

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

July 19, 2018

NIRPC Dune Room, Portage, Indiana

**Members Present**

George Topoll - Chair  
Christine Cid  
Richard Hardaway  
Justin Kiel  
Jim Ton  
Diane Noll  
Dave Shafer  
Karen Freeman-Wilson

**Staff and Others Present**

Ty Warner  
Dave Hollenbeck  
Daria Sztaba  
Kathy Luther  
Talaya Jones  
Lisa Todd  
Meredith Stilwell  
Glen Wells  
Candice Eklund

**Call to Order**

George Topoll called the meeting to order at 8:02 a.m.

**Approval of Minutes**

The minutes of the June 21, 2018 meeting were approved as presented on motion by Christine Cid and second by Jim Ton.

**Review of Financial Status – June 2018**

- a. Daria Sztaba presented the June bank reconciliations for the NIRPC general fund account, the LaPorte County Revolving Loan fund (RLF) and the Sequestered Revolving Loan Fund. A check for \$1,200 was deposited in error to the general account fund instead of the RLF account. The cash receipt was deposited correctly on the general ledger. The adjustment was made to the RLF account.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report for January through June 2018. Salaries, fringe benefits, maintenance, contractual and capital outlays categories are all currently under budget. Four amendments were proposed to transfer funds for the occupancy and departmental categories due to them being over budget. Total expenditures of the NIRPC general fund are at \$228,820 for the year, which is 56% under budget.

**Approval of Claims Register – June 2018**

Daria Sztaba presented the June 2018 claims register. January subrecipient reimbursements were made for January thru March. A budget amendment is proposed to move funds from the contractual category to the communications category for the payment made to Miller Beach Arts & Creative District for the CMAQ grant sponsorship of the Take Bike the Streets program. On motion by Christine Cid and second by Dave Shafer, the Committee approved the claims register.

**Budget Amendments**

- a. Amendment 1 proposed transferring \$55,000 from the environmental contracts line item to the environmental program line item for the bicycle safety program. On motion by Jim Ton and second by Diane Noll, the Committee approved Amendment 1 for recommendation to the NIRPC Executive Board.
- b. Amendment 2 proposed transferring \$1,600 from copier leasing/maintenance and \$1,400 from telephone service/maintenance line items for a total of \$3,000 into the utilities line item due to the increased rate being 7% instead of the projected rate of 3%. On motion by Dave Shafer and second by Karen Freeman-Wilson, the committee approved Amendment 2 for recommendation to the NIRPC Executive Board.

- c. Amendment 3 proposed transferring \$10,000 from the salaries category to the commission/executive director line item to pay for bike safety promotion costs. The promotional items were budgeted for the CMAQ program for FY19 and the funds have not yet been approved for spending. On motion by Dave Shafer and second by Karen Freeman-Wilson, the committee approved Amendment 3 for recommendation to the NIRPC Executive Board.
- d. Amendment 4 proposed a \$6,500 transfer within categories to compensate for cost increases correlated to wages. A total of \$6,500 would be transferred from health insurance with \$2,500 to workers compensation, \$3,000 to life & disability insurance and \$1,000 to unemployment compensation. On motion by Christine Cid and second by Diane Noll, the Committee approved Amendment 4.

### **Procurement Recommendations – Procurement #18-05.02**

Lisa Todd reported procurement 18-05.02 is for the purchase of trees native to the Northwest Indiana Lake Michigan Watershed area to mitigate the canopy loss from the emerald ash borer. The trees will be purchased with a U.S. Forest Service grant, with expenditures not to exceed \$87,500 in federal funds. The Communitree program will distribute the trees to the local communities who apply. On motion by Jim Ton and second by Karen Freeman-Wilson, the Committee approved the procurement for recommendation to the Executive Board.

### **Internal Control Procedures**

Daria Sztaba presented the revised Internal Control Overview Documenting Segregation of Duties. Revisions requested at the prior Finance & Personnel Committee meeting held June 21<sup>st</sup> addressed in the updated document included sections for checks and funds handling and the Family Express credit card. Daria Sztaba confirmed only fuel and car washes may be purchased with the Family Express credit card. A brief discussion was held regarding the recording of the NIRPC van mileage when fuel purchases are made. Daria indicated mileage would be recorded on the NIRPC form. On motion by Christine Cid and second by Dave Shafer, the Committee approved the revised internal control procedures.

### **IDECL Incorporated Addendum to the Agreement**

Kathy Luther presented the Committee with an addendum to the agreement between the Northwestern Indiana Regional Planning Commission (NIRPC) and the Indiana Dunes Environmental Learning Center (IDELC) for propane fuel purchase reimbursements through the CMAQ program. There is a surplus of funds remaining on the two TIP items for \$40,000 each. The surplus of funds will also be used to purchase fuel for the new vehicle being purchased by the IDELC. On motion by Dave Shafer and second by Jim Ton, the Committee approved the extension of the project through June 30, 2020.

### **Adjournment**

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