

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
March 16, 2023 / NIRPC Dune Room – 8:00 a.m.

Members present

Bob Carnahan, Don Craft, Tom Dermody, Justin Kiel, Wendy Mis, George Topoll

Staff and others present

Ty Warner, Talaya Jones, Lisa Todd, Meredith Stilwell, Darin Sherman, Jane Jordan, David Hollenbeck

Call to Order

Chairman Dermody called the meeting to order at 8:03 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the January 19, 2023 meeting were presented. On motion by Bob Carnahan, second by Wendy Mis and no opposition, the minutes were approved.

Review of Financial Status – January 2023 Budget vs Actual

Talaya Jones presented the January 2023 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya presented the January 2023 general fund financial reports. Total expenditures for the period ending January 31, 2023, were \$224,331 of the \$15,899,219 budgeted. Total general fund revenue for the period was \$1,089 of the \$4,164,925 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date January 2023. Total NIRPC CARES fund expenditures for the period ending January 31, 2023, was \$3,430 of the \$162,229 budgeted. Total CARES revenue collected for the period was \$2,069 of the \$150,368 budgeted. Commissioner Carnahan asked what would be done regarding an expenditure of \$21 from the communications line item that has no money budgeted. Talaya explained their would be a revenue adjustment brought forward to the Committee.

Approval of Claims Registers – January 2023

Talaya presented the January 2023 General Fund claims register totaling \$202,899.10 to the Committee for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the General Fund register of claims in the amount of \$202,899.10 was approved. The CARES Act register of claims totaling \$3,409.00 was presented for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the CARES Act register of claims in the amount of \$3,409.00 was approved.

Approval of Claims Registers – February 2023

Talaya presented the February 2023 General Fund claims register totaling \$279,075.79 to the Committee for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the General Fund register of claims in the amount of \$279,075.79 was approved. The CARES Act register of claims totaling \$2,992.41 was presented for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the CARES Act register of claims in the amount of \$2,992.41 was approved.

Procurements #23-07.01, 23-07.02, 23-07.03, 23-07.04, 23-07.05. and 22-15

Lisa Todd presented 6 procurements to the Committee for recommendation to the NIRPC Executive Board for approval. The procurements were for a total of 15 replacement vehicles to be purchased, with 2 for City of Valparaiso, 2 for Porter County Aging Community Services, 1 for East Chicago Transit, 3 for Opportunity Enterprise and 7 for Lake County Community Services. Each recipient must provide a 20% local match for the 80% coming from federal funds, with a not to exceed amount for federal funds for each purchase. A discussion was held regarding the continuing supply chain issues and investigations into other possibilities to help to obtain vehicles. It was questioned if there was an issue with grants not being spent down in the time they should be. Lisa noted that extensions can be asked for and granted if a viable reason is provided.

Personnel updates

Ty wanted to move the personnel updates portion of the agenda up and introduced Darin Sherman,

NIRPC's new Accountant, who has been employed with NIRPC for a month. Ty also announced that there have been 2 more new hires to fill the Public Transit and Spatial Analyst positions. The names were withheld from the Committee until the announcement could be made to staff. An offer was made for the Transportation Director position but is still in the works. The Transit Compliance Manager and Transportation Programming & Grant Assistant positions are still open. Meredith reported that there are 3 interviews scheduled for next week.

NIRPC Building Lease

Ty brought up the building lease and what NIRPC feels are needs and wants for a lease renewal. Discussion was held by the Committee regarding those items and suggestions made by the Commissioners. Commissioners Carnahan and Clark mentioned needing tornado, fire, and active shooter plans and Ty reported that those will be included in NIRPC's safety plan addition to the handbook, which will most likely be brought before the Committee in April.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned.