

**Minutes of the**  
**BI-STATE REGIONAL COMMISSION**  
**FINANCE & PERSONNEL COMMITTEE**

Monday, April 30, 2007 – 8:00 a.m.  
Crooner's  
2326 16<sup>th</sup> Street  
Moline, Illinois

MEMBERS PRESENT: Malvik – Chair, Gallin, Hillman, Spring, Wilson

MEMBERS ABSENT: Adams, Burns, Dean, Sherwin

STAFF PRESENT: Bulat, Hunt, Moritz

1. Consideration of Approval of the Minutes of the November 8, 2006 Meeting. Mayor Spring moved approval of the minutes of the November 8, 2006 Finance and Personnel Committee Meeting as written and mailed. Mr. Wilson seconded the motion, and the motion passed unanimously.
  
2. Presentation of Proposed FY 2008 Commission Planning Budget. Ms. Bulat explained the budget was prepared by staff over the last few months. Ms. Bulat stated revenues increased \$14,000 (1%) from the adopted FY 2007 Budget and is primarily attributable to new Illinois Regional Transit Planning funds less Gangs Task Force support funds. 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 2.5%. Ms. Bulat explained the cost-of-living adjustment of the member communities in the metropolitan area ranged from 2.5 to 3.5%. Ms. Bulat distributed and reviewed a proposal to change reimbursement rates for meals. The current meals costs are based on Sales and Marketing Management surveyed rates which are no longer published and had not been updated for over six years. The proposal is to base them on the federal per diem average meal costs similar to how the mileage reimbursement rate is based on the IRS mileage rate. The Board concurred with the proposal.

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 \$30 increase for the Commission's smallest member governments and up to \$2,010 for the largest member government. She also noted of the \$358,000 of dues, \$210,000 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 comparable to prior years.

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. Review and Consideration of a Recommendation to the Full Commission Regarding Acceptance of Bid to Purchase Integrated Economic, Workforce and Academic Modeling Software with Data. Mr. Hunt reviewed detailed software bid analysis sent in the agenda packet. He explained bids were sent to four vendors and posted on Bi-State's website. We received two bids of which one didn't meet specifications. The bid which met specifications is as follows: Economic Modeling Specialists Inc. in the amount of \$40,000 for a three year ten user license including Economic Forecaster, Economic Impact, Career Pathways, and Educational Analysts components with two states of ZIP Level data. He explained NEG grant funds would be used to purchase this software. Ms. Gallin moved to recommend to the Full Commission acceptance of Economic Modeling Specialists Inc. bid in the amount of \$40,000. The motion was seconded by Mayor Spring, and the motion carried.
4. Set Next Meeting Date. The next meeting was set for May 23, 2007, 2:45 p.m. at Scott County Administration Building, Room 638 preceding the Commission meeting.
5. Other Business. There was no other business.
6. Adjournment. The meeting adjourned at 9:00 a.m.