

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

February 15, 2018

NIRPC Dune Room, Portage, Indiana

**Members Present**

George Topoll - Chair  
Christine Cid  
Richard Hardaway  
Karen Freeman-Wilson  
Dave Shafer

**Staff and Others Present**

Kathy Luther  
Daria Sztaba  
Meredith Stilwell  
Talaya Jones  
David Hollenbeck

**Call to Order**

George Topoll called the meeting to order.

**Approval of Minutes**

The minutes of the December 14, 2017 meeting were approved as presented on motion by Dave Shafer and second by Christine Cid.

**Review of Financial Status – December 2017**

Daria Sztaba presented the financial status report for December 2017. The 2017 year-end has been soft closed, with a possible relatively slight variance on expenses. The entire 2017 budget was not spent with \$608k out of the \$1.3m expended. The Audit and Accounting line was overspent by \$3,541.55 due to keeping the temp hired to assist in the interim between the finance department personnel exits and the new CFO and Chief Accountant being hired longer than anticipated. However, that amount was offset by the total salary line for the agency which ended the year only 87.43% expended. The NIRPC audit will be done in September. Hearing no objection, George Topoll ordered the reports accepted.

**Approval of Claims Register – December 2017**

Daria Sztaba presented the December 2017 claims register to the Committee for approval. On motion by Christine Cid and second by Richard Hardaway, the Committee approved the claims register.

**Review of Financial Status – January 2018**

Daria Sztaba presented the financial status report for January 2018. The average for expenditures on line items for the year should be at 8.33%. A few line items are over the percentage. The Audit and Accounting line item is at 43.04%, which is due to the temp still being on board. Her last day is February 16 and with the cost of the NIRPC audit usually coming in between \$10k and \$11k, that line should be ok by year end. On motion by Dave Shafer and second by Christine Cid and with no objections, George Topoll ordered the reports accepted.

**Approval of Claims Register – January 2018**

Daria Sztaba presented the January 2018 claims register to the Committee for approval. On motion by Christine Cid and second by Dave Shafer, the Committee approved the claims register.

**Contract for Approval – South Shore Clean Cities Inc. (SSCC)**

Kathy Luther presented the 2018 contract for the implementation of the Northwest Indiana Green Fleets Program. Kathy explained that South Shore Clean Cities acts more as a NIRPC subrecipient than a contractor in their deliverables to local governments and is the reason why the contract is not put out for bid. The 2018 contract is \$120k, \$100k of which is federal with a \$20k local match. This is a slight increase from the 2017 contract which was \$111k, with \$92.5k federal and \$18.5k match. South Shore Clean Cities will also be assisting with NIRPC's 2050 Plan development. On motion by Christine Cid and second by Richard Hardaway, the contract with South Shore Clean Cities Inc was approved to forward to the NIRPC Executive Board with a favorable recommendation.

**Contract for Approval – Kankakee River Basin Commission (KRBC)**

Kathy Luther presented the 2018 Kankakee River Basin Commission contract for general services. Kathy explained that the contract allows for Jody Melton, Executive Director of the KRBC to be on NIRPC's payroll and in turn the KRBC compensates NIRPC for 80% of his salary as well as accounting services and rent. The 2018 contract is the same as the 2017 contract. On motion by Dave Shafer and second by Christine Cid, the contract with the Kankakee River Basic Commission for general services was approved to forward to the NIRPC full commission with a favorable recommendation.

**Other Business**

Kathy announced that the finance department is now fully staffed.

**Adjournment**

There being no further business, the meeting adjourned at 8:22 a.m.