

**Minutes of the October 25, 2016  
Executive Board Meeting of the  
Indiana 15 Regional Planning Commission**

**CALL TO ORDER**

Chair Whitney Timberlake welcomed the Executive Board members and called the meeting to order at 6:30 pm.

**ROLL CALL**

Secretary Charmian Klem performed roll call; eight members were present. Lisa Gehlhausen and Sarah Kinder of the Commission were also in attendance.

**APPROVAL OF MINUTES AND AGENDA**

Chair Timberlake presented the minutes from the Executive Board meeting held August 23, 2016. Mike Ellis made a motion to approve the minutes and Rudy Freeman seconded the motion. Motion carried.

**AGENDA: ADDITIONAL BUSINESS**

Chair Timberlake called for additional agenda items. There were no additional agenda items.

**TREASURER'S REPORT**

Financial Administrator Sarah Kinder reported as of October 25<sup>th</sup> receipts were \$42,601.05 and disbursements were \$12,249.82. The actual cash balance is \$762,772.26. The aging schedule total is \$10,784.40. 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 \$302.21. Mike Ellis made a motion to approve the Treasurer's Report pending audit, Charmian Klem seconded the motion and motion carried.

**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 has updated their project status reports for the Board to review.
- Indiana 15 RPC received a NADO Award at the San Antonio, Texas NADO Conference for the Tell City Workforce Development program. This program is through OCRA using HUD dollars and will serve a need of the manufacturers for a trained workforce. The program will serve 62 participants that must be Indiana residents serving 51% low-to-moderate income with Tell City Ivy Tech classes. Students that complete 140 hours of work ready training (safety, quality practices, measurement, processes and production, maintenance awareness, technology, advanced manufacturing, automation, mechanical systems, fluid power basics and fluid power systems) will receive a Southwest Indiana Manufacturing (SWIM or SWIM+) certificate.
- Indiana 15 RPC was notified that we will receive an IARC award on November 10<sup>th</sup> for services provided for the new INDOT Community Crossings LTAP program.

**OLD BUSINESS**

- State Board of Accounts will be onsite within the next two weeks for an audit briefing conference. The audit will be for years 2012-2015.

**NEW BUSINESS**

**Resolutions for Approval**

- Recommendation of Fiscal 2017 operating budget – After review of the Fiscal 2017 operating budget, the income is projected at \$529,146.00 and expenses at \$527,111.00. Bill Byrd made a motion to recommend the Fiscal 2017 operating budget to the Full Board for approval. Motion was seconded by Mike Ellis and motion carried. (Resolution 2016-17)
- Authorization of adjustments in 2017 staff salaries – After discussion of salaries, David Kress made a motion to recommend the adjustments in 2017 staff salaries to the Full Board for approval. Rudy Freeman seconded the motion and motion carried. (Resolution 2016-18)
- Establishing the Fiscal 2017 schedule of fees – Mike Ellis made a motion to recommend the 2017 Schedule of Fees to the Full Board for approval. Bill Byrd seconded the motion and motion carried. (Resolution 2016-19)

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Contracts for Approval

- Crawford County Revolving Loan Fund; Fee schedule, estimated at \$5,300.
- Crawford County RBEG; Fee schedule, estimated at \$2,500.00
- Rockport Planning; lump sum of \$3,500.00
- Jasper LWCF Environmental Review; lump sum of \$5,500.00
- Ferdinand LWCF Environmental Review; lump sum of \$5,500.00
- Astra Theater [Reapprove-Section 2] \$40,000.00
- Jasper LWCF Grant Administration; lump sum of \$3,500.00

Mike Ellis made a motion to group the contracts into one vote, Charmian Klem seconded the motion and motion carried. Greg Mangin made a motion to approve all contracts, Rudy Freeman seconded the motion and motion carried.

**ADJOURN**

There being no further discussions or business to come before the Executive Board, Chair Whitney Timberlake called for a motion to adjourn. Motion for adjournment was made by Bill Byrd, seconded by David Kress and motion carried. The meeting adjourned at 7:10 pm. The next meeting of the Executive Board will be the November 22, 2016 at 6:30 pm.

Respectfully submitted,

Charmian Klem, Secretary

CK/ct