

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

June 21, 2018

NIRPC Dune Room, Portage, Indiana

Members Present

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

Staff and Others Present

Kathy Luther
Daria Sztaba
Meredith Stilwell
Talaya Jones
Candice Eklund
Glen Wells

Call to Order

George Topoll called the meeting to order at 8:07 a.m.

Approval of Minutes

The minutes of the April 19, 2018 meeting were approved as presented on motion by Jim Ton and second by Richard Hardaway.

Review of Financial Status – April 2018

- a. Daria Sztaba presented the April bank reconciliations for the NIRPC general fund account, the LaPorte County Revolving Loan fund and the Sequestered Revolving Loan Fund. Kathy Luther gave a brief history of the LaPorte County Revolving Loan Fund (RLF). Roughly one or two people apply for loans per year.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report for January through April 2018. Salaries, fringe benefits, maintenance, contractual and capital outlays categories are all currently under budget. Daria noted line items Workers Compensation and Unemployment Compensation reflect an over budget variance due to staff additions. The occupancy category is 1% over budget due to the utilities line item and may need a budget amendment as the year progresses. The departmental category is 11% over budget, but there is enough money left for the year. Total expenditures of the NIRPC general fund are at \$89,604 for the year, which is 7% under budget.

Review of Financial Status – May 2018

- a. Daria Sztaba presented the May bank reconciliations for the NIRPC general fund account, the LaPorte County Revolving Loan fund and the Sequestered Revolving Loan Fund. \$75,000 was transferred from the Sequestered Revolving Loan Fund to the Revolving Loan Fund for disbursement to an approved RLF loan borrower.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report for January through May 2018. The salaries, fringe benefits, maintenance, contractual and capital outlays categories are all currently under budget. The occupancy category remains 1% over budget due to the utilities line item, but may even out as the year progresses. A brief discussion was held regarding utilities. The departmental category is 12% over budget and discussions to address spending will need to be held with department directors. Total expenditures for the NIRPC general fund are at \$185,089 for the year, which is 12% under budget.

Approval of Claims Register – April 2018

Daria Sztaba presented the April 2018 claims register to the Committee for approval. A check was issued to South Shore Clean Cities for the first quarter payment on their \$100,000 contract

which is paid through the CMAQ grant. NIRPC paid subrecipients their first quarter payments using Federal Transit Administration (FTA) funds. NIRPC draws down FTA funds and once the funds are received, payment is made to the subrecipients. On motion by Jim Ton and second by Richard Hardaway, the Committee approved the claims register.

Approval of Claims Register – May 2018

Daria Sztaba presented the May 2018 claims register. A payment to Walmart for Partners for Clean Air purchase of bikes was questioned. Kathy Luther explained that while the money is part of the NIRPC account, Partners for Clean Air money is funds from outside partners. A question was raised regarding a payment to Adams Radio Group. Kathy Luther explained that Adams Radio Group owns four different radio stations and was procured for air quality public education. Not only do they own a van that allows for mobile on-site radio remotes but they also provide a good deal of in-kind match with no cost air quality messages and promos. On motion by Christine Cid and second by Justin Kiel, the Committee approved the claims register.

Procurement Recommendations – Procurement #18-11

Daria Sztaba reported procurement 18-11 is for two propane replacement vehicles for LaPorte TransPorte which will be purchased using a Federal Transit Administration grant. The transit support vehicles will replace two gas powered vehicles which have reached their federal useful life at a cost not to exceed \$140,800 in federal funds. On motion by Richard Hardaway and second by Justin Kiel, the Committee approved the procurement for recommendation to the Executive Board.

Other Business – Internal Control Procedures

Daria Sztaba presented an update to NIRPCs Internal Control Overview Documenting Segregation of Duties. Organizational and staff changes have been made resulting in the need for an update. Discussion was held regarding the Family Express gas card and check deposits. In reference to the gas card, a suggestion was made to record the NIRPC van mileage when the card is checked out for usage. Daria will also check to clarify if the card can only be used for gas purchases and nothing else. In reference to the check deposit discussion, while procedures for check handling were addressed in the mail section of the document, there will be a separate section for check handling added. The updates will be made and presented at the next Finance and Personnel meeting in July.

Adjournment

There being no further business, the meeting adjourned at 9:00 a.m.