

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
January 21, 2021 / Zoom Virtual Meeting – 8:00 a.m.

Members Present

Richard Hardaway, Bob Carnahan, Justin Kiel, George Topoll

Staff and Others Present

Ty Warner, Talaya Jones, Kathy Luther, Lisa Todd, Stephanie Kuziela, Meredith Stilwell, Gabrielle Biciunas, Denarie Kane, Greg Stinson, Wendy Mis, John Yelkich, David Hollenbeck

Call to Order

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

Approval of Minutes

The minutes of the November 19, 2020 meeting were presented. Bob Carnahan made motion and Richard Hardaway seconded to approve the minutes. A roll call vote was taken with Bob Carnahan, Richard Hardaway and Justin Kiel voting in the affirmative, and no one voting in the negative. Motion passed 3-0.

Review of Financial Status – November 2020

Talaya Jones presented the November 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 11/1/2020 was \$1,068,601.49 with a closing balance of \$1,195,830.97 as of 11/30/2020. The RLF account beginning balance from 11/1/2020 was \$149,906.07 with a closing balance of \$155,093.25 as of 11/30/2020.

Talaya presented the financial status report for category expenditures year to date, November 2020. \$1,105,540 has been expended of the \$1,293,260 Salaries budget. \$427,008 has been expended of the \$509,690 Fringe Benefits budget. \$248,527 has been expended of the \$280,297 Occupancy budget. \$55,654 has been expended of the \$78,840 Maintenance budget. \$80,839 has been expended of the \$196,750 Departmental budget. \$359,668 has been expended of the \$884,465 Contractual budget. \$6,736 has been expended of the \$100,000 Capital Outlays budget. Total General Fund expenditures totaled \$2,283,972 of the \$3,343,302 budgeted. \$400 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$2,614,854 has been expended of the \$2,440,988 Transit Capital Fund budget. \$1,688,483 has been expended of the \$4,389.036 2019 Transit Operating Fund budget. Year to date, total expenditures of \$6,587,709 of the \$10,258,326 budgeted, \$3,670,617 under budget.

Talaya presented the year-to-date November 2020 expended by category chart. 48% of the expended budget was salaries, 19% fringe benefits, 16% contractual, 11% occupancy, 4% departmental and 2% maintenance.

Talaya presented the year-to-date November 2020 budget vs. actual revenue report. \$366,669 of the \$540,271 county appropriations budget has been collected. \$189,348 of the \$539,733 federal agencies budget has been collected. \$1,414,667 of the \$1,935,395 state agencies budget has been collected. \$24,286 of the \$44,694 local agencies budget has been collected. \$11,288 of the \$135,318 non-governmental funds budget has been collected. \$13,288 of the \$70,000 Economic Development District budget has been collected. \$9,299 of the \$9,682 interest income budget has been collected.

Talaya presented the year-to-date revenue by funding source chart as of November 30. 70% of collected revenue has been from state agencies, 18% from county appropriations, 9% from federal agencies, 1% from local agencies, 1% from Economic Development District, and 1% from interest income.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual expenditures year to date, November 2020. \$60,756 of the \$236,733 has been expended of the Salaries budget. \$0 of \$5,000 contractual, RLF Services budget has been expended. \$15,572 of the \$25,000 departmental, PPE Supplies, budget has been expended. \$2,544 of the \$165,000 Capital Outlays, Furniture and Equipment, budget has been expended. Total NIRPC CARES Fund Expenditures of \$78,870 had been

expended from the \$431,733 budget. \$0 of the \$583,000 CARES Revolving Loan Fund budget has been expended. \$137,057 of the \$1,219,972 CARES Transit Capital Fund budget has been expended. \$2,171,324 of the \$4,314,322 CARES Agency Fund has been expended. Total expenditures were \$2,387,253 of the \$6,549,027 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual revenue year to date, November 2020. All revenue is federal and is classified as Economic Development District or FTA. \$268,895 has been collected of the \$604,229 total CARES Act revenue budget.

Approval of Claims Register – November 2020

Talaya first presented the November 2020 regular claims register totaling \$237,913.16 to the Committee for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the November 2020 regular claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no negative votes. Motion passed 4-0. The CARES Act expenditures register of claims totaling \$1,181,387.07 was then presented for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the November 2020 CARES Act claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no negative votes. Motion passed 4-0.

December 2020 Bank Statement Reconciliation

Talaya Jones presented the December 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 12/1/2020 was \$1,195,830.97 with a closing balance of \$1,572,482.28 as of 12/31/2020. The RLF account beginning balance from 12/1/2020 was \$155,093.25 with a closing balance of \$160,280.91 as of 12/31/2020.

Approval of Claims Register – December 2020

Talaya first presented the December 2020 regular claims register totaling \$245,009.72 to the Committee for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the November 2020 regular claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no negative votes. Motion passed 4-0. The CARES Act expenditures register of claims totaling \$15,832.77 was then presented for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the December 2020 CARES Act claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no negative votes. Motion passed 4-0. Talaya stated the preliminary financial reports for December will be brought to the next meeting.

Procurement Recommendation 21-01

Lisa Todd presented procurement recommendation 21-01 for the purchase of 2 replacement BOC vehicles for LaPorte TransPorte. 80% of the purchase will be paid with Federal Transit Administration Funds with 20% paid with LaPorte TransPorte local share, not to exceed \$118,400 in federal funds. Justin Kiel made motion and Bob Carnahan seconded to approve Procurement Recommendation 21-01. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no negative votes. Motion passed 4-0.

CARES RLF Loan Committee Member Appointments

NIRPC's Economic Development District Coordinator, Gabrielle Biciunas, presented a memorandum to the committee to request approval of the appointment of CARES Regional Revolving Loan Fund Loan Committee Members. The Finance and Personnel Committee is responsible for appoint Loan Committee Members, who are required to represent a balanced mix of Economic Development, Chamber of Commerce, banks/commercial lenders, non-commercial lenders, business, lawyers, and others, for Lake, Porte, and LaPorte Counties. Gabrielle presented six items in the memorandum and the proposed Committee Members for approval by the Committee. Justin Kiel made motion and Richard Hardaway seconded to approve Procurement Recommendation 21-01. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no negative votes. Motion passed 4-0.

Kankakee River Basin and Yellow River Basin Development Commission (KRBYRBDC) Support Agreement
For informational purposes, Kathy Luther presented the new support agreement between NIRPC and the KRBYRBDC for general services from January 1 through December 31, 2021. The new agreements provides for a lesser monthly cost but allows for more hours to be spent for services.

Personnel updates

Meredith Stilwell reported that most staff are continuing to work remotely.

Other Business

Bob Carnahan pointed out that the agenda indicated the next meeting would be held March 18, 2020 and should be March 18, 2021.

Adjournment

There being no further business, the meeting was adjourned.