

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

May 16, 2019

NIRPC Dune Room, Portage, Indiana

Commissioners: Justin Kiel, Diane Noll, Robert Carnahan, George Topoll, Mike Rosenbaum, Dave Shafer, Jane Jordan.

NIRPC staff and others: Dave Hollenbeck, Daria Sztaba, Kathy Luther, Talaya Jones, Glen Wells, Lisa Todd, Meredith Stilwell.

Call to Order and Pledge of Allegiance

Chairman Justin Kiel called the meeting to order at 8:05 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the April 18, 2019 meeting were approved, without exception, on motion by George Topoll and second by Dave Shafer.

Grant Agreement for Funds

2019 South Shore Clean Cities Agreement. Kathy Luther (Chief of Staff) asked for a recommendation to bring the agreement before the board. Justin Kiel asked if the amount changed from previous years. Kathy stated that they did. It started at \$100,000, then to \$120,000, the award has been \$360,000 federal fund and \$90,000 local match. Kathy Luther explained that she does not have \$90,000 local match, also NIRPC does not have adequate Staff to do the general outreach. South Shore Clean Cities will be responsible for the 20% match of \$71, 651, the total amount of federal funds awarded to South Shore Cities will be \$302,080. George Topoll stated to motion to recommend approval in with the INDOT ending confirmation.

The committee approved, on motion by George Topoll and second by Dave Shafer.

Review of Financial Status – April 2019

- a. Daria Sztaba (CFO) presented the April bank account reconciliations for the NIRPC General Fund, the LaPorte County Revolving Loan Fund (RLF) and the Sequestered Revolving Loan Fund. The General Fund's beginning balance was \$1,286,969.37. Deposits made of \$209,108, checks cashed for \$513,861.66, service charge of \$47.12, interest earned of \$134.68, and closing balance of \$982,303.27, which balanced with the general ledger. The Sequestered Revolving Loan Fund account was closed during April. \$84,921.44 was moved to Revolving Loan Fund (RLF). RLF total is \$145,997.73, which started with \$57,107.51, and deposits from borrowers and adjustments from SRLF of \$84,921.78. Justin Kiel asked about the \$0.34 difference. Daria explained it is the interest from the RLF.
- b. Daria Sztaba presented the Budget to Actual Expenditures Report and the YTD April Expenses by Category, January through April 2019. The General Fund categories of Salaries are under the budget by \$11,716 due to an employee who retired. Fringe Benefits is also under budget by \$20,780 due to workers comp and unemployment being paid in May, so the status will change. Health insurance is under budget because the provider was switched and is much less expensive this year. Occupancy is under budget. Departmental

expenses maintenance department is over budget by \$8,032 due to a new IT company taking over copier, computers and telephone, which will be paid at about \$4900 per month. The On-site IT company provided interim services until there was a new IT contract. IMPACT hired in April, two IT audits were paid for one to Chester IT and one to Impact. Two months services (April-May) were paid to Impact in April . Analysis was done and NIRPC should not be over budget by more than \$1,000 at the end of the Fiscal Year. Communication is under budget by \$2,202. Transportation is over by \$16,218 due to new employee training that took place in first four months of the year. Allocated functions is over by \$1978 due to early employment training, but should be within budget by May. Contractual is under by \$123,090 due to CMAQ, which will be received July 1st and UPWP2020 should be approved this week. Contractual will go up starting July 1st. Total spend was \$900,970, under by \$172,325.

- c. Daria Sztaba presented a graph representing the Expenses - Actual vs Budget information as a stacked column chart comparing the amounts per category. A pie chart was presented to visualize the breakdown of how each category contributed to expenses by percentage of total expense. Most spent was on salaries, at 52% of the total budget. Fringe was 22%. NIRPC is under budget by \$23,896 due to federal agencies, due to changes in the planning, transportation departments. One employee was moved to INDOT state agency, so federal revenue will not be able to be requested for his salary. State is under budget by \$111,971 due to retirement. Process is under way to hire interns for transportation department. Local is under due to billing not being complete.

Approval of Claims Register – April 2019

Daria Sztaba presented the April 2019 claims register. Claims paid in April totaled \$481,930.96. Robert Carnahan asked if we have subscription to Chicago Tribune. Dave Shafer asked if Ty Warner's reimbursement to attend the National Planning Conference included dues. Justin Kiel asked how much we make in interest on Horizon Bank account, as the interest paid to NIRPC seems to be lower than other banks. Need to research the bank interest. Also, claims need to be more descriptive, for example, Ty's claim was for multiple airline expenses. The committee approved the claims register for April 2019, without exception, on motion by Dave Shafer and second by Robert Carnahan.

Other Business

Kathy Luther asked if F & P could meet in July at 9:00 am so there are not too many financials. George Topoll and Dave Shafer

Adjournment

There being no further business, the meeting adjourned at 8:40a.m.

The next meeting is scheduled for July 18, 2019.