

Minutes of the

**BI-STATE REGIONAL COMMISSION
FINANCE & PERSONNEL COMMITTEE**

Monday, April 17, 2006 – 8:00 a.m.
Village Inn Restaurant
2001 First Street A
Moline, Illinois

MEMBERS PRESENT: Malvik – Chair, Adams, Burns, Frink, Gallin, Hillman, Sherwin, Wilson

MEMBERS ABSENT: Spring

STAFF PRESENT: Bulat, Moritz

1. Consideration of Approval of the Minutes of the November 4, 2005 Meeting. Mr. Adams moved approval of the minutes of the November 4, 2005 Finance and Personnel Committee meeting be approved as written and mailed. Mr. Wilson seconded the motion, and the motion passed unanimously.
2. Presentation of Proposed FY 2007 Commission Planning Budget. Ms. Bulat explained the budget was prepared by staff over the last few months. Ms. Bulat stated revenues increased \$97,000 (6.4%) from the adopted revised FY 2006 Budget and is primarily attributable to pass through revenues for a full year from the Iowa Quad Cities to fund a transit planner for route planning and marketing and a projected increase in contracts. Ms. Bulat said expenditures include leaving a director position vacant, a planner position and a planning assistant position vacant, support of a 2% cost-of-living adjustment, and continuation of the merit performance review and compensation program at an average of 2%. Ms. Bulat explained the cost-of-living adjustment of the member communities in the metropolitan area ranged from 3 to 3.5%.

Ms. Bulat briefly reviewed the Member Government Survey page explaining she would present results to the Commission in May. She then reviewed the member government dues page 11, stating a 3% membership dues increase is budgeted, which is a \$29 increase for our smallest member governments up to \$1,952 for our largest member government. She also noted of the \$348,000 of dues, \$201,000 is being used for matching federal and state grants, the remaining dollars are used for regional programs and direct technical services. She further explained the rate of increase is normal practice prior to the last three years when 1.5% was requested in consideration of members' fiscal constraints. Mr. Wilson asked if the dues are comparable to others. Ms. Bulat stated our dues are in the middle range compared to other Iowa Council of Governments and that comparison information could be provided to the Committee.

Ms. Bulat distributed a memo and updated salaries ranges. Ms. Bulat reviewed her analysis of maximum range limits to comparable planning agencies with similar positions. Ms. Bulat recommends to the committee to increase the salary range from grade 8 and above by 7.4%

effective June 30, 2006. She recommended reclassification of the Finance-Human Resource Specialist to grade 8 due to the continued increase in responsibility related to Human Resource issues. Also recommended was to reclassify the Data-Graphics Manager to grade 11 due to the research showing salary ranges comparable to a Program Director. She explained that the change in range would not immediately impact staff salaries, but would allow for growth in the future.

Ms. Moritz reviewed the line item budget noting the explanations of changes in the right hand column. Chair Malvik explained the budget was presented today to lay on the table until May's meeting. In May, the Committee will consider recommending the budget to the full Commission to lay on the table until June for their approval.

3. Set Next meeting Date. The next meeting was set for May 10, 2006.
4. Other Business. There was no other business.
5. Adjournment. The meeting adjourned at 9:00 a.m.