

NORTHWESTERN INDIANA REGIONAL PLANNING  
COMMISSION FINANCE AND PERSONNEL COMMITTEE  
November 19, 2020 / Zoom Virtual Meeting – 8:00 a.m.

Members Present

Richard Hardaway, Jan Bapst, Bob Carnahan, Justin Kiel, George Topoll, John Yelkich

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 October 15, 2020 meeting were presented. Jan Bapst made motion and George Topoll seconded to approve the minutes.

Review of Financial Status – October 2020

Talaya Jones presented the October 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 10/1/2020 was \$1,312,796.77 with a closing balance of \$1,048,472.95 as of 10/31/2020. The RLF account beginning balance from 9/1/2020 was \$142,024.84 with a closing balance of \$149,906.07 as of 10/31/2020.

Talaya presented the financial status report for category expenditures year to date, October 2020. \$1,017,467 has been expended of the \$1,293,260 Salaries budget. \$395,592 has been expended of the \$509,690 Fringe Benefits budget. \$226,287 has been expended of the \$280,297 Occupancy budget. \$55,264 has been expended of the \$78,840 Maintenance budget. \$77,964 has been expended of the \$196,750 Departmental budget. \$339,077 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 \$2,118,387 of the \$3,343,302 budgeted. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$2,614,854 has been expended of the \$2,440,988 Transit Capital Fund budget. Year to date, total expenditures of \$6,358,418 of the \$10,258,326 budgeted, \$3,899,908 under budget.

Talaya presented the year-to-date October 2020 expended by category chart. 48% of the expended budget was salaries, 19% fringe benefits, 16% contractual, 11% occupancy, 4% departmental and 2% maintenance.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual expenditures year to date, October 2020. Per the State Board of Accounts, the CARES Act and general funds must be reported separately. \$47,819 of the \$236,733 has been expended of the Salaries budget. \$0 of \$5,000 contractual, RLF Services budget has been expended. \$15,532 of the \$25,000 departmental, PPE Supplies, budget has been expended. \$2,160 of the \$165,000 Capital Outlays, Furniture and Equipment, budget has been expended. Total NIRPC CARES Fund Expenditures of \$65,511 had been expended from the \$431,733 budget. \$0 of the \$583,000 CARES Revolving Loan Fund budget has been expended. \$30,825 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 \$1,188,946 of the \$6,549,027 budgeted.

Talaya presented the year-to-date October 2020 budget vs. actual revenue report. \$366,669 of the \$540,271 county appropriations budget has been collected. \$184,337 of the \$539,733 federal agencies budget has been collected. \$1,337,675 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. \$8,391 of the \$9,682 interest income budget has been collected.

Talaya presented the year-to-date revenue by funding source chart as of October 31. 69% of collected revenue has been from state agencies, 19% from county appropriations, 9% 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, October 2020. All revenue is federal and is classified as Economic Development District or FTA. \$172,446 has been collected of the \$604,229 total CARES Act revenue budget. The State quarterly reimbursement has not been received yet and some money collected is not recognized yet because the programs have not started yet.

#### Approval of Claims Register – October 2020

Talaya first presented the October 2020 regular claims register totaling \$611,057.94 to the Committee for approval. Bob Carnahan made motion and Jan Bapst seconded to approve the October 2020 regular claims register. A roll call vote was taken with Jan Bapst, Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 5-0. The CARES Act expenditures register of claims totaling \$25,171.25 was then presented for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the October 2020 CARES Act claims register. A roll call vote was taken with Jan Bapst, Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 5-0.

#### Executive Director Contract – 2021 Employee Agreement Addendum

This agreement was signed in 2018 and provides that Ty meets with the NIRPC chair for a review of performance and expectation of goals, with the Chairman then making a recommendation for salary for each calendar year. The recommended increase for 2021 is 3%. NIRPC is incorporating a 3% increase for all employees for 2021 as well. This addendum, which only addresses compensation, to be extended into the third and final contract year must go before the NIRPC Full Commission to be approved upon recommendation from the Finance and Personnel Committee. Justin Kiel questioned if last year's increase was 3% and it was noted that it was 4.5%. Jan Bapst made motion and Justin Kiel seconded to recommend the addendum to the Executive Director Contract for a salary increase of 3% for 2021 to the NIRPC Full Commission for approval. A roll call vote was taken with Jan Bapst, Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 5-0.

#### NIRPC Budget – Calendar Year 2021 – NIRPC Resolution #20-29

Talaya presented and explained the finalized 2021 budget, noting changes from the preliminary budget presented at the September 2020 meeting. When the budget for CY 2021 CARES ACT 2020 Transit Capital Projects Fund, which are 100% funds, with no match, was presented Jan Bapst questioned why the City of Gary was not on the list and it was explained that GPTC and Michigan City are direct recipients and are not NIRPC subrecipients. Justin Kiel asked how the capital projects fit into CARES ACT funds and Ty Warner explained that the FTA rationale was that transit would be hit hard overall and did not restrict the expenditure of the funds. Jan Bapst made motion and Justin Kiel seconded to approve the budget as presented with recommendation to the NIRPC Full Commission for approval. A roll call vote was taken with Jan Bapst, Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 5-0.

#### Vehicle Disposition Sales

Lisa Todd presented information regarding 2 vehicles disposition sales, one held at NIRPC on November 18 and one to be held at East Chicago Transit on November 19. The vehicles have met what is considered their useful life by FTA requirements in number of miles or years. The sales were both advertised. All 14 vehicles at the sales located at NIRPC were sold and the bid opening was livestreamed and recorded.

#### Personnel updates

Meredith Stilwell reported that the 2 open EDA CARES ACT funded positions for a Communications Specialist and Economic Development Specialist have been filled. The new Communications Specialist, Lucas Ecklund-Baker, started November 9 and the new Economic Development Specialist, Denarie Kane, will be starting on November 23.

#### Other Business

Bob Carnahan reported that Cedar Lake purchased 5 ultraviolet sanitizers with CRES ACT money. They were \$3,500 each and can be set for a timing period to sanitize rooms.

Adjournment

There being no further business, the meeting was adjourned.