

**Minutes of the July 28, 2009
Executive Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Chester Mathena called the meeting to order at 6:30 p.m.

ROLL CALL

Secretary Paul Lake performed roll call, ten members were present. Also in attendance was Lisa Gehlhausen of the Commission's staff.

APPROVAL OF MINUTES AND AGENDA

The Minutes of the June 23, 2009 Executive Board Meeting were presented by Chair Mathena for approval. Larry Wehr made a motion to approve the minutes as presented and Mary Gogel seconded the motion. Motion carried.

ADDITION TO THE AGENDA

Ms. Gehlhausen requested to add a contract with INDOT on the 2009-2010 planning grant and an amended Resolution 2009-05 to the meeting's agenda. Treasurer Beverly Schulthise made a motion to approve and seconded by Patricia Ramsey. Motion carried.

TREASURER'S REPORT

Treasurer Schulthise reported that as of July 28, 2009, the closing cash balance was \$190,242.96 which includes the \$50,000.00 in CDs. The outstanding aging schedule reflects \$87,431.87. With no further questions or discussion, John Stutzman made a motion to approve the Treasurer's Report and Alan Cassidy seconded the motion. Motion carried.

DIRECTOR'S REPORT

Chair Mathena then turned the meeting over to Ms. Gehlhausen for the Director's Report. Ms. Gehlhausen briefly reported the following:

Disaster Recovery Appropriation I. Ms. Gehlhausen reminded the board that Indiana 15 submitted grants for the communities (Rockport, Dale, Tell City and Cannelton) for stormwater improvements through the Disaster Recovery II program. We will know this Friday, if they were approved. This represents approximately \$3 million dollars in requests. The community will be called first then the Commission will hear the announcement.

Planning Grants. Ms. Gehlhausen mentioned that Nathan and herself are working on applications due this Friday for the communities of: Rockport, Chrisney and Petersburg to submit \$50,000 each for downtown revitalization planning to the Indiana Office of Rural and Community Affairs for Community Focus Funds.

Community Focus Funds. Ms. Gehlhausen stated the second round of Community Focus Funds grant proposals are due August 14. The applications going in are for the communities of: Rockport, Dale, Dubois Library and Cannelton.

Transportation Enhancement. Ms. Gehlhausen stated on August 21 the Transportation Enhancement applications are due and the Town of Ferdinand will be submitting an application for the 16th Street access street and walking/bicycling paths near 18th Street Park and the new library under construction.

With no questions, a motion was made by Mary Gogel to approve the Director's Report and seconded by Larry Wehr. Motion carried.

OLD BUSINESS

EDA Amendment (06-83-05221-01). Ms. Gehlhausen stated EDA has approved the amendment of an increase to the existing EDA Planning award that was mentioned and approved at the last board meeting. The awarded amendment in the amount of \$10,189.00 with matching funds of \$10,189.00 was signed by Chair Mathena and returned to EDA on July 14, 2009.

Paoli Wastewater CF-09-123. Ms. Gehlhausen reported at the June 23 meeting, the Paoli Wastewater Improvements contract for the sum of \$40,000.00 for administration was tabled by the Town due to the town attorney being out of town in order to look over this contract. The Town was awarded \$600,000.00. However, since then, the Town has deobligated the \$600,000.00 from the CFF Program and the project is being resubmitted requesting \$1,036,000.00 from the DR2 Program funds. Indiana 15 has been selected to administer the DR2 grant for the same amount of \$40,000.00, thus this contract was voided and a new contract reflecting the DR2 program will be reintroduced at a later date.

