

**Minutes of the April 25, 2017  
Full Board Meeting of the  
Indiana 15 Regional Planning Commission**

**CALL TO ORDER**

Chair Whitney Timberlake called the meeting to order at 7:30 pm. The Board recited the Pledge of Allegiance.

**ROLL CALL**

Vice-President Al Logsdon performed roll call; 25 members were present. Also present were Paul Lincks, Tim Hunt, Lisa Gehlhausen and Sarah Kinder of the Commission.

**APPROVAL OF MINUTES AND AGENDA**

Chair Timberlake presented the minutes from the Full Board meeting held January 24, 2017. 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. Commission Secretary reappointment, Contract-French Lick RLF Plan, 2020 Census, Resolution 2017-13 were added to the agenda.

**TREASURER'S REPORT**

Treasurer Beverly Schulthise reported as of March 28<sup>th</sup> receipts were \$15,157.54 and disbursements were \$13,843.14. The actual cash balance is \$739,127.88. The aging schedule total is \$45,481.89. 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 \$2,331.44. Bill Byrd made a motion to approve the Treasurer's Report pending audit, Mike Ellis seconded the motion and motion carried.

**SPEAKER**

Paul Lincks and Tim Hunt made a presentation on Quality Based and Open Selection.

**DIRECTOR'S REPORT**

Chair Timberlake asked Lisa Gehlhausen for the Director's Report. Ms. Gehlhausen stated that project status reports were available to Board members as they came into the meeting. These reports have been updated to reflect all projects the staff is currently working on.

**OLD BUSINESS**

Personnel Manual and Administrative Handbook – The Commission has a summer Human Resources intern-Cameron Mendel-starting May 8th to update the Personnel Manual and Administrative Handbook. Legislative changes and resolution updates will be incorporated into the handbook. Lisa Gehlhausen asked the Board for volunteers to serve on a committee to review the Personnel Manual draft this fall. Interested members were to let her know following the meeting.

**NEW BUSINESS**

- Commission Secretary - Lisa Gehlhausen reported that the Commission Secretary was not able to attend tonight's meeting. She also may not be able to attend future meetings for an undetermined period of time. Three options were recommended by the Executive Committee: 1) Charmian Klem could remain on the Executive Board with a Dubois County representative serving as Secretary; 2) a Full Board Member could replace Charmian Klem on the Executive Board as Secretary (Charmian would remain on the Full Board); or 3) Tara Damin has volunteered and could be appointed Secretary and another Perry County representative appointed to the Executive Board to fill her seat.

Chris Cail made a motion to appoint Tara Damin as Commission Secretary and appoint Tom Hauser as the Perry County representative to the Executive Committee. Beverly Schulthise seconded the motion and motion carried with Tara Damin abstaining.

- Census 2020 - Cities, Towns and Counties have started receiving information about the upcoming Census in 2020. You may be asked for local maps and other data. Please help promote this census. The Commission uses the census information for various projects.

## **Full Board Meeting**

**April 25, 2017**

**Page 2**

### **Resolutions for Approval**

- Authorize approval to close fiscal year 2016 deficit to fund balance (Resolution 2017-11) - Approval to close fiscal year 2016 deficit to fund balance (Resolution 2017-11). The State Board of Accounts recommends that each year be officially closed. This resolution will close fiscal year 2016 with a \$11,384.04 deficit. This is due mainly to overruns to the EDA planning grant while preparing the Stronger Economies Together plan.
- Authorizing approval to dispose office equipment (Resolution 2017-12) – The Commission is requesting permission to dispose of a Dell Laptop (Fixed Asset Number 317) due to being outdated.
- Authorizing the Commitment of Matching Funds for INDOT Rural Transportation Planning Grant (Resolution 2017-13) – The Commission was awarded \$43,702 and will match the award with \$10,193 in local funds. This grant is traffic counts in Dubois County.

Mike Ellis made a motion to lump the Resolutions 2017-11, 2017-12 and 2017-13 into one motion, Rudy Freeman seconded the motion and motion carried. Mike Ellis made a motion to approve the Resolutions 2017-11, 2017-12 and 2017-13, Rudy Freeman seconded the motion and motion carried.

### **Contracts for Approval**

- French Lick Revolving Loan Fund Plan update; lump sum \$3,000 – The French Lick Revolving Loan Fund Board has asked for assistance in updating their EDA RLF plan. Tara Damin made a motion to approve the French Lick RLF contract, Beverly Schulthise seconded the motion and motion carried.

### **Other**

- Appropriation budget for 2018 per capita fees based on amounts in Resolution 2016-08. The per capita dues total is \$56,509.65 (\$0.45 per person based on the 2010 Census), \$53,509.65 used for EDA and INDOT grant matching funds and \$3,000 for Board travel. Rudy Freeman made a motion to approve the per capita budget, Tara Damin seconded and motion carried.

### **ADJOURN**

There being no further discussions or business to come before the Full Board, Chair Whitney Timberlake called for a motion to adjourn. Motion for adjournment was made by Patricia Hahus, seconded by Fran Lewis and motion carried. The meeting adjourned at 8:35 pm.

The next meeting will take place on August 22, 2017.

Respectfully submitted,

Tara Damin, Secretary

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