

Indianapolis Metropolitan Planning Organization
Executive Committee Meeting Minutes
August 28th, 2020
 9:00 a.m.
 Online / Phone

Committee Members Present

Andy Cook – City of Westfield	Eric Wathen – Hendricks County
Andrew Klinger – Town of Plainfield	Brian Jessen – Town of Brownsburg
Dan Parker – City of Indianapolis	Inez Evans - IndyGo

* = *Proxy*

Committee Members Absent

Mark Heribrandt – Hamilton County	Dennis Buckley – City of Beach Grove
Jason Taylor – City of Fishers	

Others Present

Anna Gremling – Indianapolis MPO	Sean Northup – Indianapolis MPO
Nick Badman – Indianapolis MPO	Danielle Gerlach – Indianapolis MPO
Kristyn Sanchez – Indianapolis MPO	Steve Cunningham – Indianapolis MPO
Jen Higginbotham – Indianapolis MPO	Ryan Wilhite - IndyGo
Rose Scovel – Indianapolis MPO	Robert Dirks – FHWA

1. WELCOME

Andy Cook called the meeting to order at 9:04 a.m. He welcomed the members and turned the meeting over to Anna Gremling. She then took roll call attendance.

ITEMS FOR APPROVAL**2. MINUTES FOR JULY 24TH, 2020 JOINT MEETING**

Anna Gremling asked if there were any changes to the proposed minutes. There were none.

Member	Result	Member	Result
Westfield	Approve	Plainfield	Approve
Hendricks County	Approve	Brownsburg	Approve
Indianapolis	-	IndyGo	Approve

Andrew Klinger moved to approve the July 24th Executive Committee Minutes as amended.
Inez Evans seconded the motion. A roll call vote was conducted.
 The July 24th Executive Committee Minutes were approved.
 MOTION PASSES.

3. APPROVAL OF CONTRACTS (RES. #20-EXEC-007)

Anna Gremling said four contracts require approval for both increased cost and time-only extensions. The first is \$14,000 for phase two with Profit One, the implementing agency for the IMPO's financial software. The next contract is a time-only extension for Crawford, Milly, and Tilley. Previously in boilerplate contracts, the director had the ability to extend contracts for six months if they were time-only extensions. That provision is not currently in the existing IMPO contract

boilerplate and **Gremling** would like to restore that ability. Next is a \$5,000 contract for Frost Brown Todd to provide legal services for the Regional Development Authority (RDA), paid entirely out of the RDA member dues. The final contract for approval is EcoInteractive Inc, which operates the IMPO MiTIP site. The proposed contract is a three-year service agreement with an optional fourth year. The IMPO will be evaluating their need for this project over the next few years with the new federal exchange agreement.

Ryan Wilhite asked where the State currently stands with EcoInteractive. He thought they were working to create a statewide site. **Gremling** said INDOT originally pursued a statewide site, but that was before EcoInteractive was bought out, so now the state is looking to develop their own system. **Wilhite** asked if the IMPO should consider transitioning to the state platform in the future. **Gremling** said the IMPO will consider it, however the State’s tools do not typically meet the organization’s needs, instead meeting the needs of the smaller MPOs in the state.

Member	Result	Member	Result
Westfield	Approve	Plainfield	Approve
Hendricks County	Approve	Brownsburg	Approve
Indianapolis	Approve	IndyGo	Approve

Dan Parker moved to approve Resolution 20-EXEC-007.
Andrew Klinger seconded the motion. A roll call vote was conducted.
 Resolution 20-EXEC-007 was approved.
 MOTION PASSES.

4. **TITLE VI (RES. #20-EXEC-006)**

Anna Gremling said the Transportation Policy Committee adopted a Title VI policy for the transportation planning portion of the IMPO at their previous meeting. The new organization needs to approve a new Title VI policy to cover all planning areas of the IMPO, not just transportation planning.

Member	Result	Member	Result
Westfield	Approve	Plainfield	Approve
Hendricks County	Approve	Brownsburg	Approve
Indianapolis	Approve	IndyGo	Approve

Andy Cook moved to approve Resolution 20-EXEC-006.
Brian Jessen seconded the motion. A roll call vote was conducted.
 Resolution 20-EXEC-006 was approved.
 MOTION PASSES.

