

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

June 18, 2020

Google Meet Virtual Meeting

**Members Present**

Richard Hardaway - Chair  
George Topoll  
Bob Carnahan

**Staff and Others Present**

David Hollenbeck  
Talaya Jones  
Kathy Luther  
Stephanie Kuziela  
Ty Warner  
Meredith Stilwell

**Call to Order**

Richard Hardaway called the meeting to order with the Pledge of Allegiance.

**Approval of Minutes**

The minutes of the May 21, 2020 meeting were presented. Bob Carnahan made motion and George Topoll seconded to approve the minutes. Chairman Hardaway asked all Committee members in favor to signify with aye and for any opposed. With no opposition, the motion to approve the May meeting minutes passed.

**Review of Financial Status – March 2020**

Talaya Jones presented the March 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 3/1/2020 was \$1,401,947.57 and reconciliation balance as of 3/31/2020 was \$1,260,420.17. Bob Carnahan questioned and negative adjustment of \$26,347.10, which was explained as an incorrect deposit reversal by Talaya. The RLF account beginning balance from 3/1/2020 was \$119,470.28 and ending balance for 3/31/2020 was \$125,808.74.

Talaya presented the financial status report for category expenditures year to date, March 2020. \$321,555 has been expended of the \$1,489,490 Salaries budget, \$50,818 under budget. \$121,269 has been expended of the \$574,817 Fringe Benefits budget, \$22,435 under budget. \$65,123 has been expended of the \$280,297 Occupancy budget, \$4,951 under budget. \$17,186 has been expended of the \$78,840 Maintenance budget, \$2,524 under budget. \$37,771 has been expended of the \$196,750 Departmental budget, \$11,417 under budget. \$105,945 has been expended of the \$884,465 Contractual budget, \$115,171 under budget. \$350 has been expended of the \$100,000 Capital Outlays budget, \$24,650 under budget. Total General Fund expenditures were \$669,199 of the \$3,604,659 budgeted, \$231,965 under budget. There have been no RLF loans from the \$85,000 budgeted year to date. \$1,701,386 has been expended of the \$2,440,988 Transit Capital Fund budget, \$739,602 under budget. \$777,377 has been expended of the \$4,389,036 2019 Transit Operating Fund budget, \$3,611,659 under budget.

Talaya presented the year to date March 2020 expended by category chart. 48% of the expended budget was salaries and 18% fringe benefits.

Talaya presented the year to date March 2020 budget vs. actual revenue report. There have been no collections of County appropriations yet. Lake County has been invoiced for half of their portion, and Porter and LaPorte will be invoiced in June. \$100,447 has been collected from federal agencies of the

\$869,119 budgeted, \$116,833 under budget. \$289,042 has been collected from state agencies of the \$1,935,395 budgeted, \$194,807 under budget. \$6,139 has been collected from local agencies of the \$44,694 budgeted, \$5,035 under budget. \$473 of non-governmental funds have been collected of the \$135,318 budgeted, \$33,357 under budget. Economic Development Funds have not been collected yet as the grant funds will not be available until July 1. \$1,543 has been collected of the budgeted \$9,862 Interest income, \$923 under budget. Talaya noted that a budget amendment will be brought before the Finance & Personnel Committee in July. New RLF and EDA funding, as well as additional FTA CARES act funds will be included in the amendment.

Talaya presented the year to date revenue by funding source as of March 31. 73% of collected revenue has been from state agencies and 25% from federal agencies.

#### **Approval of Claims Register – March 2020**

Talaya presented the March 2020 claims register totaling \$171,656.53 to the Committee for approval. Bob Carnahan made motion and George Topoll seconded to approve the claims register. Bob Carnahan questioned the purchase of different colored can liners, which was explained as signifying recycling and garbage for the cleaning crew. Chairman Hardaway asked Committee members in favor to signify with the sign of aye and the same for any opposed. With no opposition, the motion carried.

#### **Review of Financial Status – April 2020**

Talaya Jones presented the April 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 4/1/2020 was \$1,260,363.40 and closing balance as of 4/30/2020 was \$1,061,898.41. The RLF account beginning balance from 4/1/2020 was \$125,808.74 and closing balance for 4/30/2020 was \$126,119.10.

Talaya presented the financial status report for category expenditures year to date, April 2020. \$428,599 has been expended of the \$1,489,490 Salaries budget, \$67,898 under budget. \$160,611 has been expended of the \$574,817 Fringe Benefits budget, \$30,995 under budget. \$111,393 has been expended of the \$280,297 Occupancy budget, \$17,961 over budget. Talaya explained that the office lease line was overspent by \$18,709 due to 2 lease payments being paid within the month. \$17,490 has been expended of the \$78,840 Maintenance budget, \$8,790 under budget. \$42,608 has been expended of the \$196,750 Departmental budget, \$22,976 under budget. Talaya highlighted the general use supplies line item which is overspent by \$8,834, which is due to funds spent on COVID related items. The money spent on COVID supplies will be reimbursed with funds from the CARES grant and can be drawn down from the grant when the budget amendment is passed. \$109,695 has been expended of the \$884,465 Contractual budget, \$173,460 under budget. \$350 has been expended of the \$100,000 Capital Outlays budget, \$32,983 under budget. Total General Fund expenditures were \$870,746 of the \$3,604,659 budgeted, \$319,141 under budget. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. The \$200 was for loan underwriting for a loan application received. \$1,711,924 has been expended of the \$2,440,988 Transit Capital Fund budget, \$729,064 under budget. \$777,377 has been expended of the \$4,389,036 2019 Transit Operating Fund budget, \$3,611,659 under budget.

