

**NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION**

**FINANCE AND PERSONNEL COMMITTEE**

**May 19, 2016  
NIRPC Offices  
Portage, Indiana**

**Members Present**

Geof Benson  
Richard Hardaway  
**Diane Noll - Chair**  
Greg Stinson

**Staff and Others Present**

Angie Hayes  
Kelly Wenger  
Kathleen Honl  
David Hollenbeck  
George Topoll

**Members Absent**

John Bayler  
Dave Decker  
Jeff Dekker  
Jim Ton  
David Uran

**Call to Order**

The meeting was called to order at 8:00 a.m. by Diane Noll.

**Approval of Minutes**

It was noted that the date of the minutes showed as March 18<sup>th</sup> and needed to be changed to March 17<sup>th</sup>. Upon a motion by Greg Stinson, seconded by Richard Hardaway, the Committee approved the minutes of the March 17, 2016 meeting with the identified date change.

**Review of Financial Status**

Angie Hayes presented the financial report. At this time there are no cash issues to report. Angie did highlight the expenditures over 50% for the year and noted that many are either one time payments or are front loaded expenses. The Budget to Actual reports were presented to the Committee. The total expenditures of the General Fund for the period ending April 30, 2016 are at 27.51%.

**Approval of Claims Register**

Kelly Wenger presented the claims register to the Committee for approval. Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee approved the claims register.

### **Accrued Time Rounding Policy**

Angie Hayes presented to the Committee changes to the vacation policy in the employee handbook. Upon a motion by Greg Stinson, seconded by Richard Hardaway, the Committee approved the changes to the vacation policy.

### **Accufund Contract Amendment**

Angie Hayes presented Amendment 2 for the Accufund Software Agreement to the Committee. With additional hours remaining in the contract, staff would like to extend the completion date of the contract to January 31, 2017 to receive assistance with W-2 preparation and create various reports. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved the contract amendment.

### **Vehicle Disposition**

Kathleen Honl presented the Committee the listing of vehicles to be disposed of at the June 8<sup>th</sup> disposition sale. All vehicles have meet useful life per the Federal Transit Administration guidelines and are being disposed of in accordance with those same guidelines. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved the disposition of the listed vehicles.

### **2016 Budget Amendment**

Angie Hayes presented budget Amendment 3 to the Committee. This is an addition of local funds for the additional work required on the trail guides project. Upon a motion by Geof Benson, seconded by Greg Stinson, the Committee approved the budget amendment for recommendation to the Full Commission.

### **Resolution 16-19 for RLF Management Plan**

Kelly Wenger presented the Resolution for the RLF Management Plan to the Committee. The draft plan was presented to the Committee in September of 2015. There have been minor recommended changes by the Economic Development Administration that were reviewed with the Committee. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved Resolution 16-19 for recommendation to the Full Commission.

### **Procurement Recommendation**

Angie Hayes presented the procurement recommendation for the Corridor Study – Safety at the Crossroads I-65 and US 30 Safety Planning for the consulting services. This project is 100% funded with Highway Safety Improvement Program funds from the State. Upon a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved the procurement recommendation for recommendation to the Full Commission.

### **Other Business**

Angie Hayes informed the Committee that South Lake County Community Services is once again below the 80% requirement for vehicle maintenance but working towards bringing it back into compliance. Staff will keep the Committee informed.

### **Adjournment**

There being no further business, the meeting adjourned at 8:38 a.m.