

**Minutes of the January 24, 2017
Full Board Meeting of the
Indiana 15 Regional Planning Commission**

CALL TO ORDER

Chair Whitney Timberlake welcomed the Full Board members and called the meeting to order at 7:30 pm.

ROLL CALL

Secretary Charmian Klem performed roll call; 26 members were present. Anthony Kirkland-USDA, Craig McGowan-USDA, Alvin Evans-Perry County Development Corporation, Larry Ordner-Congressman Larry Bucshon's office and Lisa Gehlhausen and Sarah Kinder of the Commission were also in attendance.

APPROVAL OF MINUTES AND AGENDA

Chair Timberlake presented the minutes from the Full Board meeting held October 25, 2016. Mike Ellis made a motion to approve the minutes and Rudy Freeman seconded the motion and motion carried.

AGENDA: ADDITIONAL BUSINESS

Chair Timberlake called for additional agenda items. EDA Supplemental Funding, Jasper Code contract, Resolution #2017-04 and Resolution #2017-05 were added to the agenda.

TREASURER'S REPORT

Treasurer Beverly Schulthise reported as of January 24th receipts were \$4.22 and disbursements were \$27,546.46. The actual cash balance is \$720,082.07. The aging schedule total is \$56,509.65. There are two 12-month CD's totaling \$500,000.00 and a 24-month CD totaling \$9,795.00. The restricted savings has a balance of \$318.99. Bill Byrd made a motion to approve the Treasurer's Report pending audit, Charmian Klem seconded the motion and motion carried.

SPEAKER

Anthony Kirkland and Craig McGowan from USDA discussed the objectives from the Stronger Economies Together (SET) Plan and how they correlated to the USDA 6025 Program and USDA Rural Development Programs.

DIRECTOR'S REPORT

Chair Timberlake turned the meeting over to Lisa Gehlhausen for the Director's Report. Ms. Gehlhausen updated current projects as follows:

- The staff updated their project status reports for the Board to review, which were available at the sign-in table.
- Two internships Human Resource for Personnel Manual update and GIS Technician for traffic counts have been posted on the Commission website.
- The Commission also has a full-time GIS Technician position. An interview has occurred and we are in the process of contacting references.

NEW BUSINESS

- Discussion was held on a new requirement from the State Board of Accounts pertaining to Internal Controls. The Commission officers and staff must watch a webinar on the Indiana State government website and sign a certification stating they had done so. The original signed certifications are due by February 15th. They must then be uploaded through the Gateway system. Resolution #2017-03 was presented to the Board establishing Internal Controls and Resolution #2017-04 was presented stating threshold amounts of \$500 cash and \$2,000 non-cash material. Bill Byrd made a motion to group **Resolutions #2017-03 and 2017-04** into one vote, and seconded by Mike Ellis and motion carried. Morton Dale made a motion to approve both resolutions, Mike Haverstock seconded and motion carried.
- Election of Officers for 2017 – The Board gathered with their fellow county representatives to decide on a representative to serve as an Executive Committee member. The Executive Board consists of eleven members and meets monthly. The Full Board meets quarterly. If appointed to the Executive Board a copy of your Driver's License as well as additional information will be needed for banking information.
 - Charmian Klem made a motion to elect the **R. Whitney Timberlake as Chairperson** of the Commission, Mike Haverstock seconded the motion and motion carried.
 - Gay Ann Harney made a motion to elect **Al Logsdon as Vice-Chair** of the Commission, Don Wertman seconded and motion carried.

Full Board Meeting
January 24, 2017
Page 2

- Mike Ellis made a motion to elect **Beverly Schulthise Treasurer** of the Commission, Tara Damin seconded and motion carried.
- Whitney Timberlake made a motion to elect **Charmian Klem as Secretary** of the Commission, Mike Ellis seconded and motion carried.
- Mike Haverstock made a motion to elect **Bill Byrd** to the Executive Board to represent Crawford County, Morton Dale seconded the motion and motion carried.
- Charmian Klem made a motion to elect **Mike Ellis** to the Executive Board to represent Dubois County, Bev Schulthise seconded the motion and motion carried.
- Jim Springer made a motion to elect **Rudy Freeman** to the Executive Board to represent Orange County, Matt Henderson seconded the motion and motion carried.
- Calvin Cash made a motion to elect **Tara Damin** to the Executive Board to represent Perry County, Joe Hermann seconded the motion and motion carried.
- Brian Davis made a motion to elect **Fran Lewis** to the Executive Board to represent Pike County, Edwin Boyd seconded the motion and motion carried.
- Angie Fischer made a motion to elect **Gay Ann Harney** to the Executive Board to represent Spencer County, Don Wertman seconded the motion and motion carried.
- It was stated that the **Governor's Appointee** is automatically on the Executive Board.
- It was also noted that Al Logsdon will replace David Kress on the bank signature card as Vice-Chair.

