

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
October 21, 2021 / Zoom Virtual Meeting – 9:00 a.m.

Members Present

Greg Stinson, Bob Carnahan, George Topoll, Justin Kiel

Staff and Others Present

Talaya Jones, Kathy Luther, Lisa Todd, Meredith Stilwell, Stephanie Kuziela

Call to Order

Chairman Stinson called the meeting to order.

Approval of Minutes

The minutes of the September 16, 2021 meeting were presented. Bob Carnahan made motion and Justin Kiel seconded to approve the minutes. A roll call vote was taken with Bob Carnahan, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative. Motion passed 4-0.

Review of Financial Status – August 2021 Budget vs Actual

Talaya Jones presented the August 2021 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account.

Talaya Jones presented the August 2021 general fund financial reports. There were no significant changes in budget to actual expenditures. Environmental programs promotional expenses are currently over budget, but some of the expenses will be recategorized to contractual. Total expenditures for the period ending August 31, 2021, were \$3,075,190 of the \$11,981,765 budgeted. Total general fund revenue for the period was \$1,271,204 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date August 2021. Total NIRPC CARES fund expenditures for the period ending August 31, 2021, was \$2,493,212 of the \$4,717,013 budgeted. Total CARES revenue collected for the period is \$2,594,473 of the \$4,307,009 budgeted.

Approval of Claims Registers – August 2021

Talaya presented the August 2021 General Fund claims register totaling \$670,480.58 to the Committee for approval. Bob Carnahan questioned a claim for a safe purchased for LaPorte Transporte. Lisa Todd explained this was a purchase for the transit operator using CARES Act funds. Bob Carnahan made motion and Justin Kiel seconded to approve the August 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative. Motion passed 4-0. The CARES Act expenditures register of claims totaling \$291,211.20. was presented for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the August 2021 CARES Act claims register. A roll call vote was taken with Bob Carnahan, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative. Motion passed 4-0.

Review of Financial Status – September 2021 Budget vs Actual

Talaya Jones presented the September 2021 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account.

Talaya Jones presented the September 2021 general fund financial reports. There was nothing out of the ordinary in budget to actual expenditures. Total expenditures for the period ending September 30, 2021

were \$3,273,614 of the \$11,981,765 budgeted. Environmental programs promotional expenditures still need to be reclassified to contractual to rectify the negative balance. Total general fund revenue for the period was \$1,682,359 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date September 2021. Total NIRPC CARES fund expenditures for the period ending September 30, 2021, was \$2,545,181 of the \$4,717,013 budgeted. Total CARES revenue collected for the period is \$2,641,066 of the \$4,307,009 budgeted.

Approval of Claims Registers – September 2021

Talaya presented the September 2021 General Fund claims register totaling \$195,088.85 to the Committee for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the September 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative. Motion passed 4-0. The CARES Act register of claims totaling \$45,787.38 was presented for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the September 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative. Motion passed 4-0. The RLF claims register totaling \$458.75 was presented for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the September 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative. Motion passed 4-0.

NIRPC 2022 Preliminary Budget

Talaya presented the NIRPC's preliminary budget for 2022 to the Committee. There is a decrease in the revenue as some of the CARES Act monies will be fully spent in 2021. Talaya reminded the Committee that the figures are still preliminary because there are some line items that NIRPC does not have final figures for, including health insurance rates, Ty's contract renewal and the lease cost for 2022.

George Topoll suggested that hiring retired individuals, who have experience and want to continue to work in their field of expertise, for part time work might be an option for NIRPC to pursue.

Personnel updates

Meredith Stilwell reported that Joe Exl, NIRPC's Senior Water Resource Planner's last day with NIRPC was October 15. His position, as well as the revised Programming and Grant Assistant position, will be posted in the near future.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned.