

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

February 20, 2020

NIRPC Dune Room, Portage, Indiana

Members Present

Richard Hardaway - Chair
Justin Kiel
George Topoll
Bob Carnahan

Staff and Others Present

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

Call to Order

Richard Hardaway called the meeting to order at 8:33 am with the Pledge of Allegiance.

Approval of Minutes

The minutes of the January 16, 2020 meeting were approved as presented on motion by Bob Carnahan and second by George Topoll.

Review of Financial Status – January 2020

Talaya Jones presented the January 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 1/1/2020 was \$1,619,634.84 and ending balance for 1/31/2020 was \$1,566,148.23. The RLF account beginning balance from 1/1/2020 was \$113,012.37 and ending balance for 1/31/2020 was \$116,979.62.

Talaya presented the financial status report for January 2020. As of January 31, 2020, \$111,471 in salaries and \$52,500 in fringe benefits was expended, as well as \$4,741 in maintenance, \$12,197 in departmental and \$11,810 in contractual. Talaya noted that communications: transportation was over budget due to a software renewal and communications: allocation functions was over budget due to the purchase of a staff development training program subscription. Talaya also referenced the transit capital fund expenditure of \$1,682,521 which was for the purchase of four buses for East Chicago.

Talaya presented the year to date January 31, 2020 expended by category chart. 52% of the expended budget was salaries and 24% fringe benefits.

Talaya presented the year to date January 2020 budget vs. actual revenue chart. There is currently not a lot of activity due to the December 2019 closing and quarterly reports. More activity will transpire in February

Preliminary Report of Financial Status as of December 31, 2019

Talaya Jones presented the December 2019 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 12/31/2019 was \$1,381,858.57 and ending balance for 12/31/2019 was \$1,631,510.76. The RLF account beginning balance from 12/1/2019 was \$172,941.59 and ending balance for 12/31/2019 was \$113,012.37. \$65,000 was expended from the RLF account for a loan to Bare Bones Gastro Pub.

Talaya presented the preliminary financial status report for December 31, 2019. All categories were under 2019 budgeted figures. It was noted that contractual: environmental projects was under budget by a large amount due to getting contracts late. The money will be spent in 2020. Final figures will be presented to the Committee at the March 19, 2020 meeting.

Talaya presented the preliminary year to date December 31, 2019 expended by category chart. 49% of the expended budget was salaries and 19% fringe benefits.

Talaya presented the preliminary year to date December 31, 2019 budget vs. actual revenue chart. Revenue for 2019 was budgeted at \$3,421,335 with \$2,733,567 collected. 58% of revenue was from State agencies and 20% from County appropriations. Talaya noted the Federal agency revenue was under the budgeted revenue amount due to the Brownfield grant to being fully executed.

Approval of Claims Register – January 2020

Talaya presented the January 2020 claims register totaling \$197,264.80 to the Committee for approval. After discussion regarding a \$4,200.00 payment to ESRI, Inc for a one-year GIS license agreement, on motion by George Topoll and second by Justin Kiel, the Committee approved the claims register.

Personnel updates

Meredith Stilwell introduced Stephanie Kuziela, NIRPC's newly hired Accountant, to the Committee. There are currently two open positions which NIRPC is looking to fill. Accounts Payable and Programming and Grant Assistant. Due to the more pressing need for the Accounts Payable position to be filled, the Programming and Grant Assistant position will be addressed after that need is met.

Other Business

Bob Carnahan displayed a Times Insert that featured NIRPC Commission Justin Kiel and also included an article written by Sheila Mattias.

Adjournment

There being no further business the meeting was adjourned.