

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION
FINANCE AND PERSONNEL COMMITTEE
July 16, 2020
Google Meet Virtual Meeting

Members Present

Richard Hardaway - Chair
George Topoll
Bob Carnahan

Staff and Others Present

Justin Kiel
Talaya Jones
Kathy Luther
Stephanie Kuziela
Ty Warner
Meredith Stilwell

Call to Order

Richard Hardaway called the meeting to order with the Pledge of Allegiance.

Approval of Minutes

The minutes of the June 23, 2020 meeting were presented. Bob Carnahan made motion and George Topoll seconded to approve the minutes. Chairman Hardaway asked all Committee members in favor to signify with aye and for any opposed. With no opposition, the motion to approve the June meeting minutes passed.

Review of Financial Status – June 2020

Talaya Jones presented the June 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 6/1/2020 was \$908,708.79 and closing balance as of 6/30/2020 was \$794,613.57. The RLF account beginning balance from 6/1/2020 was \$126,429.82 and ending balance for 6/30/2020 was \$127,940.23.

Talaya presented the financial status report for category expenditures year to date, June 2020. \$638,873 has been expended of the \$1,489,490 Salaries budget. \$232,510 has been expended of the \$574,817 Fringe Benefits budget. \$137,525 has been expended of the \$280,297 Occupancy budget. \$29,340 has been expended of the \$78,840 Maintenance budget. \$67,868 has been expended of the \$196,750 Departmental budget. \$200,412 has been expended of the \$884,465 Contractual budget. Talaya explained that the General Use Supplies Expense is currently over budget due to PPE orders. An amendment is being presented in order for NIRPC to replenish this line item. \$350 has been expended of the \$100,000 Capital Outlays budget. Total General Fund expenditures were \$1,306,879 of the \$3,604,659 budgeted. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$1,716,054 has been expended of the \$2,440,988 Transit Capital Fund budget. \$1,150,582 has been expended of the \$4,389,036, 2019 Transit Operating Fund budget. Year to date, all categories are under budget, with total expenditures of \$4,173,715 of the \$10,519,683 budgeted, \$6,345,968 under budget.

Talaya presented the year to date March 2020 expended by category chart. 48% of the expended budget was salaries and 18% fringe benefits.

Talaya presented the year to date June 2020 budget vs. actual revenue report. Funds were collected from Lake County for half of their county appropriation. \$186,588 has been collected from federal agencies of the \$869,119 budgeted, \$247,972 under budget, some of which are funds included in the amendment being brought to the Committee. \$862,471 has been collected from state agencies of the \$1,935,395 budgeted, \$105,227 under budget. \$15,181 has been collected from local agencies of the \$44,694 budgeted, \$7,166 under budget. \$743 of non-governmental funds have

been collected of the \$135,318 budgeted, \$66,917 under budget. Economic Development Funds have not been collected yet as the grant funds will not be available until July 1. \$3,223 has been collected of the budgeted \$9,862 Interest income, \$1,708 under budget.

Talaya presented the year to date revenue by funding source as of June 31. 70% of collected revenue has been from state agencies and 15% from federal agencies.

Approval of Claims Register – June 2020

Talaya presented the June 2020 claims register totaling \$485,765.34 to the Committee for approval. Bob Carnahan made motion and George Topoll seconded to approve the claims register. Bob Carnahan questioned a couple of \$.01 rounding claims for INPRS and was informed it was due to a rounding calculation. Chairman Hardaway asked Committee members in favor to signify with the sign of aye and the same for any opposed. With no opposition, the motion carried.

FY 2020 Budget Amendment #3

Talaya presented Proposed 2020 budget amendment #3 adding new revenue of \$5,897,297 due to the award of Coronavirus Aid, Relief and Economic Security (CARES) Act funds. A new budget line of Departmental Expenses; PPE Supplies-CARES ACT would be added and increases would be made to salary, fringe benefits, furniture and equipment, RLF Services, Capital Outlays – Transit Equipment, Other Services and Charges and LaPorte RLF Services. Justin Kiel asked for the RLF services line to be elaborated on. Kathy Luther explained that Since NIRPC is an Economic Development District and has an existing revolving loan fund for LaPorte County, additional CARES Act funds were granted to begin a new revolving loan fund. These funds will be available to the entire region, including LaPorte. The new funds allow for administration, and will allow for management and administering of the entire portfolio. Bob Carnahan made motion to make recommendation to the full Council for the 2020 Budget Amendment # 3 in the amount of \$5,897,297. George Topoll seconded the motion. Chairman Hardaway asked all Committee members in favor to signify with aye and for any opposed. With no opposition, the motion carried.

