

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
April 15, 2021 / Google Meet Virtual Meeting – 8:00 a.m.

Members Present

Greg Stinson, Richard Hardaway, Bob Carnahan, Justin Kiel, George Topoll

Staff and Others Present

Ty Warner, Talaya Jones, Kathy Luther, Lisa Todd, Stephanie Kuziela, Meredith Stilwell, Denarie Kane, David Hollenbeck, Wendy Mis, Bryan Blazak, Duane Arndt

Call to Order

Greg Stinson called the meeting to order with the Pledge of Allegiance.

Approval of Minutes

The minutes of the March 18, 2021 meeting were presented. Bob Carnahan made motion and Richard Hardaway seconded to approve the minutes. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative motion passed 5-0.

Final 2020 Year End Financial Status Budget to Actual

Talaya presented the general fund financial reports, year to date December 2020. Total expenditures for the period ending December 31, 2020 are \$6,667,100 of the \$10,258,326 budgeted. When questioned by Commissioner Carnahan regarding what happens to the excess money, Talaya explained the money is in grants and is reprogrammed into the 2021 budget. Total general fund revenue for the period is \$2,096,002 of the \$3,275,273 budgeted. When questioned by Commissioner Carnahan if there is potential for uncollected revenue to be collected in 2021, Talaya indicated NIRPC has already started collecting some of the funds.

Talaya presented the financial reports for Coronavirus Aid, Relief and Economic Securities (CARES), year to date December 2020. Total NIRPC CARES fund expenditures for the period ending December 31, 2021 were \$2,534,727. Commissioner Stinson pointed out a \$500 error in the Departmental category. Total CARES revenue collected for the period is \$2,833,872 of the \$4,307,009 budgeted.

Review of Financial Status – March 2021 Budget vs Actual

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

Talaya Jones presented the March 2021 general fund financial reports. Total expenditures for the period ending March 31, 2021 are \$960,295 of the \$11,981,765 budgeted. Total general fund revenue for the period is \$22,885 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date March 2021. Total NIRPC CARES fund expenditures for the period ending March 31, 2021 are \$116,707 of the \$1,034,233 budgeted, with total CARES expenditures at \$1,154,048 of the \$5,267,013 budgeted. Total CARES revenue collected for the period is \$896,180 of the \$4,282,009 budgeted.

Approval of Claims Registers – March 2021

Talaya presented the March 2021 General Fund claims register totaling \$257,532.28 to the Committee for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the March 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, motion passed 5-0. The CARES Act expenditures register of claims totaling \$879,636.59 was then presented for approval. Bob Carnahan made motion and Richard Hardaway seconded to approve the March 2021 CARES Act claims register. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, motion passed 5-0.

Resolution 21-05 – 2021-2022 UPWP Amendment #4, FY 2022 Update

Kathy Luther presented Resolution 21-05 to the. The Unified Planning Work Program (UPWP) is NIRPC's scope of work for federal Department of Transportation funds spent for Metropolitan Planning Organization planning and transit oversight and is a two-year work program. The second year in the program is always an estimate and needs to be revised after the budget is determined and planning emphasis areas given by the Federal Transit Administration and Federal Highway are received. Amendment #4 is an update of the UPWP document to make the necessary changes. Bob Carnahan make motion and Justin Kiel seconded to recommend Resolution 21-05 to the NIRPC Commission for approval A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative, motion to passed 5-0.

Personnel updates

Meredith Stilwell reported that submissions have been received for the current job postings of Director of Transportation, Economic District Development Coordinator and Programming and Grant Assistant.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned.