

**Minutes of the January 23, 2018
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 Tara Damin performed roll call; twenty-nine members were present. Lisa Gehlhausen and Cheri Taylor of the Commission were also in attendance. The Board recited the Pledge of Allegiance.

APPROVAL OF MINUTES AND AGENDA

Chair Timberlake presented the minutes from the Full Board meeting held October 24, 2017. Don Wertman made a motion to approve the minutes. Chris Cail seconded the motion. Motion carried.

AGENDA: ADDITIONAL BUSINESS

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

TREASURER'S REPORT

Treasurer Beverly Schulthise stated that as of January 23rd receipts were \$12,783.33 and disbursements were \$35,704.97. The actual total cash balance is \$766,235.93. The aging schedule total is \$16,941.12. There is one 24-month CD totaling \$250,000.00, a 24-month CD totaling \$9,795.00 and an 18-month CD totaling \$250,000.00. The restricted savings has a balance of \$2,369.45. Bill Byrd 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 as follows:

- The staff has updated their project status reports for the Board to review.
- Three Indiana Office of Community and Rural Affairs Community Block Grant Fund applications are due February 9th. The applications to be submitted include: Marengo wastewater construction, Grandview water construction and Cannelton storm water improvements. There are two more OCRA funding rounds scheduled in 2018.
- Three Economic Development Administration (EDA) grants are underway. They are Perry County Port Authority-Port, Rail and Water; Entrepreneurship and Technology Center of Pike County; and Jasper waterline replacement.
- The Assistance to Firefighters grants through FEMA are due February 2nd.
- Indiana 15 RPC is hosting a Regional Academy training March 27-29 through Ball State University. The course will focus on understanding the purpose of regional planning organizations, mission, leadership roles, communication and outreach; and lasting partnerships. Ms. Gehlhausen encouraged Board members to consider attending this training and a registration link will be forwarded to the board members.
- The Commission has received four resumes for the Project Assistant position and nine for the Administrative Assistant position. The deadline for resumes is January 31st. The Project Assistant would attend training to become a certified grant writer. The Administrative Assistant will give general office assistance. She asked the Board to encourage anyone they know that would be a good candidate to apply for these positions.

OLD BUSINESS

- None to report.

NEW BUSINESS

- Election of Officers for 2018 –
 - Gay Ann Harney made a motion to elect the **Al Logsdon as Chairperson** of the Commission, Whitney Timberlake seconded the motion and motion carried.
 - Chris Cail made a motion to elect **Tara Damin as Vice-Chair** of the Commission, Whitney Timberlake seconded and motion carried.
 - Mike Ellis made a motion to elect **Beverly Schulthise as Treasurer** of the Commission, Don Wertman seconded and motion carried.
 - Tara Damin made a motion to elect **Charmian Klem as Secretary** of the Commission, Whitney Timberlake seconded and motion carried.

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- Ms. Gehlhausen informed the officers that a copy of their driver's license will be needed to update the banking records. She also reminded them of the Internal Control training requirement by the state.
- Election of County Appointments to the Executive Board – 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.
 - Crawford County elected Whitney Timberlake as their representative.
 - Dubois County elected Mike Ellis as their representative.
 - Orange County elected Rudy Freeman as their representative.
 - Perry County elected Tom Hauser as their representative.
 - Pike County elected Fran Lewis as their representative.
 - Spencer County elected Gay Ann Harney as their representative.
- Chris Cail made a motion to appoint the above representatives to the Executive Committee, Don Wertman seconded and motion carried.
- Crawford County Revolving Loan Fund (CCRLF) Board – Lisa Gehlhausen is a member of the CCRLF Board as Executive Director of Indiana 15 Regional Planning Commission. Morton Dale made a motion to appoint Bill Byrd to the CCRLF Board, Whitney Timberlake seconded and motion carried. Bill Byrd made a motion to appoint Mike Haverstock to the CCRLF Board, Whitney Timberlake seconded and motion carried.
- Comprehensive Economic Development Strategy (CEDS) committee members – Ms. Gehlhausen passed around the sign-up sheet for the CEDS committee. She asked that they check the diverse categories that fit their service on the committee. This committee will draft a document that 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 – Rudy Freeman made a motion to set the Executive Board meetings on the 4th Tuesday of each month (except no meeting in December unless needed) at 6:30 pm and the Full Board meetings on the 4th Tuesday of January, April, August and October at 7:30 pm. Mike Ellis seconded the motion and motion carried.
- Restricted Savings Account – Rudy Freeman made a motion to transfer \$2,000 from checking into the restricted savings account for the future purchase of a vehicle. Tom Hauser seconded the motion and motion carried.
- Approval to attend Conferences: AIM Roundtable, NADO Conference in North Carolina in October 2018, IARC Summit in Indianapolis in fall of 2018 and IGIC Conference in Fort Wayne in May 2018. Chris Cail made a motion to approve attendance to these conferences for appropriate staff, Don Wertman seconded and motion carried.

Resolutions for Approval:

- Adjustment in salary of staff (Resolution 2018-1) – This resolution includes a raise for Nathan Held, who has taken on additional duties. Patricia Hahus made a motion to approve Resolution 2018-1, Nick Hostetter seconded and motion carried.
- Establishing newspapers for advertisements of public notices for 2018 (Resolution 2018-2) – Mike Haverstock made a motion to approve Resolution 2018-2, Paul Lorey seconded and motion carried.
- Personnel Manual Administrative Procedures Handbook update (Resolution 2018-3) – Mike Ellis made a motion to approve the change of the Financial Administrator to a salaried position update to the handbook, Michael Johannes seconded and motion carried.

Contract for Approval:

- Rockport Historic Preservation (PF-16-107) – Michael Johannes made a motion to approve the Rockport contract, Chris Cail seconded and motion carried.

Good of the Order:

- Bill Byrd inquired if the checking funds needed to remain available for local match funds or could they be invested. After discussion, President Logsdon asked for a research of interest rates to invest some of the checking account funds in a certificate of deposit and bring information to the Executive Board on February 27 to discuss.

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ADJOURN

There being no further discussions or business to come before the Full Board, Chair Al Logsdon called for a motion to adjourn. Motion for adjournment was made by Fran Lewis, seconded by Todd Ruxer and motion carried. The meeting adjourned at 7:25 pm.

Respectfully submitted,

Charmian Klem

Charmian Klem, Secretary

CK/ct

