

NORTHWESTERN INDIANA REGIONAL PLANNING  
COMMISSION FINANCE AND PERSONNEL COMMITTEE  
April 21, 2022 / NIRPC Dune Room – 8:00 a.m.

Members present in-person

Bob Carnahan, Tom Dermody, Richard Hardaway, Wendy Mis, Greg Stinson, George Topoll

Staff and others present in-person

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

Call to Order

Chairperson Dermody called the meeting to order.

Approval of Minutes

The minutes of the March 17, 2022 meeting were presented. On motion by Greg Stinson, second by Richard Hardaway and no opposition, the minutes were approved.

Review of Financial Status – February 2022 Budget vs Actual

Talaya Jones presented the February 2022 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya Jones presented the February 2022 general fund financial reports. Total expenditures for the period ending February 28, 2022, were \$1,098,158 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$3,649 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date February 2022. Total NIRPC CARES fund expenditures for the period ending February 28, 2022, was \$53,859 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$60,569 of the \$1,352,229 budgeted.

Approval of Claims Registers – February 2022

Talaya presented the February 2022 General Fund claims register totaling \$790,885.34 to the Committee for approval. On motion by Wendy Mis, second by George Topoll and no opposition, the General Fund claims in the amount of \$790,885.34 were approved. The CARES Act register of claims totaling \$14,909.00 was presented for approval. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the CARES Act register of claims in the amount of \$14,909.00 were approved. The RLF register of claims totaling \$708.75 was presented for approval. On motion by Richard Hardaway, second by Bob Carnahan and no opposition, the RLF register of claims in the amount of \$708.75 were approved.

Review of Financial Status – March 2022 Budget vs Actual

Talaya Jones presented the March 2022 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Talaya Jones presented the March 2022 general fund financial reports. Total expenditures for the period ending March 31, 2022, were \$1,824,761 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$5,220 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date March 2022. Total NIRPC CARES fund expenditures for the period ending March 31, 2022, was \$77,440 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$83,546 of the \$1,352,229 budgeted.

Approval of Claims Registers – March 2022

Talaya presented the March 2022 General Fund claims register totaling \$712,542.50 to the Committee for approval. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the General

Fund claims in the amount of \$790,885.34 were approved. The CARES Act register of claims totaling \$20,540.25 was presented for approval. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the CARES Act register of claims in the amount of \$20,540.25 were approved.

#### Amendment to Memorandum of Understanding with Porter Co. RDC

Ty Warner presented the amendment to the MOU which was presented at the March Finance & Personnel meeting. The original MOU was designed to provide funds for closing costs to aid businesses in unincorporated Porter County, specifically the commercial and industrial areas in South Haven or along US 6 from McCool Road to State Road 49, who possibly could qualify for a RLF loan. This amendment opens up the grant to all unincorporated Porter County. On motion by Greg Stinson, second by George Topoll and no opposition, the Committee favorably recommended the MOU to the NIRPC Board for approval.

#### Personnel updates

Meredith Stilwell reported the Accountant, Economic Development Specialist, and Transit & Engagement Planner positions are still open, but there have been interviews held for the position and a decision has not yet been made. Ty Warner noted the Economic Development Specialist position is a grant funded position and the grant expires June 30, 2022.

#### Other Business

Ty Warner informed the Committee that NIRPC's current lease will be ending late 2023, early 2024 and the Finance & Personnel Committee will most likely be the ones tasked with discussing possibilities for staying in Portage or relocating. It was mentioned that there should be a discussion held with the City of Portage regarding their plans for the 6100 Southport building.

Bob Carnahan reported that the Town of Cedar Lake passed an ordinance to allow for hybrid meetings. A discussion was held regarding the ability of NIRPC to have hybrid meetings, with Attorney Hollenbeck outlining some of the challenges of hybrid meetings for a Board the size of NIRPC's.

#### Adjournment

There being no further business, the meeting was adjourned.