

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

November 21, 2019

NIRPC Dune Room, Portage, Indiana

Members Present

Justin Kiel - Chair
Dave Shafer
George Topoll
Jane Jordan
Jan Bapst
Bob Carnahan
Richard Hardaway

Staff and Others Present

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

Call to Order

Justin Kiel called the meeting to order at 8:06 am with the Pledge of Allegiance.

Approval of Minutes

The minutes of the October 17, 2019 meeting were approved as presented on motion by Jan Bapst and second by Dave Shafer.

Justin noted that the title of the Committee is Finance and Personnel and requested to start the meeting with an update on NIRPC personnel. Ty Warner reported that Trey Wadsworth, NIRPC's Director of Transportation, accepted a position in Detroit Michigan and has left NIRPC's employ. It is unclear yet if that position will be filled in the same manner as before and is still being determined. Three other positions are currently open and have been posted. Two are replacement positions, an administrative assistant and accountant, and one is a newly created position, a programming and grant assistant who will be assist with the Transportation Improvement Program and FTA grants.

Review of Financial Status – October 2019

Talaya Jones presented the October 2019 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The RLF account beginning balance from 9/30/2019 was \$166,074.50 and ending balance for 10/31/2019 was \$169,269.98. The general account beginning balance from 9/30/2019 was \$1,194,964.16 and ending balance was \$1,479,641.29

Talaya presented the financial status report for October 2019. Salaries and fringe benefits are under budget due to vacant positions. With the exception of the Maintenance category, which is over budget \$3,238, all categories are under budget. The Transportation communications line item is over budget due to the additional GIS training am employee received, but it will even out at the end of the year. The Allocated Functions communications line item is currently over budget due to increased training and travel expenses related to Economic Development District training. The Environmental Projects contractual line item remains under budget, but \$63,935 will be expended in December for an invoice from South Shore Clean Cities for their work on the CMAQ Air Quality education program. Total General Fund expenditures through October 31, 2019 were \$474,869, with 31% of the budget remaining.

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

Talaya presented the year to date September 2019 budget vs. actual revenue chart. The federal agencies line is under budget due to an employee being recategorized from State to Federal, and anticipated Brownfield revenue not yet collected. State agencies is under budget due to uncollected PL funds for vacant positions. Local agency revenue is under budget due uncollected revenue from the Kankakee River Basin and Yellow River Basin Development Commission and local water district.

Approval of Claims Register – October 2019

Talaya presented the October 2019 claims register to the Committee for approval. As there were no questions, on motion by Robert Carnahan and second by Dave Shafer, the Committee approved the claims register.

CY 2020 Budget

The calendar year 2020 budget was included in the packet for commissioner review. The budget was the same as presented at the October F & P meeting and was recommended to the NIRPC Full Commission for approval at the meeting.

Budget Amendment

Talaya Jones presented two proposed 2019 budget amendments within the contractual category. The first, would transfer \$9000 from the Commission/Executive Director line to the Commission/Allocated Functions line to cover travel and training expenses related to the Economic Development District. The second, would transfer \$500 from Board Development to Audit and Accounting cover a temp for the Kankakee River Basin and Yellow River Basin Development Commission Quickbooks startup. On motion by Richard Hardaway and second by George Topoll, the budget amendment was approved.

Other NIRPC Business – Long Term Results of the LaPorte Revolving Loan Fund

The Loan Fund is only for LaPorte County and was started with a \$700k Economic Development Administration (EDA) grant, with a \$260k match provided by the City and County of LaPorte. NIRPC has managed the Fund since 1987 and in that time 64 loans have been granted for a total of \$3.9 million. The loans granted have created 85 jobs and retained 215. Two-thirds of the loans have been repaid. There are currently 6 active loans and 1 delinquent. Attorney Hollenbeck clarified that the Revolving Loan Fund is a loan source of last resort and is meant for individuals who cannot obtain loans the conventional way. If loans are collected on at a 100% rate, it appears that money is not being loaned to the right people. Kathy Luther noted that NIRPC has not been able to staff this program well and adds to the need for increased local share. She indicated a desire to look into other grants and loans to expand and allow for more economic development for all three counties in the region. Kathy presented the Revolving Loan Fund Financial Report for the reporting end date of June 30, 2019. The financial report must be completed and submitted to the Economic Development Administration semi-annually and will be presented to the Finance & Personnel Committee each time it is submitted.

Adjournment

There being no further business the meeting adjourned at 8:58 a.m.