

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

February 21, 2019

NIRPC Dune Room, Portage, Indiana

Commissioners: Justin Kiel, George Topoll, Dave Shafer, Jane Jordan, Richard Hardaway, Diane Noll and Bob Carnahan.

NIRPC staff and others: Dave Hardaway, Daria Sztaba, Kathy Luther, Talaya Jones, Glenn Wells, Lisa Todd, Meredith Stilwell and Candice Eklund.

Call to Order and Pledge of Allegiance

Chairman Justin Kiel called the meeting to order at 8:35 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the January 17, 2019 meeting were approved without exception on motion by Justin Kiel and second by Dave Shafer.

Review of Financial Status – January 2019

- a. Daria Sztaba presented the January bank account reconciliations for the NIRPC general fund, the LaPorte County Revolving Loan Fund (RLF) and the Sequestered Revolving Loan Fund. There was an adjustment in the general fund due to an underpayment of \$0.60 made to an employee for travel reimbursement. NIRPC issued a \$30,000 loan from the Revolving Loan Fund to the Heston Supper Club restaurant in La Porte, Indiana
- b. Daria Sztaba presented the Budget to Actual Expenditures Report and the YTD January Expenses by Category, for January 1 through January 31, 2019. The general fund expenditures for the occupancy, capital outlays and contractual line items were within or under budget. Daria discussed the salaries line item being 4% over budget due to the vacation pay-off for the KRBC Executive Director who retired in December 2018. Justin Kiel inquired if NIRPC would be reimbursed for the vacation pay-off. Kathy Luther stated NIRPC would not be reimbursed as the position was a NIRPC employee receiving NIRPC benefits. The fringe benefits line item is currently under budget but incurred additional FICA and PERF contribution expenses as a result of the KRBC Executive Director retiring. The maintenance line item, for copier leasing and computer services, is currently \$4,915 over budget. The new IT vendor was paid \$3,500 to complete an audit of NIRPC's servers and computers in addition to requiring a retainer of \$1,000 for any additional services that may be necessary. The departmental line item for transportation is currently 7% over budget due to required staff training for the Geographic Information Systems (GIS) Planning position. This training will provide the gathering, managing and analyzation of mapping and data collections necessary for the agency. Total general fund expenditures are under budget by \$39,675.
- c. Daria Sztaba presented a graph representing revenue YTD as of January 2019. Daria noted federal and state agency payments will not be received until April 2019 because billing is generated on a quarterly basis. The first three months of data will only reflect interest earned and local agency payments.

Approval of Claims Register – January 2019

Daria Sztaba presented the January 2019 claims register. Total claims paid in January were \$553,412.69. Daria referenced the loan payout to the Heston Super Club for \$30,000. There were also Public Mass Transportation Funds (PMTF) payments made to the subrecipients in the 3rd quarter of 2018 totaling \$131,532. On motion by George Topoll and second by Dave Shafer, the committee approved the claims register for January.

Budget Amendment 1-2

Daria Sztaba presented the budget amendment to reduce existing sub-contract by and add new funds of \$21,825 to the 2019 Revenue budget. NIRPC received a sub-contract for the amount of \$70,000 from the Great Lakes Commission to assume the responsibilities under an existing U.S. Fish and Wildlife grant for the Chicago Area Waterway System (CAWS) contract, originally budgeted for \$87,300, resulted in reduction of \$17,300. The Asian Carp Regional Coordinating Committee (ACRCC), is for the same cause and will be received in July 2019, as a result of this contract \$21,825 was added to the FY 2019 revenue budget. It resulted in a net change in revenue of \$4,525 and the same amount was added to the communication expense environmental programs. On motion by George Topoll and second by Diane Noll, the committee approved the additional funds for the amendment.

Adjournment

There being no further business, the meeting adjourned at 8:54 a.m.