

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
May 18, 2023 / NIRPC Dune Room – 8:00 a.m.

Members present

Bob Carnahan, Don Craft, Wendy Mis, George Topoll

Staff and others present

Ty Warner, Talaya Jones, Meredith Stilwell, Darin Sherman, Denarie Kane, Lisa Todd, David Hollenbeck

Call to Order

Chairperson Mis called the meeting to order at 8:00 a.m. with the Pledge of Allegiance.

Approval of Minutes

Due to lack of quorum, the approval of the minute's agenda item was postponed. When quorum was reached, the minutes of the April 20, 2023 meeting were presented. On motion by Bob Carnahan, second by Don Clark and no opposition, the minutes were approved.

Review of Financial Status – December 2022 Budget vs Actual

Talaya Jones presented the December 2022 general fund financial reports. Total expenditures for January 1 through December 31, 2022, were \$6,934,508 of the \$9,201,349 budgeted. Talaya noted that all categories were spent within budget, but monies for the Utilities line item and Furniture and Equipment line item were being rolled over into 2023. Total general fund revenue for the period was \$3,189,829 of the \$4,311,106 budgeted. Talaya noted that the state agency contracts for NWI 2050+ weren't ready and could not be drawn down so payouts were rolled over into 2023. Also noted was that there had been barriers in creating loans for CARES funding and the Federal Agencies funding was under collected due to lack of a full-time employee.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports for January 1 through December 31, 2022. Total NIRPC CARES fund expenditures for the period ending December 31, 2022, was \$266,169 of the \$1,153,515 budgeted. Talaya noted that the CARES Revolving Loan Fund was well under budget due to federal funding not being able to be loaned out. Total CARES revenue collected for the period was \$373,863 of the \$1,352,229 budgeted. Talaya explained that the EDD RLF Revenue line item was under collected because of the inability to loan out money. She also explained that FTA Revenue under CARES Transit Capital was under collected because of bus back orders due to supply issues.

Review of Financial Status – April 2023 Budget vs Actual

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

Talaya presented the April 2023 general fund financial reports. Total expenditures for the period ending April 30, 2023, were \$1,875,941 of the \$15,899,219 budgeted. It was explained that NIRPC has still not received lease or utility invoices despite many requests. The accounting staff has photocopied prior lease invoices to use for payment, but complexities for utility amounts due to the different building tenants, utility invoices with breakdowns are needed to remit payment. One of the lease renewal requests is to consider the 2022 utilities a "gift" because NIRPC cannot keep carrying over money from year to year. Talaya noted that the \$0 amount expended for Copier Leasing and Computer Service Maintenance was due to issues from 2022 still be worked through. Total general fund revenue for the period was \$32,669 of the \$4,164,925 budgeted. Talaya noted that grant revenue is typically collected quarterly.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date April 2023. Total NIRPC CARES fund expenditures for the period ending April 30, 2023, was \$10,904 of the \$162,250 budgeted. Talay reported that new computers will be ordered later this year. Total CARES revenue collected for the period was \$10,330 of the \$150,368 budgeted.

Approval of Claims Registers – April 2023

Talaya presented the April 2023 General Fund claims register totaling \$294,439.15 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 \$294,439.15 was approved. The CARES Act register of claims totaling \$1,534.00 was presented for approval. On motion by Don Craft, second by Bob Carnahan and no opposition, the CARES Act register of claims in the amount of \$1,534.00 was approved.

NIRPC Resolution 23-08 Authorizing the submittal of the EDA FY 2023 Partnership Planning Grant Application to Administer the Economic Development District

Denarie Kane presented resolution 23-08 and explained that the Economic Development Administration (EDA) requires a resolution every year when NIRPC applies for the Economic Development Administration Planning grant. The EDA provides \$70,000 and NIRPC supplies the \$70,000 local match from the County collections. On motion by George Topoll, second by Don Craft and no opposition, forwarding NIRPC Resolution 23-08 to the NIRPC Executive Board with a recommendation for approval was approved.

NIRPC Resolution 23-09 Authorizing the execution of a grant agreement with the U.S. DOT and INDOT under the FY 2021 RAISE Grant Program for the Marquette Greenway Project

The Indiana Department of Transportation (INDOT) has agreed to serve as the pass-through for the RAISE Grant federal funds for the Marquette Greenway Project. NIRPC was originally to be the direct recipient, but Resolution 23-09 authorizes NIRPC Executive Director Ty warner, or his successor, to execute an agreement with the U.S.DOT and INDOT to designate INDOT as the recipient of the RAISE Grant and NIRPC as the First Tier subrecipient to carry out the project with the Recipient's assistance and oversight. On motion by George Topoll, second by Don Craft and no opposition, forwarding NIRPC Resolution 23-09 to the NIRPC Executive Board with a recommendation for approval was approved.

NIRPC Building Lease

Ty solidified the list of NIRPC needs and wants for a lease renewal and Ty and Dave met to discuss. Dave made preliminary contact with Portage's representative, Bill Rathjen from McColly Real Estate. Dave and Ty will try to sit down with Bill regarding the conditions and changes for a lease renewal to be effective January 2, 2024.

Personnel updates

NIRPC no longer has any job postings. Ty noted that the Transit Compliance Officer position responsibilities originally posted for will be rolled into the Transportation Programming & Grant Assistant position.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned at 8:36 a.m.