STATUS REPORTS

5. **MONTHLY FINANCIAL UPDATE**

Kristyn Sanchez said the IMPO submitted its first reimbursement invoice to INDOT under the new organization. The IMPO received that reimbursement quickly, within two weeks. That is the biggest difference from last month’s financial report. One expense that has been cut is a storage unit that the IMPO used to house equipment. This equipment has been moved to the office and the storage unit has been vacated.

Andrew Klinger asked if there were any concerns in terms of cash flow, just in terms of when revenues come in and when expenses go out. **Anna Gremling** said since the organization is reimbursable, they have the ability to submit for reimbursement from INDOT every two weeks. INDOT has deposited reimbursements in a timely manner, so from a cash flow standpoint she thinks the organization is in a good position. **Sanchez** said she agreed with **Gremling**. **Northup** said the IMPO will generally receive the local membership dues in the first couple of months of the year, so local cash on hand is typically three to five months of expenses. If there were several months in a row where the IMPO had heavy spending and did not receive any reimbursement from the State, that would put the IMPO in a tough financial position, but he does not see that happening.

Gremling said they are in the process of reconciling with the City of Indianapolis. The IMPO received \$1 million when they separated from the city and there are some expenses that the IMPO incurred while under the city in the first half of 2020. Eighty percent of these expenses are reimbursable from the federal government.

6. DIRECTORS REVIEW AND SALARY ADJUSTMENT

Sean Northup said the IMPO is in the process of adjusting salaries for staff. The executive director has the ability to adjust staff salaries through the Unified Planning Work Program and budget process. However, only the Executive Committee can hire, fire, and adjust the Executive Director's salary. Staff are proposing a director review process that is coordinated by the Executive Committee Board Chair at the end of their 2-year term, or as determined by the Executive Committee, Chair, or Executive Director. A simple survey will be open to all Executive Committee members for two weeks. The Executive Committee Board Chair will compile survey results and meet with the Executive Director to deliver the review. The Chair will also provide written and verbal summary of review at an Executive Committee meeting, including commendations, corrective actions, compensation recommendations, and new goals.

The IMPO's compensation value proposition has taken major hits over the past decade, as talent competitors have increased both their salaries and fringe benefits. Retention and talent attraction are top priorities for the IMPO to support independence and expansion. Over the past five years, the IMPO has seen a 31% turnover rate, which is very high. There are data and modeling positions that have not been filled because compensation is not competitive. Two salary surveys have been completed over the past few years. Fourth Economy completed the IMPO's Strategic Plan and saw that staff were making 60%-70% of the average around the state based on GlassDoor surveys and phone interviews. Total Reward Solutions analyzed the complete compensation package, including salaries, benefits, and holidays. The Executive Director makes about 68% of what other similar positions are earning in Indiana. Total Reward Solutions recommendations included an Executive Director base salary of \$115,000, and staff recommended a review of the Executive Director in the fall of 2020, then again at the end of each chair's second year. The amended Executive Director review process will also be written into bylaws.

Andrew Klinger asked if the salary numbers shown in for comparison were for total compensation comparisons, or just salary alone. **Sean Northup** said those comparisons were salary-only, and staff can provide a total compensation analysis that shows IMPO's benefits equal to or less than all talent competitors.

Inez Evans asked how raises for both the Executive Director and IMPO staff would impact the IMPO's finances. **Northup** said the Executive Director currently has the power to adjust salaries, that increases were baked into the approved 2021 UPWP, and these increases in staff compensation will reduce consultant costs. **Klinger** said the committee needs to understand what the right range would be for the position and then determine where the Executive Director fits in that range. **Northup** explained the ranges that they saw and how they estimated the salary point for the Executive Director. He will send the Committee the IMPO's new salary bands.

Ryan Wilhite asked about how salaries for other MPO directors are tied to the number of planning areas their organizations oversee. **Northup** said that the directors with more disciplines typically have much higher salaries and the IMPO is at the beginning of that process of bringing in different planning areas.

Andy Cook said he thinks this is a very important, if not the most important role, that the Executive Committee will face within the next couple of years. Adequate compensation across the board for staff and the Executive Director is imperative. The region is taking on new independence, and a new funding process with the federal allocation swap, and LPAs will be depending on staff competencies now more than ever.

