

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

October 17, 2019

NIRPC Dune Room, Portage, Indiana

**Members Present**

Justin Kiel - Chair  
Robert Carnahan  
George Topoll  
Richard Hardaway  
Karen Freeman-Wilson  
Mike Rosenbaum

**Staff and Others Present**

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

**Call to Order**

Justin Kiel called the meeting to order at 8:07 am with the Pledge of Allegiance.

**Approval of Minutes**

The minutes of the September 19, 2019 meeting were approved as presented on motion by Robert Carnahan and second by Richard Hardaway.

**Review of Financial Status – September 2019**

Talaya Jones presented the September 2019 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance was \$1,447,655.46 and ending balance was \$1,194,964.16. The RLF account beginning balance was \$161,603.53 and ending balance was \$166,074.50. Robert Carnahan asked what the driver was behind the service charge and Talaya explained that it is determined by the number of transactions the bank account has during the month, including ACHs.

Talaya presented the financial status report for September 2019. Salaries and fringe benefits are under budget due to vacant positions. Health insurance was over budgeted for the year, as premiums were not known at the time the budget was created due to a change in provider. The line item is also under budget due to empty employee positions. Under the departmental category, transportation is over due to the additional GIS training an employee received, but it will even out at the end of the year. The environmental program line item is under budget, as we are waiting for prairie and Brownsfield expenses to hit. Under the contractual category, there are several on-going projects for which work has not yet been completed, so expenses have not been recorded. The largest portion is for South Shore Clean Cities. The alternative fuel line item will always be under budget, as Dunes Learning Center will not have enough expenses to submit for reimbursement to equal the budgeted amount. The category as a whole is under budget.

Talaya presented the year to date September 2019 budget vs. actual revenue chart. The federal agencies line is under budget due to an employee being recategorized from State to Federal, as well as FTA and Brownfield items to be reimbursed for. State agencies is under budget as the CMAQ has not been billed and reimbursed for yet.

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

Talaya presented the September 2019 claims register to the Committee for approval. As there were no questions, on motion by Robert Carnahan and second by Richard Hardaway, the Committee approved the claims register.

### **Preliminary CY 2020 Budget**

Talaya Jones presented the preliminary 2020 budget. Federal agencies revenue was increased from the 2019 budget due to EDD and Brownfield. Local agencies revenue was decreased as 2019 revenue was miscategorized but has now been corrected. Under expenditures, the salary line item increased due to a planner position being added. The amount budgeted for health insurance decreased significantly (25%) to account for it being overbudgeted for in 2019. However, as actual premiums are not yet known, that line item could be adjusted before the actual budget is presented for approval. The computer service line was increased under the Equipment Service/Maintenance header as we are scheduled to receive new computers in 2020. The increase covers installation costs and maintenance. Mayor Freeman-Wilson asked about measures being taken in regards to cyber security, and Lisa Todd stated that Impact has a secure firewall and backup to protect our data. There is a decrease in the environment programs line item in the Departmental category. Kathy Luther stated it is due to some items being re-categorized as contractual. The environmental contracts line under Contractual increased substantially to account for the CMAQ and Brownfield grants. Furniture and Equipment was also increased to account for the new computers NIRPC is to receive.

Robert Carnahan asked what would be involved with replacing Valparaiso's bus stop signs. Lisa Todd stated there were over 130 of them. Having the metal signs produced and the labor cost associated with putting them up would deplete the funds allocated to the project. The budget remained constant for the RLF program administration as there were no new applicants anticipated. As there were no additional questions, on motion by George Topoll and second by Richard Hardaway, the committee moved to recommend the preliminary budget to the Commission for approval.

### **Budget Amendment**

Talaya Jones presented a proposed amendment to the 2019 budget to help KRBC with their new software implementation. On motion by George Topoll and second by Mike Rosenbaum, the committee moved to recommend the amendment to the Commission for approval.

### **Procurement Recommendations**

Lisa Todd presented procurement recommendations to the Committee including vehicle replacements the sub-recipients, one expansion vehicle for the City of Valparaiso's ChicaGo Dash, and enhanced ADA access for Valparaiso's TOD. Also included is the acquisition of support equipment and signage replacement. As there were no questions, on motion by Robert Carnahan and second by Richard Hardaway, the committee moved to recommend the procurements to the Commission for approval.

### **NIRPC Resolution #19-28: Extending Policies for Meetings of the Commission**

Ty Warner presented the resolution as a solution to the issue of public meetings being intentionally disrupted to the point that they are unable to address the business at hand. On motion by George Topoll and second by Karen Freeman-Wilson, the committee moved to recommend the resolution to the Commission for approval.

### **Adjournment**

There being no further business the meeting adjourned at 8:59 a.m.