

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
October 15, 2020 / Google Meet Virtual Meeting – 8:00 a.m.

Members Present

Richard Hardaway, Justin Kiel, George Topoll

Staff and Others Present

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

Call to Order

Richard Hardaway called the meeting to order with the Pledge of Allegiance.

Approval of Minutes

The minutes of the September 17, 2020 meeting were presented. George Topoll made motion and Richard Hardaway seconded to approve the minutes. A roll call vote was taken with Richard Hardaway and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 2-0. Justin Kiel joined the meeting after the vote and also gave his vote in the affirmative and making the motion passing at 3-0.

Review of Financial Status – September 2020

Talaya Jones presented the September 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 9/1/2020 was \$1,582,046.34 with a closing balance of \$1,312,796.77 as of 9/30/2020. The RLF account beginning balance from 9/1/2020 was \$137,432.15 with a closing balance of \$142,024.84 as of 9/30/2020.

Talaya presented the financial status report for category expenditures year to date, September 2020. \$863,443 has been expended of the \$1,293,260 Salaries budget. \$358,747 has been expended of the \$509,690 Fringe Benefits budget. \$204,040 has been expended of the \$280,297 Occupancy budget. \$44,729 has been expended of the \$78,840 Maintenance budget. \$91,855 has been expended of the \$196,750 Departmental budget. \$286,492 has been expended of the \$884,465 Contractual budget. \$6,736 has been expended of the \$100,000 Capital Outlays budget. Total General Fund expenditures totaled \$1,856,042 of the \$3,343,302 budgeted. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$2,216,483 has been expended of the \$2,440,988 Transit Capital Fund budget. Year to date, all categories are under budget, with total expenditures of \$5,697,701 of the \$10,258,326 budgeted, \$4,560,625 under budget.

Talaya presented the year to date September 2020 expended by category chart. 47% of the expended budget was salaries, 19% fringe benefits, 16% contractual, 11% occupancy, 5% departmental and 2% maintenance.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual expenditures year to date, September 2020. Per the State Board of Accounts, the CARES Act and general funds must be reported separately. \$92,504 of the \$236,733 has been expended of the Salaries budget. \$0 of \$5,000 contractual, RLF Services, budget has been expended. \$103 of the \$25,000 departmental, PPE Supplies, budget has been expended. Talaya noted funds have been expended in the PPE Supplies budget, but they are still reflected in the general funds supply budget and have not been transferred yet. \$2,160 of the \$165,000 Capital Outlays, Furniture and Equipment, budget has been expended. Total NIRPC CARES Fund Expenditures of \$94,766 had been expended from the \$431,733 budget. \$0 of the \$583,000 CARES Revolving Loan Fund budget has been expended. \$6,437 of the \$1,219,972 CARES Transit Capital Fund budget has been expended. \$1,092,610 of the \$4,314,322 CARES Agency Fund has been expended. Total expenditures were \$1,193,813 of the \$6,549,027 budgeted.

Talaya presented the year to date September 2020 budget vs. actual revenue report. \$366,669 of the \$540,271 county appropriations budget has been collected. \$189,246 of the \$539,733 federal agencies budget has been collected. \$1,233,857 of the \$1,935,395 state agencies budget has been collected. \$24,224 of the \$44,694 local agencies budget has been collected. \$11,051 of the \$135,318 non-governmental funds budget has been collected. \$13,288 of the \$70,000 Economic Development District

budget has been collected. \$6,788 of the \$9,682 interest income budget has been collected. All categories are currently under collected. George Topoll questioned the under collection in the categories and Talaya explained that it is the end of the quarter and reporting has to be submitted for reimbursement.

Talaya presented the year to date revenue by funding source chart as of September 30. 67% of collected revenue has been from state agencies, 20% from county appropriations, 10% from federal agencies, 1% from local agencies, 1% from Economic Development District, and 1% from interest income.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual revenue year to date, September 2020. All revenue is federal and is classified as Economic Development District or FTA. \$202,943 has been collected of the \$604,229 total CARES Act revenue budget.

Approval of Claims Register – September 2020

Talaya informed the committee that there are two registers to approve due to the specifications from the State Board of Accounts that CARES Act expenditures must be separate. Talaya first presented the September 2020 regular claims register totaling \$680,762.96 to the Committee for approval. George Topoll made motion and Justin Kiel seconded to approve the September 2020 claims register. A roll call vote was taken with Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 3-0. The CARES Act expenditures register of claims was totaling \$5,617.92 was then presented for approval. George Topoll made motion and Justin Kiel seconded to approve the September 2020 claims register. A roll call vote was taken with Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 3-0.

Budget Amendment #4

Talaya presented 2020 budget amendment #4 to the committee for approval. The amendment is a transfer of \$47,000 between Environmental Projects and Audit and Accounting within the contractual category. George Topoll made motion and Justin Kiel seconded to approve the September 2020 claims register. A roll call vote was taken with Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 3-0.

FY2021 NIRPC Preliminary Budget

Talaya presented the 2021 preliminary budget. She explained the budget includes CARES act funds and PL carryover and there will be an increase and change before the final budget is brought before the Committee at the November meeting.

Personnel updates

Meredith Stilwell reported interviews were held for the Economic Development Specialist and Communication Specialist positions and NIRPC staff continues to work a staggered in-office and remote schedule, with the entire office working remotely on Fridays. Ty reminded the Committee the 2 positions interviewed for are CARES Act funded, EDA positions which are temporary and last until July 2022. Everything appears to be set to make offers to candidates and both positions should be filled shortly, dependent upon candidate availability. After that, the focus will be on the three remaining openings for Director of Transportation, Transit Planner, and Programming and Grant Assistant. Ty indicated he was thankful staff for helping make the staggered scheduling work and indicated he is not planning to deviate from that anytime real soon.

Other Business

None.

Adjournment

There being no further business, the meeting was adjourned.