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## FINANCE AND PERSONNEL COMMITTEE

Meeting Agenda (amended)  
Thursday, December 16, 2021 – 9:00 a.m.

ZOOM Virtual Meeting

<https://us06web.zoom.us/j/83413059349?pwd=R1hVWDVDZVowa256MEZLekJoQ2hOUT09>

1. Call to Order
2. Meeting Minutes of November 18, 2021\* Pages 1-2  
*ACTION REQUESTED: Approval*
3. NIRPC FY 2022 Preliminary Budget Pages TBD
4. Other Business
5. Adjournment

The next meeting is scheduled for January 20, 2022 at 8:00 a.m.

\*These minutes include the record of special meetings held November 5 & 12.

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION FINANCE AND PERSONNEL  
COMMITTEE

November 18, 2021 / Zoom Virtual Meeting – 8:00 a.m.

Members Present

Denise Ebert, Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll

Staff and Others Present

Talaya Jones, Kathy Luther, Lisa Todd, Meredith Stilwell, Stephanie Kuziela, Scott Weber, Matthew Paskash, Bryan Blazak, David Hollenbeck,

Call to Order

Chairman Stinson called the meeting to order.

Approval of Minutes

The minutes of the October 21, 2021 meeting were presented. Justin Kiel made motion and George Topoll seconded to approve the minutes. A roll call vote was taken with Justin Kiel, Greg Stinson and George Topoll. Motion passed 3-0.

Special Budget Meetings

The Finance & Personnel committee met virtually in special meetings for informational purposes on November 5 and 12 to discuss the preparation of the 2022 NIRPC Budget. In attendance at these meetings were Commissioners Greg Stinson-Chair, George Topoll, Justin Kiel, Wendy Mis, and Geof Benson. Staff present were Chief Financial Officer Talaya Jones, Chief of Staff/Director of Environmental Programs Kathy Luther, and Attorney Dave Hollenbeck.

Review of Financial Status – October 2021 Budget vs Actual

Talaya Jones presented the October 2021 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account.

Talaya Jones presented the October 2021 general fund financial reports. There were no significant changes in budget to actual expenditures. Environmental programs promotional expenses are currently over budget, but some of the expenses will be recategorized to contractual. Total expenditures for the period ending October 31, 2021, were \$3,618,110 of the \$11,981,765 budgeted. Total general fund revenue for the period was \$1,692,421 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date October 2021. Total NIRPC CARES fund expenditures for the period ending October 31, 2021, was \$2,550,812 of the \$4,717,013 budgeted. Total CARES revenue collected for the period is \$2,643,079 of the \$4,307,009 budgeted.

Approval of Claims Registers – October 2021

Talaya presented the October 2021 General Fund claims register totaling \$356,069.52 to the Committee for approval. Richard Hardaway made motion and George Topoll seconded to approve the October 2021 General Fund claims register. A roll call vote was taken with Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll voting in the affirmative. Motion passed 4-0. The CARES Act expenditures register of claims totaling \$1,562.99. was presented for approval. Richard Hardaway made motion and Justin Kiel seconded to approve the October 2021 CARES Act claims register. A roll call vote was taken with Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll voting in the affirmative. Motion passed 4-0.

### Procurement Recommendations

Lisa Todd presented three procurements. Procurement #22-01.01: One BOC replacement vehicle for Opportunity Enterprises for \$82,000, not to exceed \$65,600.00 in federal funds. Procurement #22-01.02: Two BOC replacement vehicles for Porter County Aging Community Services, not to exceed \$104,000.00 in federal funds. Procurement #22-01.03: Two BOC vehicle replacements for \$140,000.00, not to exceed \$112,000.00 in federal funds. Justin Kiel made motion and Richard Hardaway seconded to approve the procurement recommendations to be forwarded to the NIRPC Commission for approval. A roll call vote was taken with Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll voting in the affirmative. Motion passed 4-0.

### NIRPC Resolution 21-21: Authorizing the submittal of the Economic Development Administration FY 2022 Partnership Planning Grant Application to Administer the Economic Development District

As resolution was passed in 2020 for this grant and the Economic Development Administration has stipulated that a resolution needs to be approved by the NIRPC Commission each year for the submittal for the Partnership Planning Grant to administer the Economic Development District. This grant is a 50/50 split for a total of \$140,000.00. Justin Kiel made motion and Richard Hardaway seconded a favorable recommendation of NIRPC Resolution 21-21 to the NIRPC Commission for approval. A roll call vote was taken with Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll voting in the affirmative. Motion passed 4-0.

### NIRPC Resolution 21-22: Extending the current Executive Director Employment Agreement

David Hollenbeck reported that he, George Topoll, and Justin Kiel evaluated Ty and recommended a renewal or extension. Since the 2022 budget has not yet been finalized, Ty's salary figure could not be finalized at this time. They concluded the best approach would be to present resolution 21-22 to extend the contract for Full Commission approval in the interim until final budget calculations are in place, which will hopefully be in January and at which time the contract renewal could be finalized. George Topoll made motion and Richard Hardaway seconded a favorable recommendation of NIRPC Resolution 21-22 to the NIRPC Commission for approval. A roll call vote was taken with Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll voting in the affirmative. Motion passed 4-0.

### Geosyntec Consultants Inc. Contract for Technical Green Infrastructure Guidelines for Transportation Projects

Kathy Luther presented the Geosyntec Consultants contract which will commence on November 30, 2021, with guidelines completed by May 31, 2022. All goods and services will be provided by the contractor at a cost not to exceed \$58,000.00. Richard Hardaway made motion and Justin Kiel seconded a favorable recommendation of the Geosyntec Consultants contract to the NIRPC Commission for approval. A roll call vote was taken with Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll voting in the affirmative. Motion passed 4-0.

### Cambridge Systematics, Inc. contract for Travel Demand Model Project

Scott Weber presented the Cambridge Systematics, Inc. contract which is for an update to NIRPC's travel demand model. The last update was a little over 20 years ago and has been managed in-house since the last update. The contract is for \$149,862.00. Richard Hardaway made motion and Justin Kiel seconded a favorable recommendation of the Geosyntec Consultants contract to the NIRPC Commission for approval. A roll call vote was taken with Richard Hardaway, Justin Kiel, Greg Stinson, George Topoll voting in the affirmative. Motion passed 4-0.

### Personnel updates

Meredith Stilwell reported that the revised Programming and Grant Assistant position and Natural Resource Planner positions will be posted soon.

### Other Business

A special F&P meeting to discuss the budget is to be held December 16<sup>th</sup> at 9:00 a.m.

David Hollenbeck indicated a definitive legal conclusion had not yet been reached regarding the ability of NIRPC to have hybrid meetings.

### Adjournment

There being no further business, the meeting was adjourned.