NEW BUSINESS

Project Assistant. Ms. Gehlhausen stated that due to Mrs. Theresa Criss-Hartwig's resignation of employment, advertisement for a Project Assistant has been advertised. Applications are coming into the office with a deadline of August 10, 2009. Ms. Gehlhausen stated she would like to promote Nathan Held to the position of Senior Project Administrator this year and will seek approval at the next full board meeting. Nathan has succeeded getting many grants funded and working late to make sure the job is getting done. Alan Cassidy asked, "How much of a starting salary are you looking at the project assistant?" Ms. Gehlhausen replied, "I'm looking anywhere from \$28,000 to \$35,000 dependent upon their qualifications." Vice-Chair Vollmer asked, "What was Theresa's salary?" Ms. Gehlhausen replied, "Theresa was at \$43,933 and had two years experience over Nathan. Nathan is very detailed oriented and a good writer. We value his contribution to the office." Norman Dillon asked, "How is Michael doing?" Ms. Gehlhausen replied, "He is doing great. He wrote a grant for Pike County for a Disaster Recovery 2 for his first grant and it was approved. He has a degree in writing and is really good with words."

Ms. Gehlhausen reminded the board at last month she wanted to amend the 2009 budget due to the work loads of Nathan, Theresa and herself and to take \$3,000 out of the \$10,000 additional from EDA. However, it will take the full board's approval at the August meeting. In light of finding out about the resignation of Theresa Criss-Hartwig, I am proposing to add \$1,500 to my salary and \$1,500 to Nathan's salary and to amend the 2009 budget. Furthermore I wish to promote Nathan to a salary position. It will not be the \$44,000 Theresa was making but somewhere around \$2,000-\$3,000 less than that probably around \$41,000 range. Ms. Gehlhausen remarked in her opinion, Nathan is bringing revenue into the Commission at \$31,000 salary. He is much more valuable than that.

Vice-Chair Vollmer asked, "So, let me get this right, what you are going to do is replace Theresa with Nathan and then you are going to hire a new project assistant?" Ms. Gehlhausen replied, "Right. At a level somewhere between \$28,000-\$35,000." John Stutzman stated, "Nathan is probably running high on comp hours, I imagine, isn't he?" Ms. Gehlhausen remarked, "He has 63 hours and our work week is 37.5 hours, so he is getting close to two weeks. I would like to promote Nathan and think this would be the best solution. Nathan is trained already."

Patricia Ramsey stated, "It may not be no problem because you are using the \$3,000 because of the two of you are picking up projects Theresa left. I understand that." Paul Lake asked, "Will this carry over in your base salary for 2010?" Ms. Gehlhausen replied, "We will prepare a 2010 budget to reflect our workload. In August you will see a mid-year budget revision and know where we stand and then we will introduce the 2010 budget. This \$1,500 each is for the 2009 budget."

Secretary Lake asked, "How does the promotion and the new project assistant impact the budget as terms as additional costs?" Ms. Gehlhausen replied, "Nathan has himself on the insurance so there won't be any change there as far as benefits. The only thing that changes is PERF because when your salary goes up the percentage of PERF rises too, this is only change in benefits. The rest of benefits will not be affected."

Norman Dillon asked, "So that means if Nathan gets a raise, everything else will remain the same?" Ms. Gehlhausen replied, "He is making \$31,800 now so it will probably even out."

Larry Wehr asked, "Is Michael Cummings satisfied as far as his salary goes?" Ms. Gehlhausen replied, "Mike is going to go to training in mid October. Right now because we have the \$100,000 grant for the flood coordinator, he is making more than Nathan. This isn't right, if I look at the value of revenue generated. This is how the grant was approved."

Alan Cassidy asked, "Has Sarah had to pick up any extra work?" Ms. Gehlhausen replied, "No, her work is pretty steady but she will when you have new people coming and going as far as paperwork, but not significant. It really is Nathan and I and then hopefully Mike after the first of the year, who will increase workload and the new employee will be going to training as well in the Fall but it will take time for the new person to begin generating funds."

Norman Dillon asked, "How hard do you think it is going to be to hire a new person who will be qualified to be able to do what you do here. Because if you hire a person who is qualify will they be over Mike and Nathan because of their qualifications?" Ms. Gehlhausen remarked, "They should not be over Nathan. They will probably be at a similar salary as Mike." Norman continued, "How many applications have you received so far?" Ms. Gehlhausen replied, "One person wanted in the high \$50,000 and I told them, you won't get that and they replied, I'm not interested." Secretary Lake stated, "So typically, what you are looking at is an entry level position to keep in line with everyone that's all ready here."

