

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
December 16, 2021 / Zoom Virtual Meeting – 9:00 a.m.

Members Present

Denise Ebert, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson, George Topoll

Staff and Others Present

Talaya Jones, Meredith Stilwell, Ty Warner, Lisa Todd, Stephanie Kuziela, Sue Lynch, Scott Kingan, Mary Tanis, Geof Benson, David Hollenbeck,

Call to Order

Chairman Stinson called the meeting to order.

Approval of Minutes

The minutes of the November 18, 2021 meeting were presented. Justin Kiel made motion and George Topoll seconded to approve the minutes. A roll call vote was taken with Denise Ebert, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson and George Topoll. Motion passed 6-0.

NIRPC FY 2022 Preliminary Budget

Talaya Jones presented the preliminary budget. The final budget will go before the Finance & Personnel Committee at the January 20th meeting and, if given a favorable recommendation, be presented to the NIRPC Commission for approval.

The Revenue, Departmental and Contractual budgets were all decreased due to the depletion and end of CARES Act funds. Salary and Fringe benefits budgets were increased due to the possibility of open positions being filled and Executive Director and staff salary increases. Salary increases will be factored using employee evaluations. The Occupancy budget was increased to accommodate an increase in NIRPC's lease. Portage allowed the 2020 rate to be held throughout 2021, but an increase for 2022 is expected. The Equipment Service/Maintenance budget was decreased after budget to actuals for 2021 were reviewed.

Talaya noted she was able to find some cost savings from 2021, but to compete in the salary market and achieve budget sustainability, NIRPC needs to obtain more local share.

A short discussion was held regarding the pay for subrecipient bus drivers and Talaya noted a grant is being written.

Other Business

Ty reported on the triennial and certifications reviews and noted the certification review deadline is December 20th and is expected to be finished any day.

George Topoll inquired on the status of the State Board of Accounts audit and Talaya reported that the contractors hired by the SBOA to complete the audits were backlogged due to the number of audits. The timeframe looks to have the audit wrapping up around the end of January.

Adjournment

There being no further business, the meeting was adjourned.