

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
May 19, 2022 / NIRPC Dune Room – 8:00 a.m.

Members present in-person

Bob Carnahan, Joshleen Denham, Tom Dermody, Denise Ebert, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson, George Topoll

Staff and others present in-person

Talaya Jones, Denarie Kane, Meredith Stilwell, Ty Warner, Lisa Todd, Stephanie Kuziela, Mary Tanis, David Hollenbeck

Call to Order

Chairperson Dermody called the meeting to order.

Approval of Minutes

The minutes of the April 21, 2022 meeting were presented. On motion by Bob Carnahan, second by Greg Stinson and no opposition, the minutes were approved.

Review of Financial Status – April 2022 Budget vs Actual

Stephanie Kuziela presented the April 2022 bank reconciliations for the NIRPC general account, the CARES Revolving Loan Fund account, and the Revolving Loan Fund Account.

Stephanie presented the April 2022 general fund financial reports. Total expenditures for the period ending April 30, 2022, were \$2,033,335 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$11,340 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date April 2022. Total NIRPC CARES fund expenditures for the period ending April 30, 2022, was \$183,765 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$186,531 of the \$1,352,229 budgeted.

Approval of Claims Registers – April 2022

Stephanie presented the April 2022 General Fund claims register totaling \$224,949.30 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 \$224,949.30 were approved. The CARES Act register of claims totaling \$52,945.00 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 \$52,945.00 were approved. The RLF register of claims totaling \$50,000.00 was presented for approval. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the RLF register of claims in the amount of \$50,000.00 were approved.

NIRPC Resolution 22-14: Regulatory Financial Year-End Reporting

Talaya presented resolution 22-14 which would allow NIRPC to revert to regulatory reporting for State Board of Accounts (SBOA) auditors. NIRPC has been voluntarily reporting GAAP financial statements to SBOA, however it is a lot of data for the agency to compile and submit and is costly. On motion by Greg Stinson, second by Richard Hardaway and no opposition, the Committee favorably recommended Resolution 22-14 to the NIRPC Board for approval.

Addendum to the LaPorte County Revolving Loan Fund Management Plan

Denarie Kane presented an addendum to the LaPorte County Revolving Loan Fund Management Plan for the Committee's approval. The addendum allows for flexibilities provided by EDA for recipients of EDA-funded RLF awards in light of the impact of COVID-19 on small businesses to be implemented through June 30, 2022. The addendum was reviewed and recommended by the LaPorte County Revolving Loan Fund Management Board on May 18, 2022. On motion by Wendy Mis, second by George Topoll and no

opposition, the Committee approved the addendum to the LaPorte County Revolving Loan Fund Management Plan.

Personnel updates

Ty Warner announced that Allen Hammond, NIRPC's Compliance Manager, will no longer be working for NIRPC. The Accountant, Public Transit and Engagement Planner, and Economic Development Specialist positions are still posted and open, noting that the Economic Development Specialist position is funding the CARES act grants funds that are expiring June 30, 2022. Ty indicated that in his discussions with other agencies, NIRPC is not unique in struggling to find candidates for the open positions. A discussion was held regarding the reason why individuals are choosing to leave and why open positions are not filled.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned.