

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

April 19, 2018

NIRPC Dune Room, Portage, Indiana

Members Present

George Topoll - Chair
Christine Cid
Richard Hardaway
Karen Freeman-Wilson
Justin Kiel
Jim Ton

Staff and Others Present

Kathy Luther
Daria Sztaba
Meredith Stilwell
Talaya Jones
Lisa Todd
Ethan Lowe

Call to Order

George Topoll called the meeting to order at 8:30 a.m.

Approval of Minutes

The minutes of the March 15, 2018 meeting were approved as presented on motion by Jim Ton and second by Justin Kiel.

Review of Financial Status – March 2018

- a. Daria Sztaba presented the bank reconciliations for Committee review. Jim Ton motioned to accept the reconciliations and hearing no opposition, the reconciliations were accepted as presented.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report for January through March 2018 for Committee review. The total salaries line item is currently under budget due to anticipated staff additions not yet hired. April will be higher due to staff merit increases. Fringe line items that are currently reflecting an over budget variance include health insurance and life & disability insurance. The health insurance line is over due to January HSA payments to staff, and the life & disability line is over due to an annual payment for the staff employee assistance program benefit. On motion by Christine Cid and second by Richard Hardaway, the Committee approved the budget to actual expenditures report.

Approval of Claims Register – March 2018

Daria Sztaba presented the March 2018 claims register to the Committee for approval. Daria noted that there was nothing unusual and claims were average for a month. A question was raised regarding a payment to Southshore Baseball. Kathy Luther explained the payment was from the Partners for Clean Air account NIRPC holds for the partners and was for sponsorship of the annual Asthma Awareness day hosted by the Rail Cats baseball organization. On motion by Karen Freeman Wilson and second by Christine Cid, the Committee approved the claims register.

Other Business

George Topoll inquired about accounting internships. While accounting internships are currently not being sought, a job posting will be going out for planning department interns to help with the 2050 Plan.

Adjournment

There being no further business, the meeting adjourned at 8:45 a.m.