

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

July 18, 2019

NIRPC Dune Room, Portage, Indiana

**Members Present**

Justin Kiel - Chair  
Richard Hardaway – Vice Chair  
George Topoll  
Jeannette Bapst  
Bob Carnahan

**Staff and Others Present**

David Hollenbeck  
Kathy Luther  
Talaya Jones  
Jamie Stewart  
Meredith Stilwell  
Lisa Todd

**Call to Order**

Justin Kiel called the meeting to order at 9:04 am with the Pledge of Allegiance.

Kathy Luther announced that CFO, Daria Sztaba, has left NIRPC's employment and Chief Accountant Talaya Jones has verbally accepted the acting CFO role. She then introduced NIRPC's new Accountant, Jamie Stewart.

**Approval of Minutes**

The minutes of the May 16, 2019 meeting were approved as presented on motion by Bob Carnahan and second by George Topoll.

**Review of Financial Status – May 2019**

Talaya Jones presented the May 2019 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance was \$982,303.27 and ending balance was \$874,098.28. The RLF account beginning balance was \$145,997.73. \$3,460.49 was received in payments and the ending balance was \$149,467.83.

Talaya presented the financial status report for May 2019. Total Salaries are under budget due to two employee retirements. One of the positions has been filled, and the other is still vacant. In the Occupancy category, building maintenance is over budget due to the new IT contract, but should even out as the year progresses. The departmental category is overall currently under budget, but the transportation communications line is over budget due to training of the GIS employee. Justin Kiel questioned why the health insurance line item was currently under budget. It was explained that NIRPC moved to a different carrier and plan and there have been some employees come off the plan. Several Contractual category line items are currently under budget, but will be spent down as invoices are received for projects currently underway and for upcoming projects. Also noted was that the Household Travel Survey budget line item will need to be adjusted since most of the costs were paid in 2018. Even with some line items over budget, with the exception of Maintenance at \$2,049.00 over budget, all categories were under budget year to date through May 2019, with total expenditures \$133,444 under budget.

Talaya presented the year to date May 2019 budget vs. actual revenue chart. The federal agencies line is under budget due to the moving of an employee from federal billing to state. The state agencies line is currently under budget. There will be a June INDOT billing.

### **Approval of Claims Register – May 2019**

Talaya presented the May 2019 claims register to the Committee for approval. Justin Kiel asked why the staff member fluent in Spanish did not take on the task of translating the NWI 2050 plan and an outside vendor was used. It was explained that translating documents is a time-intensive process with a specific skill set and was more cost-effective to hire out that particular service. On motion by Bob Carnahan and second by Richard Hardaway, the Committee approved the claims register.

### **Review of Financial Status – June 2019**

Talaya Jones presented the June 2019 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance was \$1,034,785.25 and ending balance was \$1,320,033.10. The RLF account beginning balance was \$149,467.83. \$3,957.49 was received in payments and the ending balance was \$155,437.84.

Talaya presented the year to date June 2019 budget vs. actual expenses report ~~for June 2019~~. Total salaries and fringe benefits are under budget due to employee retirements and vacant positions. Maintenance continues to be over budget due to the new IT contract. When questioned regarding the fact that the IT contract was supposed to be a cost savings, NIRPC procurement coordinator, Lisa Todd, explained that there was some overlap of the prior vendor with the new company and costs should level out as the year progresses. The Communications: Transportation departmental line item is over budget due to training of the GIS employee. The Communications: Environmental Programs departmental category line item is under budget but will be spent down soon due to upcoming programs. The Alternative Fuel contractual line item is under budget but will be on target soon, as NIRPC should be receiving an invoice from the Dunes Learning Center for their fuel.

Talaya presented the year to date June 2019 budget vs. actual revenue chart. Talaya noted the County appropriations had been invoiced and received. The federal agencies line remains under budget due to the moving of an employee from federal billing to state.

### **Approval of Claims Register – June 2019**

Talaya presented the June 2019 claims register to the Committee for approval. On motion by Jan Bapst and second by George Topoll, the Committee approved the claims register.

### **Draft Budget Amendment (for review)**

Kathy Luther presented the fiscal year 2019 draft budget amendment for review. Revisions will be made and the final version will be brought before the committee in August, at which time a recommendation will be requested to put it before the NIRPC Full Commission.

### **Other Business**

Justin Kiel asked about the on-going audit by the State Board of Accounts. Kathy and Talaya stated there have been some issues, one of which is regarding state funds classified as federal funds. The funds were spent correctly, but were categorized incorrectly and will most likely result in a finding. The auditors are slated to be at NIRPC until at least the end of July.

### **Adjournment**

There being no further business, the meeting adjourned at 9:38 a.m.