Talaya presented the year to date April 2020 expended by category chart. 49% of the expended budget was salaries and 18% fringe benefits.

Talaya presented the year to date April 2020 budget vs. actual revenue report. There have been no collections of County appropriations yet. \$101,447 has been collected from federal agencies of the \$869,119 budgeted, \$188,260 under budget. \$289,042 has been collected from state agencies of the \$1,935,395 budgeted, \$356,090 under budget. \$6,139 has been collected from local agencies of the \$44,694 budgeted, \$8,759 under budget. \$473 of non-governmental funds have been

collected of the \$135,318 budgeted, \$44,634 under budget. Economic Development Funds have not been collected yet as the grant funds will not be available until July 1. \$1,685 has been collected of the budgeted \$9,862 Interest income, \$1,602 under budget.

Talaya presented the year to date revenue by funding source as of April 30. 73% of collected revenue has been from state agencies and 25% from federal agencies.

#### **Approval of Claims Register – April 2020**

Talaya presented the April 2020 claims register totaling \$213,937.41 to the Committee for approval. Bob Carnahan made motion and George Topoll seconded to approve the claims register. Chairman Hardaway asked Committee members in favor to signify with the sign of aye and the same for any opposed. With no opposition, the motion carried.

#### **Review of Financial Status – May 2020**

Talaya Jones presented the May 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 5/1/2020 was \$1,061,898.41 and closing balance as of 5/31/2020 was \$908,708.79. The RLF account beginning balance from 5/1/2020 was \$126,119.10 and closing balance for 5/31/2020 was \$126,429.82.

Talaya presented the financial status report for category expenditures year to date, May 2020. \$531,408 has been expended of the \$1,489,490 Salaries budget, \$89,213 under budget. \$195,580 has been expended of the \$574,817 Fringe Benefits budget, \$43,927 under budget. \$117,177 has been expended of the \$280,297 Occupancy budget, \$387 over budget. \$23,476 has been expended of the \$78,840 Maintenance budget, \$9,374 under budget. \$47,959 has been expended of the \$196,750 Departmental budget, \$34,021 under budget. \$119,968 has been expended of the \$884,465 Contractual budget, \$248,559 under budget. \$350 has been expended of the \$100,000 Capital Outlays budget, \$41,317 under budget. Total General Fund expenditures were \$1,035,918 of the \$3,604,659 budgeted, \$466,023 under budget. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$1,713,989 has been expended of the \$2,440,988 Transit Capital Fund budget, \$726,999 under budget. \$986,751 has been expended of the \$4,389,036 2019 Transit Operating Fund budget, \$3,402,285 under budget.

Talaya presented the year to date May 2020 expended by category chart. 51% of the expended budget was salaries and 19% fringe benefits.

Talaya presented the year to date May 2020 budget vs. actual revenue report. There have been no collections of County appropriations yet. \$106,400 has been collected from federal agencies of the \$869,119 budgeted, \$255,733 under budget. \$671,173 has been collected from state agencies of the \$1,935,395 budgeted, \$135,242 under budget. \$6,139 has been collected from local agencies of the \$44,694 budgeted, \$12,484 under budget. \$743 of non-governmental funds have been collected of the \$135,318 budgeted, \$55,640 under budget. Economic Development Funds have not been collected yet as the grant funds will not be available until July 1.

Talaya presented the year to date revenue by funding source as of April 30. 85% of collected revenue has been from state agencies and 14% from federal agencies.

#### **Approval of Claims Register – April 2020**

Talaya presented the April 2020 claims register totaling \$359,372.12 to the Committee for approval. Bob Carnahan made motion and George Topoll seconded to approve the claims register. Chairman Hardaway asked Committee members in favor to signify with the sign of aye and the same for any opposed. With no opposition, the motion carried.

**Personnel updates**

There were no personnel matters to discuss.

**Other Business**

Bob Carnahan brought up the 2020 census and his disappointment that Cedar Lake is below his expectations. Richard Haradaway stated that Merrillville is around 67% and Lake County needs to do better. St. John is best in the State. The deadline for census completion has been extended until October 31, 2020.

The next Full Commission is July 16<sup>th</sup>. The next Finance & Personnel Committee meeting will be held June 16<sup>th</sup> at 8:00 a.m.

**Adjournment**

There being no further business, the meeting was adjourned at 10:09 a.m.