Crawford County Revolving Loan Board appointments – Rudy Freeman made a motion to appoint **Mike Haverstock** and **Bill Byrd** to the Crawford County Revolving Loan Board. Whitney Timberlake seconded the motion and motion carried. **Lisa Gehlhausen** is automatically on this Board as Executive Director.

Comprehensive Economic Development Strategy (CEDS) Committee – Lisa Gehlhausen passed a sign-up sheet around the room for Board members to participate on the CEDS Committee. She asked that they also check the diverse categories that fit their service on the committee. This document prioritizes projects and fulfills a requirement of the Economic Development Agency directing the District. Ms. Gehlhausen also passed out project priority listings for each county to review and update. The updated lists will be included in the final CEDS report.

Meeting dates and times – Mike Ellis made a motion to set the Executive Board meetings on the 4th Tuesday of each month (except no meeting in December) at 6:30 pm and the Full Board meetings on the 4th Tuesday of January, April, August and October at 7:30 pm. Whitney Timberlake seconded the motion and motion carried.

Restricted Savings Account – Mike Ellis made a motion to transfer \$2,000 from checking into the restricted savings account for the future purchase of a vehicle. Bill Byrd seconded the motion and motion carried.

Approval to attend Conferences – Mike Ellis made a motion to group requests to attend AIM (IACT) Roundtable, NADO Conference-fall 2017, IARC Summit in Indianapolis-fall 2017 and IGIC Conference in Bloomington-spring 2017 into one motion. Rudy Freeman seconded and motion carried. Tara Damin made a motion to approve attendance to the four conferences. Mike Ellis seconded the motion and motion carried.

Resolutions for Approval

- Stronger Economies Together (SET) Final Report (Resolution 2017-01)
- Establishing newspapers for advertisements of public notices for calendar year 2017 (Resolution 2017-02)
- EDA Supplemental funds (Resolution 2017-05) – EDA made available to the Commission an additional \$34,744 in funds for a three year period. These funds will need to be matched with \$34,744. The additional funds will be used for personnel expenses. This resolution gives permission to send in the plan and match the funds. It was reported at the December Executive Board meeting that the amount could potentially be \$70,000 each year or \$210,000 over a three-year period. This was incorrect and a letter was received from EDA offering \$34,744 for a three-year period.

Don Wertman made a motion to lump the Resolutions 2017-01, 2017-02 and 2017-05 into one motion, Charmian Klem seconded the motion and motion carried. Charmian Klem made a motion to approve the **Resolutions 2017-01, 2017-02 and 2017-05**, Fran Lewis seconded the motion and motion carried.

**Full Board Meeting
January 24, 2017
Page 3**

Contracts for Approval

- Jasper Code Book; lump sum \$3,900 – Bev Schulthise made a motion to approve the Jasper Code contract, Charmian Klem seconded the motion and motion carried.

Addition item

USDA has offered the Commission \$5,000 to implement a regional element of the Stronger Economies Together plan. Purdue has offered to put together a regional housing plan for \$22,000. Indiana 15 could contribute the \$5,000 to help offset the cost of this plan. Ms. Gehlhausen asked the Board members to let her know of opportunities they are aware of for the additional \$17,000 needed to complete this regional housing plan.

ADJOURN

There being no further discussions or business to come before the Full Board, Chair Whitney Timberlake thanked everyone for their service and called for a motion to adjourn. Motion for adjournment was made by Calvin Cash, seconded by Mike Haverstock and motion carried. The meeting adjourned at 8:54 pm.

The next meeting will take place on April 25, 2017.

Respectfully submitted,

Charmian Klem, Secretary

CK/ct