

**Minutes of the December 26, 2017  
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 Tara Damin performed roll call; nine members were present. Lisa Gehlhausen and Cheri Taylor of the Commission were also in attendance.

**PLEDGE/APPROVAL OF MINUTES AND AGENDA**

Chair Timberlake led the Board in the Pledge of Allegiance. He then presented the minutes from the Executive Board meeting held October 24, 2017. Al Logsdon made a motion to approve the minutes and Stephen Bartels seconded the motion. Motion carried.

**AGENDA: ADDITIONAL BUSINESS**

Chair Timberlake called for additional agenda items. None reported.

**TREASURER'S REPORT**

Treasurer Beverly Schulthise gave the Treasurer's Report. As of December 26<sup>th</sup> receipts were \$35,900.17 and disbursements were \$30,820.71. The actual total cash balance is \$789,146.45. The aging schedule total is \$9,282.95. There are one 24-month CD totaling \$250,000.00 and a 24-month CD totaling \$9,795.00 and an 18-month CD totaling \$250,000.00. The restricted savings has a balance of \$2,365.23. Bill Byrd made a motion to approve the Treasurer's Report pending audit, Mike Ellis 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:

- There are three grants in progress to be submitted for Round 3 by February 9<sup>th</sup>. Nathan is working on a Grandview water project and Cannelton stormwater project. I am working on a Marengo wastewater project. We also have two planning grants going in by the first of January – Birdseye Fire Station and Petersburg Comprehensive Plan.
- Ball State is planning a Regional Academy –Organizational Leadership Course to be held at Indiana 15 RPC offices. Two of these sessions are planned for Indiana, the north course in South Bend and the south one held at Indiana 15 in Ferdinand. The session will last three days – March 27-29, 2018 – Further details will be forthcoming. The course is custom designed for IARC, Economic Development Districts, and Regional Planning Commissions leadership and staff. Nathan, Cheri and I will be attending.
- Hasbrouck Consulting Services will be onsite in late January to assist with closing out 2017 financials, W-2 preparation, 1099 preparation. The cost of these services is in the 2018 budget.

**OLD BUSINESS**

- An application was submitted on November 13, 2017 to EPA for Brownfields clean-up funds. Notification of awards will be made in May of 2018. Ms. Gehlhausen reported that the Indiana Finance Authority reached out with potential funds for Phase I Assessments. Five properties were identified. Lisa is waiting to hear back from IFA.
- The annual Community Economic Development Strategy (CEDS) is due in April 2018. I will be seeking projects you would like to see accomplished in your respective communities and counties.
- Ms. Gehlhausen has a draft of the updated personnel manual. To bring the Manual to the Board for adoption in 2018 is a goal .

**NEW BUSINESS**

- 2018 Certificates of Appointments have been mailed. To date, 14 have been received. Ms. Gehlhausen asked those present to please check on their appointments to make sure they had been made and submitted.

## Executive Board Meeting

December 26, 2017

Page 2

- The newsletter was sent out in mid-December. Ms. Gehlhausen reviewed the return on investment with the Board.
- Ms. Gehlhausen stated that she would possibly be advertising for a summer intern soon.
- Ms. Gehlhausen notified the Board that Sarah Kinder had resigned from the position of Financial Administrator. Cheri Taylor is in training to replace her in the role, leaving the Project Assistant position vacant. She asked for permission to advertise for the Project Assistant position. Sarah's last day will be January 2<sup>nd</sup>. Sarah is planning to contract with the Commission for training. Stephen Bartels made a motion to approve the title change for Cheri Taylor from Project Assistant to Financial Administrator with the compensation change, Mike Ellis seconded and motion carried.
- Ms. Gehlhausen stated that the Commission has a need for an Administrative Assistant. This position is not in the 2018 budget, and would therefore require Full Board permission to be added. After discussion, the Board gave permission to advertise for the position ahead of the Full Board approval to be added. Gay Ann Harney made a motion to approve advertisement of the Administrative Assistant position, Rudy Freeman seconded and motion carried.
- Stephen Bartels made a motion to approve the advertisement for a Project Assistant, Bill Byrd seconded and motion carried.

### Contracts for Approval

- Ms. Sarah Kinder for training services with accounting assistance; \$35.00 per hour plus reimbursable expenses. Bill Byrd made a motion to approve the contract as outlined at the discretion of the Executive Director, Stephen Bartels seconded and motion carried.
- EDA Perry County Port (06-79-06091); sum of \$55,000.00
- EDA Pike County (06-79-06087); sum of \$50,000.00
- Dale Codification of Ordinances; sum of \$1,500.00
- Ferdinand LWCF; sum of \$3,500.00
- Crawford County Proctor House (PF-16-101); sum of \$36,000.00

Mike Ellis made a motion to group the EDA Pike County, Dale Codification of Ordinances, Ferdinand LWCF and Crawford County Proctor House contracts into one vote, Bill Byrd seconded the motion and motion carried. Mike Ellis made a motion to approve the above contracts, Bev Schulthise seconded the motion and motion carried. Rudy Freeman made a motion to approve the EDA Perry County Port contract, Bev Schulthise seconded and motion carried.

### Resolutions for Approval

- Resolution 2017-24 - Authorizing adjustment in salary of a staff position – Project Assistant to Financial Administrator. Stephen Bartels made a motion to adjust the salary per Resolution 2017-24, Mike Ellis seconded and motion carried.
- Resolution 2017-25 – Authorizing the change of the Financial Administrator position from an hourly to salaried. Mike Ellis made a motion to change the Financial Administrator position to salaried, Rudy Freeman seconded 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 Al Logsdon, seconded by Tara Damin and motion carried. The meeting adjourned at 7:15 pm. The Full Board will meet on January 23, 2018.

Respectfully submitted,



Tara Damin, Secretary

TD/sk