

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

FINANCE AND PERSONNEL COMMITTEE

April 18, 2019

NIRPC Dune Room, Portage, Indiana

Commissioners: Justin Kiel, Diane Noll, Richard Cardaway, Robert Carnahan, George Topoll.

NIRPC staff and others: Dave Hollenbeck, Daria Sztaba, Kathy Luther, Talaya Jones, Glen Wells, Lisa Todd.

Call to Order and Pledge of Allegiance

Chairman Justin Kiel called the meeting to order at 8:06 a.m. with the Pledge of Allegiance.

Approval of Minutes

The minutes of the March 21, 2019 meeting were approved, without exception, on motion by Diane Noll and second by Robert Carnahan.

Review of Financial Status – March 2019

- a. Daria Sztaba (CFO) had Talaya Jones (Chief Accountant) present financials as part of cross training of the NIRPC staff. Talaya Jones presented the March bank account reconciliations for the NIRPC General Fund, the LaPorte County Revolving Loan Fund (RLF) and the Sequestered Revolving Loan Fund. The General Fund's beginning balance was \$1,091,921.39 with an ending balance of 1,286,969,.37 Activity in the Revolving Loan Fund account included deposits of five loan payments and account interest. The activity in the Sequestered Revolving Loan Fund account amounted to interest earned. The Sequestered RLF account was closed April 1, and the total balance of \$84,917.83 has been deposited into the Revolving Loan Fund account.
- b. Talaya Jones presented the Budget to Actual Expenditures Report and the YTD March Expenses by Category, January through March 2019. The General Fund categories of Salaries are under the budget. Fringe Benefits is over budget \$636 due to prepaid expenses, Occupancy is under budget, Departmental expenses transportation department is over budget due to early training. This is because of Peter's GIS training. Copier is over budget by \$356 due to printing for a subrecipient. Our computer service maintenance is over budget, but in the next month we are receiving a credit of \$2500. Contractual and Capital Outlays were in budget.
- c. Talaya Jones presented a graph representing the Expenses - Actual vs Budget information as a stacked column chart comparing the amounts per category. A pie chart was presented to visualize the breakdown of how each category contributed to expenses by percentage of total expense. NIRPC is under budget in all of the categories except maintenance due to the computer charges. A snapshot of our revenue was presented related to funds we received. Federal Agency is under budget because we had a position move to the PL (state agency). The State Agency is under budget \$117,000 is because we have a full-time employee retire in April.

Approval of Claims Register – February 2019

Talaya Jones presented the March 2019 claims register. Claims paid in March totaled \$513,765.14. Robert Carnahan asked if the employees that contribute to United Way can donate to the county, they reside in. Talaya Jones explained that employees can have their donation directed to the county they desire.

The committee approved the claims register for March 2019, without exception, on motion by Robert Carnahan and second by Richard Cardaway.

NIRPC Resolution 19-16 Update Purchase Policy

Lisa Todd explained that pages 19-21 of the F&P Meeting packet was the purchasing and procurement policy that was put out for notice. NIRPC received a technical comment from INDOT causing us to amend the document. Presented on the last page of the packet. The policy was updated to add specific state guidelines and incorporated the fact that all federal procurements will follow the 2CFR 200 uniform guidance along with this resolution. We are recommending this for adoption by the full committee. Robert Carnahan asked if the attorney, David Hollenbeck reviewed this policy update for accuracy. The attorney stated that in the past we created our own policy with the exception if we were using a federal grant program, we followed those federal grant guidelines. David Hollenbeck has no problem with a favorable recommendation to this resolution. Lisa Todd points out that IC 5-22-3-3 states a purchasing agency of a governmental body may establish written policies for purchases made by the purchasing agency that supplement article IC 5-22. We have done this to make NIRPC more efficient in purchasing. The attorney states that there are three layers of federal compliance in Federal, State, and NIRPC, and all three layers are covered in this resolution. Daria Sztaba states that we are working on updating the federal purchasing policy, which was last done in 2012.

The committee approved NIRPC Resolution 19-16 without exception, on motion by Dave Hollenbeck and second by George Topoll.

East Chicago Local Share Match Exception Requirement

Lisa Todd explains we have a policy that states, any subrecipient using federal funds to make a purchase are required to submit a 20% local match prior to any purchases being made. At the time of delivery, NIRPC will and draw down the grant money for that item. East Chicago has two grants that have gone through the procurement approval process by this committee and have been approved to purchase buses. (2) 35 ft buses are in grant 2017-027 and (2) 35 ft buses are in grant 2018-26. East Chicago has an opportunity to apply for the Indiana Volkswagen Mitigation Program Grant which they would use to cover the local share for these purchases. The grant has just opened for applications and the awards will not be announced until August. IDEM advised East Chicago that they cannot prepay anything and be reimbursed by the VW grant. To be able to use the VW grant, they must first receive the grant money and then pay us the funds. East Chicago asked us for an exception to postpone local match payment to allow them to receive those funds to cover that expense. NIRPC would like to allow this with the exception that regardless of whether the 3rd party money is received East Chicago will pay the local share amount. To secure that we are asking them to give us a purchase order stating they have \$419,656 to pay this, and regardless of if they receive the grant, this must be paid before delivery of the vehicles. It takes 12-18 months for delivery of the buses.

The committee approved recommendation to the executive board to modify our policy on local match to allow for exceptions, while allowing NIRPC to impose additional verification standards as they see fit, and to allow an exception for East Chicago to be able to utilize the VW grant on motion by George Topoll and second by Richard Cardaway.

Other Business

Daria Sztaba stated that Glen Wells is leaving us, and NIRPC is searching for his replacement. His last day will be June 6. The job is posted on our website, LinkedIn, Indiana Career Connect and social media.

Adjournment

There being no further business, the meeting adjourned at 8:48a.m.

The next meeting is scheduled for May 16, 2019.