

NORTHWESTERN INDIANA REGIONAL PLANNING  
COMMISSION FINANCE AND PERSONNEL COMMITTEE  
March 18, 2021 / Google Meet Virtual Meeting – 8:00 a.m.

Members Present

Greg Stinson, Richard Hardaway, Bob Carnahan, Justin Kiel, George Topoll

Staff and Others Present

Ty Warner, Talaya Jones, Kathy Luther, Lisa Todd, Stephanie Kuziela, Meredith Stilwell, Denarie Kane

Call to Order

Greg Stinson called the meeting to order with the Pledge of Allegiance.

Approval of Minutes

The minutes of the January 21, 2021 meeting were presented. Bob Carnahan made motion and Richard Hardaway seconded to approve the minutes. It was questioned if Richard remained on F&P as a committee member since he was no longer chair of the committee. NIRPC Chair George Topoll appointed Richard as a member. With the motion and second on the table, a roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 5-0.

Review of Financial Status – December 2020 Budget vs Actual

Talaya presented the general fund financial reports, year to date December 2020. Talaya noted the reflected overspending of the occupancy budget was due to a payment being posted to budget year 2020 instead of 2021. Total expenditures for the period ending December 31, 2020 are \$6,686,345 of the \$10,258,326 budgeted. Total general fund revenue for the period is \$2,096,002 of the \$3,275,273 budgeted.

Talaya presented the financial reports for Coronavirus Aid, Relief and Economic Securities (CARES), year to date December 2020. Total NIRPC CARES fund expenditures for the period ending December 31, 2021 are \$2,534,727 of the \$6,549,027 budgeted, with total CARES expenditures at \$2,534,727 of the \$6,549,027 budgeted. Total CARES revenue collected for the period is \$2,755,335 of the \$4,307,009 budgeted.

Review of Financial Status – January 2021 Budget vs Actual

Talaya Jones presented the January 2021 general fund financial reports. Total expenditures for the period ending January 31, 2021 are \$290,878 of the \$9,168,619 budgeted. Total general fund revenue for the period is \$13,305 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date January 2021. Total NIRPC CARES fund expenditures for the period ending January 31, 2021 are \$72,830 of the \$1,117,733 budgeted, with total CARES expenditures at \$260,744 of the \$7,235,027 budgeted. Total CARES revenue collected for the period is \$131,163 of the \$4,307,009 budgeted.

Approval of Claims Registers – January 2021

Talaya first presented the January 2021 General Fund claims register totaling \$303,964.20 to the Committee for approval. Bob Carnahan made motion and Richard Hardaway seconded to approve the January 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, and no negative votes. Motion passed 5-0. The CARES Act expenditures register of claims totaling \$285,597.11 was then presented for approval. Bob Carnahan made motion and Richard Hardaway seconded to approve the January 2021 CARES Act claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, and no negative votes. Motion passed 5-0.

Review of Financial Status – February 2021 Budget vs Actual

Talaya Jones presented the February 2021 general fund financial reports. Total expenditures for the period ending February 28, 2021 are \$589,908 of the \$9,168,619 budgeted. Total general fund revenue for the

period is \$1,917 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date February 2021. Total NIRPC CARES fund expenditures for the period ending February 28, 2021 are \$90,507 of the \$1,117,733 budgeted, with total CARES expenditures at \$374,432 of the \$7,235,027 budgeted. Total CARES revenue collected for the period is \$240,200 of the \$4,307,009 budgeted.

#### Approval of Claims Registers – February 2021

Talaya first presented the February 2021 General Fund claims register totaling \$190,518.73 to the Committee for approval. Bob Carnahan made motion and Richard Hardaway seconded to approve the February 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, and no negative votes. Motion passed 5-0. The CARES Act expenditures register of claims totaling \$180,724.58 was then presented for approval. Bob Carnahan made motion and Richard Hardaway seconded to approve the February 2021 CARES Act claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, and no negative votes. Motion passed 5-0.

#### Resolution 21-03 – Updating the Management Plan for the LaPorte Co. RLF

NIRPC Economic Development Specialist, Denarie Kane, presented Resolution 21-03 updating the LaPorte County RLF Management Plan to the committee for a recommendation to the NIRPC Board for approval. The Economic Development Administration (EDA) requires an update to the Plan every 5 years. All updates were approved by EDA on February 12, 2021. Richard Hardaway made motion and Justin Kiel seconded to recommend Resolution 21-03 to the NIRPC Executive Board for approval. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, and no negative votes. Motion to passed 5-0.

#### Resolution 21-04 – Regional RLF Management Plan Amendment

Denarie, presented Resolution 21-04 to increase the Regional Revolving Loan Fund existing application fee of \$200 to \$450. Denarie explained that the increase is due to contractual fees being spent and the fee for approved loans remains \$1,000. Richard Hardaway made motion and Justin Kiel seconded to recommend Resolution 21-03 to the NIRPC Executive Board for approval. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, and no negative votes. Motion to passed 5-0.

#### Personnel updates

Ty Warner reported that Economic Development District Coordinator, Gabrielle Biciunas, left NIRPC for a job in the private sector. He also reported that the Director of Transportation position opening is being posted nationally.

#### Other Business

None

#### Adjournment

There being no further business, the meeting was adjourned at 8:50 am.