

NORTHWESTERN INDIANA REGIONAL PLANNING  
COMMISSION FINANCE AND PERSONNEL COMMITTEE  
September 15, 2022 / NIRPC Dune Room – 8:00 a.m.

Members present in-person

Bob Carnahan, Don Craft, Tom Dermody, Denise Ebert, Justin Kiel, Wendy Mis, George Topoll

Staff and others present in-person

Talaya Jones, Meredith Stilwell, Ty Warner, Stephanie Kuziela, Kathy Luther, David Hollenbeck

Call to Order

Chairperson Dermody called the meeting to order with the Pledge of Allegiance.

Approval of Minutes

The minutes of the July 21, 2022 meeting were presented. On motion by Bob Carnahan, second by George Topoll and no opposition, the minutes were approved.

Review of Financial Status – July 2022 Budget vs Actual

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

Talaya presented the July 2022 general fund financial reports. Total expenditures for the period ending July 31, 2022, were \$3,710,453 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$1,014,182 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date July 2022. Total NIRPC CARES fund expenditures for the period ending July 31, 2022, was \$304,737 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$294,970 of the \$1,352,229 budgeted.

Approval of Claims Registers – July 2022

Talaya presented the July 2022 General Fund claims register totaling \$441,021.35 to the Committee for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the General Fund register claims in the amount of \$441,021.35 was approved. The CARES Act register of claims totaling \$30,396.79 was presented for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the CARES Act register of claims in the amount of \$30,396.79 was approved. The CARES RLF register of claims totaling \$50,000.00 was presented for approval. On motion by Bob Carnahan, second by George Topoll and no opposition, the CARES RLF register of claims in the amount of \$50,000.00 was approved. The RLF register of claims totaling \$70,284.75 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 \$70,284.75 was approved.

Review of Financial Status – August 2022 Budget vs Actual

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

Talaya presented the August 2022 general fund financial reports. Total expenditures for the period ending August 31, 2022, were \$4,241,777 of the \$9,201,349 budgeted. Total general fund revenue for the period was \$1,154,868 of the \$4,311,106 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date August 2022. Total NIRPC CARES fund expenditures for the period ending August 31, 2022, was \$313,816 of the \$1,153,515 budgeted. Total CARES revenue collected for the period was \$325,733 of the \$1,352,229 budgeted.

Approval of Claims Registers – August 2022

Talaya presented the August 2022 General Fund claims register totaling \$544,972.29 to the Committee for approval. On motion by Wendy Mis, second by Bob Carnahan and no opposition, the General Fund register of claims in the amount of \$544,972.29 was approved. The CARES Act register of claims totaling \$7,953.57 was presented for approval. On motion by Wendy Mis, second by Bob Carnahan and no opposition, the CARES Act Register of claims in the amount of \$7,953.57 was approved. The RLF

register of claims totaling \$25.48 was presented for approval. On motion by Wendy Mis, second by Bob Carnahan and no opposition, the RLF Register claims in the amount of \$25.48 was approved.

#### December 2021 Financials

Talaya presented the January - December 2021 general fund financial reports. Total expenditures were \$4,810,681 of the \$11,981,765 budgeted. Total general fund revenue for the period was \$3,046,474 of the \$3,574,659 budgeted.

Talaya presented the January - December 2021 Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports. Total NIRPC CARES fund expenditures were \$2,882,332 of the \$4,717,013 budgeted. Total CARES revenue collected for the period was \$3,162,330 of the \$4,307,009 budgeted.

#### NIRPC Resolution 22-18 – Approval of a Comprehensive Conflict of Interest Policy

Lisa Todd presented Resolution 22-18 for approval of a comprehensive conflict of interest policy. NIRPC was awarded a grant from the United States Department of Transportation under the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) program for several major portions of the Marquette Greenway Trail. The Trail extends from Chicago, Illinois to New Buffalo, Michigan, through many scenic parts of Northwest Indiana. NIRPC needs to put out several RFQs and RFPs for professional services, and the hired firms must follow a code of ethics and disclose if there is or will be any conflict of interest. As the direct recipient of the grant funds, NIRPC needs to adopt a conflict-of-interest policy. INDOT already has a policy which NIRPC would like to copy and adopt. Attorney Hollenbeck as already reviewed the policy and given his blessing. On motion by George Topoll and Second by Bob Carnahan and no opposition, the Committee approved Resolution 22-18 to adopt the comprehensive conflict of interest policy.

#### SME Contract Amendment 1

Kathy Luther presented SME contract Amendment 1. NIRPC entered into an agreement on March 19, 2020 with SME to provide technical and professional environmental services under a Brownfield Coalition Assessment Grant. Since SME is already conducting assessment work, the Coalition and the City of Hammond would like to utilize them to assess a parcel which is not eligible for use of federal grant funds. NIRPC has entered into an MOU with Hammond and is adding funds to pay the contractor, for which Hammond will reimburse NIRPC. The new task shall not exceed \$21,925, unless all parties agree in writing on an additional scope of work and cost up to \$60K. On motion by Bob Carnahan, second by Richard Hardaway and no opposition, the Committee approved SME contract amendment 1 to be forwarded with a favorable recommendation to the NIRPC Board for approval.

#### Personnel updates

NIRPC now has 4 open positions. In addition to the already open positions, Ty announced that NIRPC's Regional Planner/Spatial Analyst (GIS mapping), Peter Kimball, has left NIRPC. Ty held an exit interview with Peter and indicated he had nothing bad to say about NIRPC and is going to the Grand Rapids MPO where he will be paid more. NIRPC's Accountant, Stephanie Kuziela will be leaving in December. Stephanie stated she has an opportunity to take over a tax business and will be a business owner. Mayor Dermody stated that Cities and Councils are also struggling to keep people. Ty noted that a couple of the current openings meshed more than one position and possibly weren't the best mashups. Discussion followed regarding the need for an increase in local share which could work toward raises and new positions. All of the local share is used every year and while there are more federal funds to be tapped, there is not enough local share for match. Previously Michael Griffin drafted legislature asking to right size the local share based on current value and add with increases based on the consumer price index so NIRPC would not have to keep coming back. NIRPC's Chair, Justin Kiel, has taken up the cause. Bob Carnahan stated Cedar Lake is hiring within for their Planning Director position.

#### Other Business

None

#### Adjournment

There being no further business, the meeting was adjourned.