

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE
September 16, 2021 / Zoom Virtual Meeting – 8:00 a.m.

Members Present

Greg Stinson, Richard Hardaway, Bob Carnahan, George Topoll, Wendy Mis, Joshleen Denham, Justin Kiel

Staff and Others Present

Ty Warner, Talaya Jones, Kathy Luther, Lisa Todd, Meredith Stilwell, Denarie Kane, Stephanie Kuziela, David Hollenbeck

Call to Order

Chairman Stinson called the meeting to order.

Approval of Minutes

The minutes of the July 15, 2021 meeting were presented. Bob Carnahan made motion and Justin Kiel seconded to approve the minutes. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel, Greg Stinson and George Topoll voting in the affirmative. Wendy Mis abstained from voting since she had just joined the meeting. Motion passed 5-0.

Review of Financial Status – June 2021 Budget vs Actual

Talaya Jones presented the June 2021 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account.

Talaya Jones presented the June 2021 general fund financial reports. Total expenditures for the period ending June 30, 2021 were \$2,103,110 of the \$11,981,765 budgeted. Total general fund revenue for the period was \$1,189,579 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date June 2021. Total NIRPC CARES fund expenditures for the period ending June 30, 2021, was \$2,154,851 of the \$4,717,013 budgeted. Total CARES revenue collected for the period is \$2,181,787 of the \$4,307,009 budgeted.

Approval of Claims Registers – June 2021

Talaya presented the June 2021 General Fund claims register totaling \$306,199.20 to the Committee for approval. Richard Hardaway made motion and Justin Kiel seconded to approve the June 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Joshleen Denham, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson and George Topoll voting in the affirmative. Motion passed 7-0. The CARES Act expenditures register of claims totaling \$105,359.51 was presented for approval. Richard Hardaway made motion and Justin Kiel seconded to approve the June 2021 CARES Act claims register. A roll call vote was taken with Bob Carnahan, Joshleen Denham, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson and George Topoll voting in the affirmative. Motion passed 7-0.

Review of Financial Status – July 2021 Budget vs Actual

Talaya Jones presented the July 2021 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account.

Talaya Jones presented the July 2021 general fund financial reports. Total expenditures for the period ending July 31, 2021 were \$2,412,666 of the \$11,981,765 budgeted. Total general fund revenue for the

period was \$1,195,203 of the \$3,574,659 budgeted.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act financial reports, year to date July 2021. Total NIRPC CARES fund expenditures for the period ending June 30, 2021, was \$2,186,424 of the \$4,717,013 budgeted. Total CARES revenue collected for the period is \$2,303,262 of the \$4,307,009 budgeted.

Approval of Claims Registers – July 2021

Talaya presented the July 2021 General Fund claims register totaling \$316,417.62 to the Committee for approval. Richard Hardaway made motion and Bob Carnahan seconded to approve the July 2021 General Fund claims register. A roll call vote was taken with Bob Carnahan, Joshleen Denham, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson and George Topoll voting in the affirmative. Motion passed 7-0. The CARES Act expenditures register of claims totaling \$12,575.69 was presented for approval. Richard Hardaway made motion and Justin Kiel seconded to approve the June 2021 CARES Act claims register. A roll call vote was taken with Bob Carnahan, Joshleen Denham, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson and George Topoll voting in the affirmative. Motion passed 7-0.

Economic Resiliency Plan Consultant Selection and Contract

Denarie Kane presented a memorandum on the Economic Resiliency Plan consultant selection process and contract. An RFP was solicited from five consultants were chosen based on scores from a prior RFQ. Three proposals were received and two chosen for interviews. The decision was made to award the contract to TIP Strategies and Denarie asked the Finance & Personnel Committee to forward a recommendation for approval of the Executive Board to authorize the Executive Committee to allow NIRPC Executive Director Ty Warner to execute the contract paperwork and NIRPC attorney, Dave Hollenbeck, to work with Ty on the contract and scope of work. Wendy Mis motioned and Bob Carnahan seconded to forward the recommendation for approval. A roll call vote was taken with Bob Carnahan, Joshleen Denham, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson and George Topoll voting in the affirmative. Motion passed 7-0.

NIRPC Resolution 21-16: Requesting the Release of the LaPorte County RLF from certain requirements of the Economic Development Administration

Denarie Kane presented Resolution 21-16 and asked the Finance & Personnel Committee to forward the resolution with a recommendation for approval to the NIRPC Executive Board. Defederalizing the LaPorte County RLF would remove future reporting requirements. After a brief discussion regarding the possibility of the RLF being discontinued in the future, Richard Hardaway made motion and Wendy Mis seconded to recommend Resolution 21-16 to the NIRPC Executive Board for approval. A roll call vote was taken with Bob Carnahan, Joshleen Denham, Richard Hardaway, Justin Kiel, Wendy Mis, Greg Stinson and George Topoll voting in the affirmative. Motion passed 7-0.

Personnel updates

Ty Warner reported on the hiring of the new Economic Development Specialist, Matthew Paskash.

Other Business

None

Adjournment

There being no further business, the meeting was adjourned.