Northup said if there is an occasion where there is an issue with the Executive Director, a provision where the Executive Director, the Executive Committee, or the Board Chair could trigger a review.

Wilhite asked when these changes would be implemented. **Northup** said it could be the end of 2020 or sooner if the Executive Committee thinks that is appropriate. **Evans** said she thinks they should do it sooner, and asked if they have the right to call for a special meeting; IMPO staff were unsure. **Cook** said if the committee does not have that ability, they should.

Wilhite asked if the committee could retroactively increase the Executive Director's salary dating back to June 1st, 2020. **Rose Scovel** and **Kristyn Sanchez** said that it's possible but they will have to review how that works with the payroll and finance systems.

Evans asked what the committee's next steps would be. **Northup** said he can present a review of the total compensation package at the next meeting and they can go from there. **Cook** said that he wanted to get this moving along, so he agreed. **Northup** said he will work to get the comparisons and get a survey sent to **Cook** to perform the review.

7. DIRECTOR'S UPDATE

Anna Gemling provided an update on the CIRTA planning consolidation directive; she said there have been conversations with their leadership and a committee will be created to explore the issue further.

Time-only extensions for contracts will have the ability to be approved by the Executive Director so that the Executive Committee does not have to approve them.

Economic Statements of Interest are requested from all committee members. As the fiduciary, the Executive Committee needs to complete these forms for record-keeping purposes.

OTHER BUSINESS

8. OTHER ITEMS OF BUSINESS

Gremling brought up Executive Committee membership. The proposed district model for Executive Committee membership was presented to the Transportation Policy Committee to gauge their interest in moving to this membership model. After much discussion, the counties and excluded cities wanted to have their own seats if they were not elected to represent a district, but she also received a few emails asking why the IMPO wants to change the current election system.

Andrew Klinger said there is a good point that counties and municipalities have different interests and they want to make sure they have a seat on the committee. The proposed organization is mostly geographical, but he wanted to differentiate more between size rather than class. He understands that was the original intent of the current elections system, but that just is not true anymore since cities and towns have wide ranges in population. **Cook** said with everything going on with the transition, he does not believe this is something that really needs to be focused on. **Parker** asked what the justification was for looking into this. **Gremling** said it was requested when the new organization was writing bylaws for separation and **Klinger** requested that we examine the class-based system to see if we can move to a population based model. Other members of the committee expressed that they did not believe this was something they should worry about right now.

Andy Cook asked what the schedule was for a call for projects. **Anna Gremling** said there will not be a call for projects this fall because the IMPO needs to review what the process will be for a new call for projects procedure and requirements, after which a new call will be done. **Gremling** said she has told consultants that have asked about an estimated timeline that the IMPO may be doing a new call for projects next fall, but it could happen sooner.

9. ADJOURNMENT

Anna Gremling asked for a motion to adjourn the meeting.

Brian Jessen moved to adjourn the August 28th Executive Committee meeting.

Andrew Klinger seconded the motion.

The August 28th Transportation Policy Committee meeting was adjourned at 10:20 a.m.

MOTION PASSES.



Memo

To:

From:

Date:

Re: Resolution Bundle 20 -EXEC-009

Resolution Bundle 20 -EXEC-009 includes the following resolutions, which enable the Executive Director to enter into agreements with vendors for products and services as described:

A. KSM CONSULTING, LLC

- a. Brief description: Agreement for financial services for the IMPO
- b. Total Cost: \$23,246.35 with 80% federal funds (\$18,597.08) and 20% local match from membership dues (\$4,649.27)
- c. Term: extension to December 31, 2021.

B. INDIANA BICYCLE COALITION DBA/ BICYCLE INDIANA, INC.

- a. Brief description: Amendment 1 to provide a NO COST time extension due to cancellation of events because of CoVid 19 pandemic
- b. Term: extension to December 31, 2021
- c. All other provisions remain the same.

C. HNTB CORPORATION.

- a. Brief description: Amendment 1 to provide a NO COST time extension to the Central Indiana Transit Plan Study due to delays caused by CoVid 19 pandemic
- b. Term: extension to December 31, 2021
- c. All other provisions remain the same.

D. MATCHBOOK CREATIVE, INC

- a. Brief description- Amendment 1 to provide a NO COST time extension to the maintenance and hosting agreement for CIRDA online assets including Cirda.org.
- b. Term: extension to December 31, 2021.
- c. All other provisions remain the same.

