

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

September 19, 2019

NIRPC Dune Room, Portage, Indiana

Members Present

Justin Kiel - Chair
Diane Noll
George Topoll
Dave Shafer
Richard Hardaway

Staff and Others Present

David Hollenbeck
Kathy Luther
Jamie Stewart

Call to Order

Justin Kiel called the meeting to order at 8:08 am with the Pledge of Allegiance.

Approval of Minutes

The minutes of the August 15, 2019 meeting were approved as presented on motion by Dave Shafer and second by George Topoll.

Review of Financial Status – August 2019

Kathy Luther presented the August 2019 bank reconciliations for the NIRPC general account and the Revolving Loan Fund (RLF) account. The general account beginning balance was \$1,069,338.53 and ending balance was \$1,447,655.46. The RLF account beginning balance was \$159,271.84 and ending balance was \$161,603.53.

Kathy presented the financial status report for August 2019. Salaries and fringe benefits are under budget due to vacant positions. The computer service and maintenance line item is over budget due to changing the IT service provider, but the maintenance category is overall under budget. Within the departmental category, environmental programs is under budget but the grants for the programs will roll over to next year. The communications allocated functions is over budget due to training being undertaken, including for the AccuFund software. Under the contractual category, there are several on-going projects that work has not been completed so expenses have not been recorded yet. The category as a whole is under budget. The furniture and equipment line item under capital outlays is over budget, as the AccuFund annual licensing was paid in August.

Kathy presented the year to date August 2019 budget vs. actual revenue chart. The federal agencies line is under budget due to the prairie project and the tree program, which have not been completed and billed for yet. This line item is expected to be more on target next month.

Approval of Claims Register – August 2019

Kathy presented the August 2019 claims register to the Committee for approval. As there were no questions, on motion by Dave Shafer and second by George Topoll, the Committee approved the claims register.

Vehicle Disposition Sale

Kathy Luther presented the list of vehicles to be disposed of at the proposed disposition sale to take place on 10/30/19. Attempting to obtain documentation on market price has always been an issue. LaPorte buses are propane and more difficult to sell. Motion made by George Topoll and second by Richard Hardaway to approve moving forward with disposition sale.

Other Business

Kathy Luther stated a draft of the proposed budget for 2020 will be available in next month's meeting.

Adjournment

There being no further business the meeting adjourned at 8:27 a.m.