

NORTHWESTERN INDIANA REGIONAL PLANNING
COMMISSION FINANCE AND PERSONNEL COMMITTEE

September 17, 2020

Google Meet Virtual Meeting – 8:00 a.m.

Members Present

Richard Hardaway, Bob Carnahan, Justin Kiel, George Topoll

Staff and Others Present

Ty Warner, Talaya Jones, Kathy Luther, Lisa Todd, Stephanie Kuziela, Gabrielle Biciunas, Meredith Stilwell, David Hollenbeck

Call to Order

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

Approval of Minutes

The minutes of the July 16, 2020 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 and Justin Kiel voting in the affirmative, and no one voting in the negative. Motion passed 3-0. George Topoll was present, but was unable to vote due to technical difficulties.

Review of Financial Status – July 2020

Talaya Jones presented the July 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 7/1/2020 was \$794,613.57 with a closing balance of \$1,245,869.13 as of 7/31/2020. The RLF account beginning balance from 7/1/2020 was \$127,940.23 with a closing balance of \$131,429.57 as of 7/31/2020.

Talaya presented the financial status report for category expenditures year to date, July 2020.

\$750,895 has been expended of the \$1,489,490 Salaries budget. \$289,510 has been expended of the \$574,817 Fringe Benefits budget. \$159,485 has been expended of the \$280,297 Occupancy budget. \$33,903 has been expended of the \$78,840 Maintenance budget. \$68,890 has been expended of the \$196,750 Departmental budget. \$206,362 has been expended of the \$884,465 Contractual budget. \$350 has been expended of the \$100,000 Capital Outlays budget. Total General Fund expenditures were \$1,509,396 of the \$3,604,659 budgeted. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$1,754,014 has been expended of the \$2,440,988 Transit Capital Fund budget. \$1,297,427 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 \$4,561,036 of the \$10,519,683 budgeted, \$5,958,647 under budget.

Talaya presented the year to date July 2020 expended by category chart. 50% of the expended budget was salaries, 19% fringe benefits, 14% contractual, 11% occupancy, 4% departmental and 2% maintenance.

Talaya presented the year to date July 2020 budget vs. actual revenue report. \$366,669 of the \$540,271 county appropriations budget has been collected. \$164,505 of the \$869,119 federal agencies budget has been collected. \$969,371 of the \$1,935,395 state agencies budget has been collected. \$15,181 of the \$44,694 local agencies budget has been collected. \$743 of the \$135,318 non-governmental funds budget has been collected. \$0 of the \$70,000 Economic Development District budget has been collected. \$4,294 of the \$9,682 interest income budget has been collected. Justin Kiel questioned the timing of Economic Development District collections. Talaya indicated there will be collections in September.

Talaya presented the year to date revenue by funding source as of July 31. 64% of collected revenue has been from state agencies, 24% from county appropriations, 11% from federal agencies and 1% from local agencies.

Approval of Claims Register – July 2020

Talaya presented the July 2020 claims register totaling \$372,818.96 to the Committee for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the claims register. Bob Carnahan questioned a \$44.64 service fee payment. Talaya explained it was a bank service charge. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 4-0.

Review of Financial Status – August 2020

Talaya Jones presented the August 2020 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance from 8/1/2020 was \$1,245,869.13 with a closing balance of \$1,582,046.34 as of 8/31/2020. The RLF account beginning balance from 8/1/2020 was \$131,429.57 with a closing balance of \$137,432.15 as of 8/31/2020.

Talaya presented the financial status report for category expenditures year to date, August 2020. \$769,971 has been expended of the \$1,489,490 Salaries budget. \$334,783 has been expended of the \$574,817 Fringe Benefits budget. \$181,787 has been expended of the \$280,297 Occupancy budget. \$39,316 has been expended of the \$78,840 Maintenance budget. \$90,999 has been expended of the \$196,750 Departmental budget. \$214,162 has been expended of the \$884,465 Contractual budget. \$6,736 has been expended of the \$100,000 Capital Outlays budget. Total General Fund expenditures totaled \$1,637,755 of the \$3,604,659 budgeted. \$200 has been expended of the \$85,000 LaPorte Revolving Loan Fund budget. \$1,754,014 has been expended of the \$2,440,988 Transit Capital Fund budget. Year to date, all categories are under budget, with total expenditures of \$4,561,036 of the \$10,519,683 budgeted, \$5,958,647 under budget.

