

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

**June 16, 2016
NIRPC Dune Room
Portage, Indiana**

Members Present

Robert Carnahan
Dave Decker
Diane Noll - Chair
Dave Shafer
Greg Stinson

Members Absent

Christine Cid
Anthony Copeland
Richard Hardaway
Ron Meer

Staff and Others Present

Ty Warner
Angie Hayes
Kelly Wenger
Kathleen Honl
David Hollenbeck
Geof Benson
George Topoll

Call to Order

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

Approval of Minutes

Upon a motion by Greg Stinson, seconded by Dave Decker, the Committee approved the minutes of the May 19, 2016 meeting.

Review of Financial Status

Angie Hayes presented the financial report. At this time there are no cash issues to report. It was noted that the Indiana State Board of Accounts has begun the NIRPC audit and it is to be completed by July 14th. The Budget to Actual reports were presented to the Committee. The total expenditures of the General Fund for the period ending May 31, 2016 are at 24.69%.

Approval of Claims Register

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

FTA Conflict of Interest Draft

Angie Hayes presented to the Committee a draft conflict of interest policy. This policy would apply to all federally funded projects and includes disciplinary action the Committee would have to implement. The final policy will be presented at the July Committee meeting.

2016 Budget Amendment

Angie Hayes presented budget amendment four to the Committee. This amendment adds an additional \$10,000 local funds to the Environmental Department communication budget for the printing of the Greenways & Blueways 2020 plan. Upon a motion by Dave Decker, seconded by Robert Carnahan, the Committee recommended the budget amendment for approval by the executive board.

Alternative Fuel CMAQ Agreement

Geof Benson presented the agreement with the Indiana Dunes Environmental Learning Center, Inc. for propane fuel to the Committee. The Learning Center is a non-profit that has been awarded CMAQ funding for the reimbursement of propane fuel for the National Parks shuttle busses through NIRPC. Upon a motion by Dave Shafer, seconded by Greg Stinson, the Committee recommended the agreement for approval by the executive board.

Other Business

Ty Warner spoke with the Committee regarding the Human Resources Consultant. He has reached the end of his contracted amount and there is still more work NIRPC would like for him to complete. A budget amendment will be presented in July to make this possible.

Also, due to a date conflict with a National Association of Regional Councils meeting NIRPC has forgone hosting the State Metropolitan Planning Organization annual conference for 2016 and will instead host it on September 26th through the 28th in 2017.

Adjournment

There being no further business, the meeting adjourned at 8:37 a.m.