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF
THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION
APPROVING CERTAIN ACTIONS**

Resolution Number 20-EXEC-009

WHEREAS, the Indianapolis Metropolitan Planning Organization (the “IMPO”) is charged with the responsibility of providing for the continuing, cooperative and comprehensive transportation planning process for the Indianapolis Metropolitan Planning Area (“Planning Area”); and

WHEREAS, the IMPO Executive Committee (“Executive Committee”), a committee of the IMPO, is the overseeing body for the IMPO, other than for transportation-related funding activities of the IMPO under applicable U.S. Department of Transportation regulations; and

WHEREAS, it is the desire of the Executive Committee to authorize and approve certain actions as further set forth in this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Executive Committee of the IMPO as follows:

SECTION 1: Approve and authorize the Executive Director to negotiate and enter into the contracts and agreements listed in Exhibit A attached hereto and incorporated by reference.

SECTION 2: That any prior action taken by the Executive Director or any staff necessary in connection with the item or items approved herein is hereby ratified and adopted as actions on behalf of the IMPO.

SECTION 3: That any officer, including but not limited to the Executive Director of the IMPO, and each of them, is authorized and empowered to take any and all action necessary and to execute all agreements, instruments and other documents, in such form and as each of such officer(s) considers necessary or desirable to effectuate the foregoing resolutions and to carry out the purposes thereof; the taking of any such action and execution of any such agreement, instrument or document to be conclusive evidence of the due authorization thereof by the Executive Committee of the IMPO.

SECTION 4: This Resolution shall be effective immediately upon its passage.

* * * * *

PASSED by the Executive Committee of the Indianapolis Metropolitan Planning Organization by a vote of ____ ayes and ____ nays this ____ day of _____, 2020.

Chair, Indianapolis MPO Executive Committee

Anna M. Gremling
Indianapolis MPO Executive Director

EXHIBIT A

CONTRACTS AND AGREEMENTS

KSM CONSULTING, LLC

To negotiate and execute an agreement with KSM Consulting, LLC, to provide financial services to the Indianapolis Metropolitan Planning Organization in the amount of \$23,246.35 utilizing 80% federal funds provided by the MPO (\$18,597.08) and 20% local match funds provided by MPO membership dues. (\$4,649.27) The term will extend to December 31, 2021.

INDIANA BICYCLE COALITION, DBA BICYCLE INDIANA, INC.

To negotiate and execute Amendment 1 with Indiana Bicycle Coalition, d/b/a Bicycle Indiana, Inc., to provide a no cost extension of time extending the term to December 31, 2021 on the Pedal and Park administration agreement. All other provisions of the agreement remain unchanged.

HNTB CORPORATION

To negotiate and execute Amendment 1 with HNTB Corporation, to provide a no cost extension of time extending the term to December 31, 2021 on the agreement for the Central Indiana Transit Plan Study. All other provisions of the agreement remain unchanged.

MATCHBOOK CREATIVE, INC

To negotiate and execute Amendment 1 with Matchbook Creative, Inc., to provide a no cost extension of time extending the term to December 31, 2021 on the agreement for maintenance and hosting for CIRDA online assets including Cirda.org. All other provisions of the agreement remain unchanged.

Indianapolis Metropolitan Planning Organization

Balance Sheet

Aug-Sep 2020

Financial Row	Amount
ASSETS	
Current Assets	
Bank	
1000 - Cash	\$809,111.62
Total Bank	\$809,111.62
Accounts Receivable	
1100 - Accounts Receivable	\$693,839.63
Total Accounts Receivable	\$693,839.63
Other Current Asset	
1400 - Other assets	\$7,569.18
Total Other Current Asset	\$7,569.18
Total Current Assets	\$1,510,520.43
Fixed Assets	
1600 - Fixed operating assets	\$77,135.12
1700 - Accum deprec - fixed operating assets	(\$30,303.09)
Total Fixed Assets	\$46,832.03
Total ASSETS	\$1,557,352.46
LIABILITIES & EQUITY	
Current Liabilities	
Other Current Liability	
2100 - Accrued liabilities	\$73,685.76
Total Other Current Liability	\$73,685.76
Total Current Liabilities	\$73,685.76
Equity	\$1,483,666.70
Total LIABILITIES & EQUITY	\$1,557,352.46

