

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**March 15, 2012
NIRPC Offices
Portage, Indiana**

Members Present

David Shafer
Ken Layton
Jeff Dekker

Staff and Others Present

Angie Hayes
John Swanson
Allen Hammond
David Hollenbeck

Members Absent

Brian Snedecor
Edward Morales
Christine Cid
David Uran
Diane Noll
Mathew Bernacchi
Jim Polarek

Call to Order

The meeting was called to order at 8:30 a.m. by Dave Shafer.

Approval of Minutes

Upon a motion by Ken Layton, seconded by Jeff Dekker, the Committee approved the minutes of the February 16, 2012 meeting.

Review of Financial Status

Angie Hayes stated there are no cash flow issues to report at this time. Angie announced the State Board of Accounts should be here soon. She also informed the Committee that she and Kelly were still working on involved achieving a "Certificate of Achievement for Excellence in Financial Reporting." Angie presented the Budget to Actual with Cash Variance and General Expenditures Reports to the Committee for discussion. Angie explained there were no receipts in the County Contributions yet because the billing had not taken place. Total expenditures are at 14.45% spent through February.

Approval of Claims Register

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

2012 Kankakee River Basin Commission Agreement

Angie presented the annual agreement between the Northwestern Indiana Regional Planning Commission and the Kankakee River Basin Commission for the provisions of General Services. Upon a motion by Ken Layton, seconded by Jeff Dekker, the Committee approved the agreement for action by the Executive Board.

Other Business

Angie informed the Committee that the City of Valparaiso considered applying for a Bus Livability Initiative Grant to construct a bus transit center. NIRPC would have been the grant applicant on behalf of the City and would be responsible to the Federal Transit Administration for construction and ownership of the building. The proposed project was going to cost approximately 10 million dollars. The cost sharing will be shared at the following ratio: 80 percent Federal Transit Administration and 20 percent local contributions.

Angie informed the Committee that NIRPC does not have a policy in place to address situations like this and requested guidance. The Committee decided that all such future projects be presented to the Committee for approval before a grant application is submitted.

John Swanson informed the Committee that NIRPC's current building lease agreement expires on December 31, 2013. The Northwest Indiana Forum has expressed interest in continued sharing of space with NIRPC. This matter will be brought forward at future meetings.

Adjournment

There being no further business, the meeting adjourned at 8:55 a.m.