NIRPC Resolution 20-19 FY 2021-2022 UPWP Amendment 2-FTA CARES ACT

Kathy presented Resolution 20-19 to add the CARES act transit funds amended into the operating budget, into NIRPC's 2021-2022 Unified Planning Work Program (UPWP). In order to spend the \$658,000 funds allocated to conduct transit oversight, they must be added into the UPWP. The new replacement budget table pages were presented to the Committee for recommendation to the Commission for approval. A new line item, CARES Act Subrecipient Oversight, is being added to the UPWP and \$429,000 of the \$658,000 added for 2021. The amount originally budgeted for 2021 for FTA subrecipient Oversight is being moved to 2022, and the remainder of the CARES Act funds, \$238,980, added to the CARES Act Subrecipient Oversight line. George Topoll motioned to recommend Resolution 20-19 to the Full Commission for approval. Chairman Hardaway asked all Committee members in favor to signify with aye and for any opposed. With no opposition, the motion carried 3-0.

NIRPC Resolution 20-20 Establishing a CARES Act Fund

Talaya explained that with the receipt of the CARES Act funds, it is imperative that NIRPC remain compliant with the Indiana State Board of Accounts (SBOA). In a memorandum issued in April 2020, Guidance was given by the SBOA that each program funded by a different CARES ACT fund provider is required to have a different fund number and fund name that clearly identifies the assistance being provided. To remain in compliance with these requirements, NIRPC must create new accounting fund numbers for the CARES Act funds awarded. George Topoll motioned to recommend Resolution 20-20 to the Full Commission for approval. Chairman Hardaway asked all Committee members in favor to signify with aye and for any opposed. With no opposition, the motion.

NIRPC Resolution 20-21 Approval to open a bank account

Talaya presented Resolution 20-21 to open a new RLF Bank Account for Economic Development Administration (EDA) CARES Act Funds. NIRPC was awarded additional revolving loan funds from the EDA under the CARES Act. In order to remain compliant with both the EDA and the Indiana State Board of Accounts, these funds must be tracked separately from NIRPC's existing bank accounts. Resolution 20-21 allows for the opening of a new RLF Bank Account for the EDA CARES Act funds. George Topoll motioned to recommend Resolution 20-21 to the Full Commission for approval. Chairman Hardaway asked all Committee members in favor to signify with aye and for any opposed. With no opposition, the motion.

Procurement Recommendations

Lisa Todd presented Procurement #'s 20-14, 20-15 and 20-16, which are all related to the CARES Act funds awarded by the Federal Transit Administration and are all 100% federal funds with no local share required. Procurement #20-14 is for the purchase of five replacement BOC vehicles for a total of \$345,208 in federal funds. Procurement #20-15 is for the purchase of two replacement support vehicles not to exceed \$110,000. Procurement #20-16 is to purchase miscellaneous support equipment not to exceed \$931,924. Bob Carnahan motioned to recommend Procurements 20-14, 20-15 and 20-16 for an amount not to exceed \$931,922 to the Full Commission for approval. George Topoll seconded the motion. After the motion was made, it was clarified that the amount of \$931,924 was only for Procurement #20-16 and the total for all three procurements would be \$1,387,132. George Topoll motioned to amend the motion for the total amount not to exceed \$1,387,132. Bob Carnahan seconded the motion. Chairman Hardaway asked all Committee members in favor to signify with aye and for any opposed. With no opposition, the motion.

Personnel updates

George Topoll asked if there were currently any vacancies. Meredith stated that the Programming and Grant Assistant was still vacant. Ty Warner stated that with the new Economic Development District designation and the need to devote resources to that in building up that program of NIRPC, Gabrielle Biciunas has been promoted into the new position of Economic Development District Coordinator. She has already been talking with communities about the opportunity to apply for funds. The CARES Act Funds will allow for the hiring of 2 new temporary staff members. Justin Kiel asked how the new EDD employees would be funded and Ty explained they will be temporary because they are being funded by the CARES Act funding.

Other Business

Ty informed the Committee that there will be a new Economic Development District Committee formed. Until the new committee is established, the F&P Committee will step into that general role. Some things have to happen before September and an administration plan has to be established. There possibly will be an August F&P meeting to approve the plan.

Richard Hardaway questioned how many people were of the Committee were not on the call. George Topoll motioned to add Justin to be added to the F&P Committee. It was clarified that Michael Griffin has to appoint Commissioners to Committees and that could be done if Justin was amenable. Justin asked if Michael had appointed Commissioner yet. Ty explained a survey had been sent out and there was not a very large response. The Committee structure is being assessed. Richard asked Ty to have a conversation with Michael to add Justin to the F&P Committee.

Ty mentioned that due to the fact that the Commission meeting agenda will be a consent agenda and less role calls will be needed.

Adjournment

There being no further business, the meeting was adjourned at 10:09 a.m.