Indianapolis Metropolitan Planning Organization

Income Statement

Aug-Sep 2020

Financial Row	Amount
Ordinary Income/Expense	
Income	
4000 - Revenue from government grants	
4010 - Federal grants	\$327,269.98
Total - 4000 - Revenue from government grants	\$327,269.98
Total - Income	\$327,269.98
Gross Profit	\$327,269.98
Expense	
7200 - Salaries & related expenses	\$114,734.28
7500 - Contract service expenses	
7580 - Legal ads	\$109.42
Total - 7500 - Contract service expenses	\$109.42
8000 - Contractual consulting services	\$47,607.64
8100 - Nonpersonnel expenses	
8110 - Supplies	\$51.66
8120 - Contractual data services	\$51,974.72
8130 - Telephone & cell phone	\$2,800.00
8170 - Printing & copying	\$264.39
8180 - Books, subscriptions, references	\$276.38
Total - 8100 - Nonpersonnel expenses	\$55,367.15
8200 - Facility & equipment expenses	
8210 - Rent and other occupancy expense	\$197.60
8220 - Parking garage expense	\$850.00
Total - 8200 - Facility & equipment expenses	\$1,047.60
8300 - Travel expenses (lodging transportation and per diem)	
8310 - Mileage	\$87.40
8399 - Travel expenses - other	\$125.00
Total - 8300 - Travel expenses (lodging transportation and per diem)	\$212.40
Total - Expense	\$219,078.49
Net Ordinary Income	\$108,191.49
Other Income and Expenses	
Other Expense	
8500 - Other expenses	
8520 - Insurance - non-employee related	\$35,796.15
8540 - Bank Fees	\$411.56
8590 - Software licenses	\$16.30
Total - 8500 - Other expenses	\$36,224.01
Total - Other Expense	\$36,224.01
Net Other Income	(\$36,224.01)
Net Income	\$71,967.48

**A RESOLUTION OF THE EXECUTIVE COMMITTEE OF
THE INDIANAPOLIS METROPOLITAN PLANNING ORGANIZATION
APPROVING CERTAIN ACTIONS**

Resolution Number 2020-EXEC-010

WHEREAS, per Indianapolis Metropolitan Planning Organization (IMPO) bylaws, only the Executive Committee may hire, fire, or adjust the compensation of the IMPO Executive Director; and

WHEREAS, two independent total rewards compensation surveys have shown a significant disparity in salaries between IMPO staff and market rate compensation in comparable positions at other MPOs and within the state; and

WHEREAS, retention has become a very high-priority for the IMPO, the greatest compensation disparity within both surveys was at the Executive Director level, and adjusting the Executive Director's compensation is a pre-requisite for establishing competitive staff salaries; and

WHEREAS, the Executive Committee has affirmed their support of the Executive Director through a performance survey and Board Chair review; and

NOW, THEREFORE, BE IT RESOLVED, by the Executive Committee of the IMPO as follows:

SECTION 1: The IMPO Executive Committee hereby agrees to adjust the IMPO Executive Director's compensation in accordance with the Board Chair's recommendations at the September 25, 2020, Executive Committee meeting, to ratify all previous acts taken with respect to such designation, and to approve and execute any document or agreement necessary to accomplish the purposes of this resolution.

SECTION 2: That any prior action taken by the Executive Director or any staff necessary in connection with the items approved herein is hereby ratified and adopted as actions on behalf of the IMPO.

SECTION 3: That any officer, including but not limited to the Executive Director of the IMPO, and each of them, is authorized and empowered to execute all agreements, instruments and other documents, in such form and as each of such officer(s) considers necessary or desirable to effectuate the foregoing resolutions and to carry out the purposes thereof; the taking of any such action and execution of any such agreement, instrument or document to be conclusive evidence of the due authorization thereof by the Executive Committee of the IMPO.

SECTION 4: This Resolution shall be effective as of June 1, 2020.

* * * * *

PASSED by the Executive Committee of the Indianapolis Metropolitan Planning Organization by a vote of ____ ayes and ____ nays this ____ day of _____, 2020.

Chair, Indianapolis MPO Executive Committee

Anna M. Gremling
Indianapolis MPO Executive Director