

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

Monday, November 29, 2010 – 8:00 a.m.
Bi-State Regional Commission
Third Floor Conference Room
1504 Third Avenue
Rock Island, Illinois

MEMBERS PRESENT: Chair –Malvik, Austin, Freemire, Goodwin, Hillman, Meeker, O’Boyle

MEMBERS ABSENT: Dean, Minard, Sherwin

STAFF PRESENT: Bulat, Connors, Moritz

OTHERS PRESENT: Sarah Bohnsack and David Farmer, McGladrey & Pullen

1. Consideration of Approval of the Minutes of the May 19, 2010 Meeting. Mayor O’Boyle moved approval of the minutes of the May 19, 2010 Finance and Personnel Committee meeting as written and mailed. Ms. Goodwin seconded the motion, and the motion passed unanimously.

2. Review and Consideration of a Recommendation to the Full Commission Regarding the Financial and Compliance Report for the Year Ending 6/30/10 for the Bi-State Regional Commission. Ms. Moritz introduced Sarah Bohnsack of McGladrey & Pullen, Director in Charge of the Commission's audit and Mr. Farmer, Manager. Ms. Bohnsack reviewed the Financial and Compliance Report, noting Bi-State complied with all laws, regulations, contracts, and grants with no questioned costs or reportable conditions. Ms. Bohnsack stated no audit adjustments were made to the trial balance. She stated GASB 45 was implemented this year for post employment benefits

Mr. Austin moved to recommend to the full Commission acceptance of the Financial and Compliance Report as presented. The motion was seconded by Ms. Hillman, and the motion carried.

3. Review and Consideration of a Recommendation to the Full Commission Regarding Approval of Commission’s Annual “Affirmative Action Analysis and Plan.” Ms. Connors reviewed the annual Bi-State Affirmative Action Plan. She explained that this document provides information on employment practices for the period April 1, 2009 through October 31, 2010 and an Action Oriented Program for FY 2011. Employment practices were analyzed in relation to hires, promotions, terminations, compensation and benefits, and workforce utilization. Underutilization was declared in two categories for the analysis period. Bi-State’s efforts will continue to be directed towards recruiting more minority applicants for our applicant pool. The Action Oriented Program for FY 2011 provides for continued support of

equal opportunity and affirmative action, and continued aggressive recruitment of protected status applicants when positions are open.

Mr. Austin moved for the Affirmative Action Analysis and Plan be recommended to the full Commission as presented. Ms. Goodwin seconded the motion, and the motion passed unanimously.

4. Discussion of Executive Director Evaluation and Consideration of a Recommendation to the Full Commission Regarding Renewal of the Director's Annual Employment Agreement. Chair Malvik informed the committee that Mayor Freemire, the Commission's Chair, will be presenting the Executive Director's evaluation results. Mr. Austin moved the Finance and Personnel Committee go into closed session to discuss a personnel matter, the annual evaluation of Executive Director, Denise Bulat. Ms. Goodwin seconded the motion, and the motion passed unanimously. Chair Malvik excused Ms. Bulat. After discussion by Finance and Personnel Committee members, Chair Malvik summoned Ms. Bulat back into the meeting. Ms. Goodwin moved the Finance and Personnel Committee open the meeting. Mr. Meeker seconded the motion, and the motion passed unanimously.

Ms. Goodwin moved the Finance and Personnel Committee recommend to the full Commission renewal of the annual employment contract with Executive Director Bulat for another year with a 2.5% merit increase effective November 1, 2010 (based on the evaluation) with continued cost of living increases as budgeted. Mr. Austin seconded the motion and the motion passed unanimously. Ms. Bulat reviewed accomplishments over the past year with the committee.

5. Review and Consideration of Adjusting Salary Ranges for Grade 1 and Grade 4 Administrative Support Staff. Ms. Bulat requested this item be tabled as she would like to compare more grades and needs further information. The committee concurred to table this item.
6. Other Business. Mr. Freemire shared this is Mr. Malvik's last Finance meeting and thanked him for his service and chairing the committee for several years. Mr. Malvik stated being on the Commission and chairing this committee was a highlight in his public service career. He stated he learned more from the Commission than he felt was learned from him. He thanked Denise, Donna and Carol for their support.
7. Adjournment. The meeting adjourned at 9:02 a.m.