

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

January 16, 2020

NIRPC Dune Room, Portage, Indiana

Members Present

Justin Kiel - Chair
Richard Hardaway
George Topoll
Bob Carnahan
Geof Benson
Diane Noll

Staff and Others Present

David Hollenbeck
Kathy Luther
Talaya Jones
Meredith Stilwell
Lisa Todd
Ty Warner

Call to Order

Richard Hardaway called the meeting to order at 8:08 am with the Pledge of Allegiance.

Approval of Minutes

The minutes of the November 21, 2019 meeting were approved as presented on motion by Bob Carnahan and second by Diane Noll.

Justin Kiel joined and began chairing the meeting.

Review of Financial Status – November 2019

Talaya Jones presented the November 2019 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 10/31/2019 was \$1,502,794.04 and ending balance for 11/30/2019 was \$1,381,858.57. The RLF account beginning balance from 10/31/2019 was \$169,269.98 and ending balance for 11/30/2019 was \$172,941.59.

Talaya presented the financial status report for November 2019. As of November 30, 2019, \$1,255,531 of the 2019 budget of \$1,450,597 in the Salary category has been expended. \$473,702 of the \$639,438 budgeted for the Fringe Benefits category has been expended. Talaya noted that the health insurance line item was overbudgeted for the 2019 budget year. \$248,099 of the \$274,989 budgeted for the Occupancy category has been expended and \$67,291 of the \$72,600 budgeted for the Maintenance category has been expended. For the Departmental category, it was noted that only \$7,958 of the \$61,265 budgeted for the Communications: Environmental Programs line has been expended due to December invoices not yet received. In addition, only \$223,214, of the \$479,311 budgeted for the Environmental Projects line within the Contractual category has been expended due to waiting on paperwork for a Brownfield procurement and invoicing from South Shore Clean Cities. \$53,658 of the \$64,200 budgeted for the Capital Outlays category has been expended. As of November 30, \$6,001,746 of the \$3,421,334 FY 2019 budget has been expended.

Talaya presented the year to date November 30 2019 expended by category chart. 50% of the expended budget was salaries and 19% fringe benefits.

Talaya presented the year to date November 2019 budget vs. actual revenue chart. 57% of revenue has come from state agencies, 21% from County appropriations and 18% from federal agencies. \$2,604,965 of the \$3,421,335 budgeted revenue for FY 2019 has been collected

Approval of Claims Register – November 2019

Talaya presented the November 2019 claims register totaling \$533,854.57 to the Committee for approval. After clarification regarding a check for \$61.00 for catering, which was paid for out of the Chicago Area Waterway System (CAWS) grant, on motion by Robert Carnahan and second by Richard Hardaway, the Committee approved the claims register.

Approval of Claims Register – December 2019

Talaya presented the December 2019 claims register totaling \$517,599.88 to the Committee for approval. On motion by Richard Hardaway and second by Diane Noll, the Committee approved the claims register.

Executive Director Contract – 2020 Addendum

An addendum to Ty Warner's Executive Director contract was presented to the Committee for a recommendation to the NIRPC Full Commission for approval. The addendum would allow for a 4.5% salary increase resulting in a 2020 calendar year salary of \$152,152.00, effective January 1, 2020. All other provisions of the current employment agreement shall remain in full force and effect unless and until subsequent written modification. After discussion, on motion by George Topoll and second by Richard Hardaway, the Committee approved to recommend the contract addendum to the NIRPC Full Commission for approval.

Budget Amendments for 2020 Budget

Talaya Jones presented two proposed 2020 budget amendments to the 2020 budget. The first amendment would add new revenue of \$50,000 from Arcellor Mittal. The revenue is for the partnership between NIRPC, One Region and Indiana Dunes National Park to advance the Marquette Greenway project. \$40k will be added to Departmental Expenses: Communication Environmental Programs; \$3,610 to Salary, and \$6,390.00 to Fringe Benefits. The second amendment would transfer \$9,499 from Health Insurance to Salary to cover potential salary increase. On motion by Diane Noll and second by George Topoll, the presented budget amendments were approved.

FTA Procurement Manual Update

Resolution 20-01 adopting the "FITA Procurement Procedures Manual" was presented to the Committee for recommendation to the NIRPC Full Commission for adoption. The last manual was approved in June of 2012 and this manual incorporates updates to FTA Circular 4220.1F and would be the official policy and procedures to be followed by the Commission and its designated subrecipients. On motion by George Topoll and second Hardaway, the Committee approved to recommend Resolution 20-01, adopting the "FTA Procurement Procedures Manual" to the NIRPC Full Commission for adoption.

Procurement Recommendation

Lisa Todd presented Procurement #19-34 for Architectural Services to the Committee. The procurement is to approve Lake County Community Services to purchase a door for their transit operations center, for an amount not to exceed \$16,000. 80% will be funded out of a Federal Transit Administration grant and 20% local share from Lake County Community Services. On motion by Bob Carnahan and second by Richard Hardaway, the Committee approved the procurement recommendation.

Finance and Personnel Committee Meeting Calendar for 2020

Talaya Jones presented the proposed 2020 meeting dates for the Finance and Personnel Committee. On motion by George Topoll and second by Richard Hardaway, the committee approved the 2020 meeting dates.

Other NIRPC Business

Meredith Stilwell presented a proposed handbook change. Current handbook language allows for staff to work certain holidays, referred to as alternate holidays, when the office is closed and use those hours to take off other days at a later time. The proposed change eliminates the option to work on holidays when the office is closed. On motion by George Topoll and second by Richard Hardaway, the Committee approved the NIRPC handbook change.

It was noted by Justin Kiel, that as the Finance and Personnel Committee, he would like to see the personnel aspect of the agency discussed more at the meetings.

Adjournment

There being no further business the meeting adjourned at 8:51 a.m.