Talaya presented the year to date August 2020 expended by category chart. 48% of the expended budget was salaries, 21% fringe benefits, 14% contractual, 11% occupancy, 6% departmental and 2% maintenance.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual expenditures year to date, August 2020. Per the State Board of Accounts, the CARES Act and general funds must be reported separately. \$80,797 of the \$236,733 has been expended of the Salaries budget. \$0 of \$5,000 contractual, RLF Services, budget has been expended. \$0 of the \$25,000 departmental, PPE Supplies, budget has been expended. Talaya noted funds have been expended in the PPE Supplies budget, but they are still reflected in the general funds supply budget and have not been transferred yet. \$2,160 of the \$165,000 Capital Outlays, Furniture and Equipment, budget has been expended. Total General Fund Expenditures of \$82,957 had been expended from the \$431,733 budget. \$0 for the \$583,000 CARES Revolving Loan Fund budget has been expended. \$2,065 of the \$1,219,972 CARES Transit Capital Fund budget has been expended. \$1,092,610 of the \$4,314,322 CARES Agency Fund has been expended.

Talaya presented the year to date August 2020 budget vs. actual revenue report. \$366,669 of the \$540,271 county appropriations budget has been collected. \$172,339 of the amended \$539,733 federal agencies budget has been collected. \$1,118,692 of the \$1,935,395 state agencies budget has been collected. \$15,181 of the \$44,694 local agencies budget has been collected. \$7,613 of the \$135,318 non-governmental funds budget has been collected. \$0 of the \$70,000 Economic Development District budget has been collected. \$5,767 of the \$9,682 interest income budget has been collected.

Talaya presented the year to date revenue by funding source chart as of August 31. 66% of collected revenue has been from state agencies, 22% from county appropriations, 10% from federal agencies and 1% from local agencies.

Talaya presented the Coronavirus Aid, Relief and Economic Securities (CARES) Act budget to actual revenue year to date, August 2020. All revenue is federal and is classified as Economic Development

District or FTA. \$176,581 has been collected of the \$604,229 total CARES Act revenue budget.

Approval of Claims Register – August 2020

Talaya presented the August 2020 claims register totaling \$1,633,220.65 to the Committee for approval. Bob Carnahan made motion and Justin Kiel seconded to approve the August 2020 claims register of \$1,633,220.65. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 4-0.

NIRPC Resolution 20-25 Amending the Management Plan for the LaPorte County Revolving Loan Fund

Gabrielle Biciunas presented Resolution 20-25 to amend the LaPorte County Revolving Loan Fund Management Plan. Under the CARES Act, the Economic Development Administration (EDA) is relaxing certain policies and providing greater flexibility to allow the RLF program to help address the COVID-19 impact on small businesses. The changes were already approved by both the LaPorte County RLF Board and EDA. Justin Kiel asked which policies were being relaxed. Gabrielle explained the 2 requirements being temporarily waived until May 6, 2021 are the requirement to leverage additional capital and the requirement of evidence demonstrating credit is not otherwise available. Bob Carnahan motioned and Justin Kiel seconded to send a favorable recommendation of Resolution 20-25 to the Executive Board for approval. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 4-0.

NIRPC Resolution 20-26 Adopting a Management Plan for a Regional Revolving Loan Fund for Lake, Porter and LaPorte Counties

Gabrielle Biciunas presented Resolution 20-26 to approve and adopt the Regional Revolving Loan Fund Management Plan for Lake, Porter and LaPorte Counties. NIRPC received \$583k from the EDA CARES Act Recovery Assistance Grant to capitalize and administer a Revolving Loan Fund to make loans available to small businesses that have been impacted by the coronavirus. An approved RLF Management Plan is necessary for the Commission to administer the RLF. Bob Carnahan motioned and Justin Kiel seconded to recommend Resolution 20-26 to the NIRPC Executive Board for approval. A roll call vote was taken with Bob Carnahan, Richard Hardaway, Justin Kiel and George Topoll voting in the affirmative, and no one voting in the negative. Motion passed 4-0.

Personnel updates

Meredith Stilwell reported that NIRPC's Transit Planner, James Winters's, last day was September 4th. Leadership is assessing the position to determine how best to move forward before posting for the job. Ty stated that James was moving to the Economic Development Administration. The Director of Transportation will be posted, but a date for the posting has yet to be determined. NIRPC currently has 2 CARES Act grant funded Economic Development District positions open, the Economic development Specialist and Communications Specialist and the Programming and Grants Assistant position remains open.

Other Business

Ty reminded the Committee that the Executive Board meeting will be a Zoom call and will be accessed using a different link. Richard informed the Committee that there is an exit interview with the State Board of Accounts at 11:30 a.m.

Talaya stated that the 2021 preliminary budget will be presented at the next meeting.

Adjournment

There being no further business, the meeting was adjourned.