

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

August 16, 2018

NIRPC Dune Room, Portage, Indiana

Members Present

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

Staff and Others Present

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

Call to Order

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

Approval of Minutes

The minutes of the July 19, 2018 meeting were approved as presented on motion by Richard Hardaway and second by Justin Kiel.

Review of Financial Status – July 2018

- a. Daria Sztaba presented the July bank reconciliations for the NIRPC general fund account, the LaPorte County Revolving Loan fund (RLF) and the Sequestered Revolving Loan Fund. It was explained that a difference of \$48,190 in the general fund reconciliation was due to a deposit made in July that was not posted as a journal entry until August. A difference in the RLF reconciliation was due to a journal entry posted in July with the deposit posted to the bank account in August.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report for January through July 2018. Salaries, fringe benefits, maintenance, departmental, contractual and capital outlays categories are all currently under budget. While the communications line for the commission/Executive Director is currently over budget, it will most likely even out over the course of the rest of the year. The contractual line for legal services is over budget due to the legal costs for background checks for new employees. There will be additional legal work regarding an immigration situation so any amendment to the budget will be addressed after further information is gathered. It was also noted that NIRPC should be receiving invoices shortly for the household travel survey which is currently at 100% under budget. Year to date general fund expenditures of \$1,903,080 are 14% under budget.

Approval of Claims Register – July 2018

Daria Sztaba presented the July 2018 claims register. Subrecipient reimbursements pass-through payments were made to the South Lake County Community Services and North Township for April through June quarterly expenses. Kathy Luther explained that a \$6,000.00 check issued to the Northwest Indiana Symphony Orchestra was in sponsorship for free concerts they were hosting at which NIRPC would have a table to promote the 2050 plan and air quality education. On motion by Jim Ton and second by Richard Hardaway, the committee approved the claims register for July

Other Business

The State Board of Accountants will be on site for several weeks.

With the absence of NIRPC's Environmental Educator, Kathy Luther stated the contract with SSCC will be amended to assume some of those responsibilities.

Kathy Luther presented the option of NIRPC observing Christmas Eve and New Year's Eve as paid holiday's in 2018, since they fall on Monday. Kathy stated the budget for Christmas Eve would allow the paid time off. The budget for New Year's Eve will be reviewed at the end of the year. The Committee agreed to the additional paid holidays.

Adjournment

There being no further business, the meeting adjourned at 8:47 a.m.