

NORTHWESTERN INDIANA REGIONAL PLANNING  
COMMISSION FINANCE AND PERSONNEL COMMITTEE  
October 20, 2022 / NIRPC Dune Room – 8:00 a.m.

Members present in-person

Don Craft, Richard Hardaway, Wendy Mis, George Topoll

Staff and others present in-person

Ty Warner, Stephanie Kuziela, Lisa Todd, Meredith Stilwell, David Hollenbeck

Call to Order

Vice Chair Hardaway started the meeting with the Pledge of Allegiance.

Approval of Minutes

The minutes of the September 15, 2022 meeting were presented. On motion by Wendy Mis, second by Don Craft and no opposition, the minutes were approved.

Review of Financial Status – September 2022 Budget vs Actual

Stephanie Kuziela presented the September 2022 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Stephanie presented the September 2022 general fund financial reports. Total expenditures for the period ending September 30, 2022, were \$5,314,876 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$1,970,779 of the \$4,311,106 budgeted.

Stephanie presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date September 2022. Total NIRPC CARES fund expenditures for the period ending September 30, 2022, was \$340,916 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$328,992 of the \$1,352,229 budgeted.

Approval of Claims Registers – September 2022

Stephanie presented the September 2022 General Fund claims register totaling \$1,044,449.26 to the Committee for approval. On motion by Wendy Mis, second by George Topoll and no opposition, the General Fund register of claims in the amount of \$1,044,449.26 was approved. The CARES Act register of claims totaling \$25,715.41 was presented for approval. On motion by Wendy Mis, second by Don Clark and no opposition, the CARES Act register of claims in the amount of \$25,715.41 was approved.

NIRPC 2022 Budget Amendment #1

Stephanie presented 2022 budget amendment #1 which is a transfer of \$25,000.00 from CARES RLF line item to Economic Development District contractual services to cover the remainder of a contract. ON motion by Wendy Mis, second by George Topoll and no opposition, NIRPC 2022 budget amendment #1 was approved.

Eco- Interactive Contract Addendum III

Lisa Todd presented Eco-Interactive contract addendum III which extends the contract between NIRPC and Eco-Interactive, Inc. which began in September 2017 for year 6 and 7, from October 2022 through and including the 30<sup>th</sup> day of September 2023. Eco-Interactive provides a customized project tracking software which NIRPC uses to electronically track the Transportation Improvement Program (TIP) and allows more transparency. Without it, the TIP would have to be tracked manually using spreadsheets. Ty noted that while NIRPC is not thrilled with the software and eventually wants to move away from it, a good replacement has not yet been found. On motion by Wendy Mis, second by George Topoll and no opposition, the Committee approved Resolution 22-18 to adopt the comprehensive conflict of interest policy.

NIRPC 2023 Preliminary Budget

Stephanie Kuziela presented the preliminary budget. The preliminary expense budget for 2023 is 4,133,726, a 15% decrease. Stephanie relayed that Talaya Jones, NIRPC CFO, stated the final budget numbers will change before being presented in December because the RAISE and READI grants have not been executed yet and the affectations to those budget categories are unknown and those amounts are not currently figured into the budget.

#### Personnel updates

Ty Warner reported that NIRPC's open positions are still unfilled. An offer was made to one of the Accountant position candidates, but their current employer made them a counter offer and they chose to stay at their current job. Ty remarked that NIRPC is not unique in having difficulty filling positions. He had just gotten back from the National Association of Regional Councils' Executive Director conference and during the opening session he asked how many had open positions and everyone raised their hand. He also noted that when he then asked how many had more than one open position, not one person put their hand down. One agency mentioned they have 64 open positions.

Ty stated that NIRPC is in the process of updating their handbook and hopefully will be bringing the update to the F&P Committee in early 2023.

#### Other Business

None

#### Adjournment

There being no further business, the meeting was adjourned.