Ms. Gehlhausen replied, "Right. We're seeking somebody with financial assistance background, somebody who submits a good writing sample, and who has similar experiences."

Vice-Chair Vollmer stated, "It may be a hard sell to the full board because some of the counties and towns are putting a freeze on pay raises for 2010 budgets." Norman Dillon stated, "Well, when you're talking about the work loads and they can show they are putting in 60-70 hours in at a 40 hour week, give or take, and they are putting in these extra hours, you have to compensate them for it. When you give these raises, then the persons as long as there is an understanding, they need to know that the salary can go back down when the work load goes back down." John Stutzman stated, "But if they hadn't been out there beating the bushes, the way they did, what would we have?" Norman Dillon continued, "I'm not afraid to give them the money as long as it is here but I want to make sure everybody knows." John Stutzman replied, "It also gives the new hire the incentive to be out there and beating the bushes also." Ms. Gehlhausen stated, "These raises are definitely performance based." Treasurer Schulthise stated, "Even if you give a little raise, it is better than nothing because you are giving them encouragement." Norman Dillon stated, "Or you can do like Pike County, to get a raise, give up a benefit, like retirement. Things can change. When money is there, we need people here to try and get it."

Resolutions for Approval:

- Amended Resolution 2009-05 authorizing revisions to submit an application and commit the matching funds for an INDOT Rural Transportation Planning Grant. A motion to amend **Resolution 2009-05** to amend the grant amount of \$33,956.20 in lieu of \$54,235.00 with amended matching funds of \$6,423.80 in lieu of \$11,600.00 was made by Larry Wehr and seconded by Norman Dillon. Motion Carried.

Contracts for Approval:

- INDOT 2009-2010 Planning Grant; contract for \$33,956.20 and matching funds of \$6,423.80. A motion to approve was made by Norman Dillon and seconded by Alan Cassidy. Motion carried.
- Pike County Disaster Recover 1 (DR1A-09-015); sum of \$2,000.00. A motion to approve was made by John Stutzman and seconded by Treasurer Schulthise. Motion carried.
- Ferdinand Transportation Enhancement Program; sum of \$3,500.00. A motion to approve was made by Larry Wehr and seconded by Secretary Lake. Motion carried.
- Gentryville Old School (CF-09-110); sum of \$28,000.00. A motion to approve was made by Norman Dillon and seconded by Mary Gogel. Motion carried.
- Theresa Criss-Hartwig for consultant and administration of the revolving loan funds; \$35.00 per hour plus reimbursable expenses. Ms. Gehlhausen stated, "Theresa was responsible for the revolving loan funds for Crawford County receiving funds from the Economic Development Administration and the United States Department of Commerce Rural Business Enterprise Grant and also the Dubois County Enterprise Loan Fund and to make a smooth transaction, we entertain a motion to hire her at \$35.00 per hour to train Mike Cummings to administer these revolving loan funds. Both counties agreed to this arrangement. It is unknown what the hours will be, but there is \$4,300 to administer the Crawford County Revolving Loan Fund, \$1,000 for the Crawford County USDA fund and \$5,000 for Dubois County Enterprise Loan Fund. The money is there, but to not exceed the contract amounts." After some discussion Alan Cassidy suggested rewording the word administration with consulting and training under Section 1. Nature of Services. With the correction as noted, Secretary Lake made a motion to approve the contract as corrected, seconded by Alan Cassidy. Motion carried.

ADJOURN

Before adjournment, Chair Mathena stated to the board that the next scheduled meeting of the Executive Board will be August 25 with the Full Board to immediate follow at 7:30 p.m. There being no further business to come before the Executive Board, a motion was made by Alan Cassidy and seconded by Patricia Ramsey to adjourn the meeting at 7:25 p.m. Motion carried.

Respectfully submitted,

Paul A. Lake, Secretary