

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

March 15, 2018

NIRPC Dune Room, Portage, Indiana

Members Present

George Topoll - Chair
Christine Cid
Jane Jordan
Karen Freeman-Wilson
Justin Kiel

Staff and Others Present

Kathy Luther
Daria Sztaba
Meredith Stilwell
Talaya Jones
Lisa Todd
David Hollenbeck

Call to Order

George Topoll called the meeting to order at 8:03 a.m.

Approval of Minutes

The minutes of the February 15, 2018 meeting were approved as presented on motion by Justin Kiel and second by Jane Jordan.

Review of Financial Status – February 2018

Daria Sztaba presented the bank reconciliations and Budget to Actual Expenditures Report for February 2018. Line items that are currently reflecting a over budget variance include health insurance, Commission/Executive Director Communications, Allocated Functions Communications and Audit and Auditing Contractual. Health insurance is over due to the first of two bi-annual deposits to employee HSA accounts. Executive Director and Allocated Functions communications are over due to subscriptions that were paid in January and February. These 3 line items will even out over the next few months. Auditing and accounting contractual is over due to the longer than expected stay of the accountant contracted to assist during the accounting department transition of employees. This overage will most likely result in a movement of funds from another line item later in the year. On motion by Justin Kiel and second by George Topoll, the Committee approved the reconciliations and report as presented.

Approval of Claims Register – February 2018

Daria Sztaba presented the February 2018 claims register to the Committee for approval. Daria that \$709k of the \$871k spent was pass-through to NIRPC subrecipients. On motion by Karen Freeman Wilson and second by Christine Cid, the Committee approved the claims register.

Credit Card Usage Policy-Draft

Daria Sztaba presented a new draft credit card usage policy for Horizon Bank credit cards recently issued to NIRPC for NIRPC purchases only. Four cards were issued and are in the names of Executive Director Ty Warner, Chief of Staff Kathy Luther, Procurement Coordinator Lisa Todd and Office Manager Meredith Stilwell. The policy stipulates the policies and procedures for the new cards and each employee with a card issued to them must sign a card holder agreement. Kathy Luther noted that the previous NIRPC credit card account issued by BMO was closed due to too little spending. On motion by Karen Freeman Wilson and second by Justin Kiel the new credit card policy was approved.

Procurement Recommendations – Procurement #18-04

Lisa Todd reported procurement 18-04 is for a replacement vehicle for a South Lake Services bus that was totaled in an accident. The insurance company deemed the vehicle as totaled and is paying the claim for the totaled bus. The title has been signed over and the new vehicle will be purchased with the insurance proceeds. During discussion Dave Hollenbeck stated he felt that there was adequate transfer of risk from NIRPC to the insurance company.

Disposition of General Fund and Capital Fund Capital Assets Inventory

Lisa Todd reported that NIRPC purchased new computers and monitors at the end of 2017 and NIRPC requested approval to recycle the prior general fund computer equipment. In addition, approval was requested to recycle Capital Fund Capital Assets which included, 3 computers, 1 printer, 2 bus shelters, 1 tire changer and 1 copier, all of which have met their useful life. After discussion involving the need to strip/remove the drive from the copier so no retained information remains on the copier, a motion was made by Christine Cid, and seconded by Justin Kiel to approve both the procurement recommendation for procurement #18-04, as well as the disposition of general fund and capital fund capital assets inventory.

Other Business

Kathy Luther announced the hiring of the NIRPC's new Public Participation Planner, Dominique Edwards. Dominique hails from Michigan City and has a Master's Degree in Sustainable Urban Development.

Adjournment

There being no further business, the meeting adjourned at 8:32 a.m.