

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

September 21, 2017

NIRPC Dune Room, Portage, Indiana

**Members Present**

Dave Shafer Vice Chair  
Bob Carnahan  
Christine Cid  
Richard Hardaway  
Diane Noll  
Greg Stinson

**Staff and Others Present**

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

**Call to Order**

Dave Shafer called the meeting to order at 8:05 a.m.

**Approval of Minutes**

The minutes of the July 20, 2017 meeting were approved as presented by Greg Stinson and Bob Carnahan.

**Review of Financial Status**

The Committee addressed two issues from the Budget to Actual Expenditures report. The Environmental Programs and Partner Agency has exceeded the expended amount budgeted. Hearing no objection, Dave Shafer ordered the reports accepted.

**Approval of Claims Register**

Kathy Luther presented the claims register to the Committee for approval. Allen Hammond pointed out reimbursements to six of the sub-recipients granted in August based on their reports submitted in July. Reimbursements were awarded to the City of LaPorte, Opportunity Enterprises, South Lake County Community Services, the City of Valparaiso, North Township and Porter County. The City of East Chicago submitted an amended fund conveyance agreement this week that expired. We will do their reimbursement next week. The State of Indiana Treasurer had a claim for \$10,845 was for the 2016 audit. We under budgeted about \$5,000 for that audit. On a motion by Greg Stinson and a second by Geof Benson, the Committee approved the claims register.

**NIRPC Credit Card Policy Revision**

Kathy Luther presented the proposed changes to the NIRPC credit card policy with discussion focused on accountability. On a motion by Geof Benson, seconded by Richard Hardaway, the Committee approved the credit card policy as amended to authorize the issuance of a corporate credit card for the Northwestern Indiana Regional Planning Commission.

**2017 Budget Amendment 5**

Kathy Luther presented Amendment 5 to the 2017 budget adding new revenue. The funds were generated through registrations and sponsorships for the NIRPC-hosted 2017 Indiana MPO Conference.

On a motion by Bob Carnahan, seconded by Greg Stinson, the Committee approved Amendment 5 to the 2017 budget.

### **Procurement Recommendations**

- a) Procurement 17-14, purchasing computers, hardware and software upgrades and a sound system for NIRPC in an amount not to exceed \$120,000 in federal funds was approved by the Committee on a motion by Geof Benson, seconded by Richard Hardaway.
- b) Procurement 17-18, awarding a contract for food, audio-visual equipment with the Stardust Event Center in Michigan City as well as procurement of supply items necessary for holding the conference in an amount not to exceed \$30,000 was approved by the Committee on a motion by Geof Benson, seconded by Richard Hardaway.

### **Contracts for Approval**

Kathy Luther presented on a three-year contract with EcoInteractive for Project Track Software (E-TIP). The contractor also provides software for Chicago Metropolitan Agency for Planning, Indianapolis MPO and multiple states. Training workshops will be held. The software will also allow for interactive reporting by the Local Public Agencies and will greatly enhance transparency. The contract with EcoInteractive for Project Track Software (E-TIP), Procurement #17-15 was approved by the Committee on a motion by Geof Benson, seconded by Richard Hardaway.

### **Attorney Contract Proposals – Review Process Discussion**

The two proposals received were distributed to the Committee along with scoring sheets. Proposals and sheets will be delivered to committee members not present: Karen Freeman-Wilson, Richard Mrozinski and Anthony Copeland. Ty Warner asked the Committee to review the proposals and submit all scoring sheets to Lisa Todd.

### **Other Business**

Kathy Luther informed the committee that she was working on the 2018 budget and hoped to have a draft to present at the October Finance and Personnel Committee meeting.

### **Adjournment**

There being no further business, the meeting adjourned at 9:00 a.m.