for Approval**

Dave Hollenbeck exited the meeting. Kathy Luther described the selection process. The scoring differences were substantial. The Committee reviewed and recommended the contract for legal services by and between NIRPC and Blachly Tabor Bozik and Hartman for 2018 with an annual extension provision. It was suggested that staff would provide a definition of “extraordinary terms”. Geof Benson motioned to amend the contract seconded by Greg Stinson. Discussion followed and it was noted that NIRPC has a process to define “extraordinary terms” of a contract. Under friendly amendment, Geof Benson made a motion seconded by Greg Stinson to leave the language in place and amend the language only to change the end of the contract year from 2018 to 2022. The committee voted to adopt the contract for legal services as amended. Dave Hollenbeck returned to the meeting and said that the state does not require a procurement process for legal services. However, the federal government does require it as we are an MPO and a regional council of governments.

### **Draft 2018 Budget**

The draft budget was distributed and Kathy Luther. The revenue is about \$3.5 million, and expenses are about \$42,000 more than the revenue. Staff salaries were light due to retirements and resignations. A meeting with the health insurance representative will take place next week. The budget will be approved by the Executive Board/Full Commission in December. The VW settlement will focus more on diesel-retrofit for school buses and there is a possibility of creating a revolving loan fund for the diesel retrofits. Grants can be sought for some planning initiatives. Extra sources of revenue can include traffic counting services for other agencies.

### **Other Business**

Ty Warner described the new staffing structure. Kathy is Chief of Staff, Meredith Stilwell is Office Manager. Staff have had more cross training and acquiring more knowledge. Trey Wadsworth will begin on October 30 as the Director of Transportation and Charles Bradsky will be coming onboard on November 6 as the Transportation Project Manager, replacing Gary Evers. Current job openings include a Chief Financial Officer and Chief Accountant.

### **Adjournment**

There being no further business, the meeting adjourned at 8:57 a.m.