

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

Wednesday, April 27, 2011 – 2:30 p.m.
Scott County Administration Building
Sixth Floor Conference Room 638
600 W. 4th Street
Davenport, Iowa

MEMBERS PRESENT: Chair – Austin, Bohnsack, Goodwin, Meeker, Minard, O’Boyle, Sherwin, Stoermer, Welvaert

MEMBERS ABSENT: none

STAFF PRESENT: Bulat, Moritz

1. Consideration of Approval of the Minutes of the November 29, 2010 Meeting. Mr. Meeker moved approval of the minutes of the November 29, 2011 Finance and Personnel Committee meeting as written and mailed. Ms. Sherwin seconded the motion, and the motion passed unanimously.

2. Presentation of Proposed FY 2012 Commission Planning Budget. Ms. Bulat explained the budget was presented today to lay on the table until next month’s meeting. Next month the Committee will consider recommending the budget to the Full Commission to lay on the table until June for their approval. Ms. Bulat stated the budget was prepared by staff over the last few months. Ms. Bulat stated revenue increased \$31,000 (1.7%) from the estimated FY 2011 Budget and is primarily attributable to the net of Illinois Comprehensive Regional Planning funds less ARRA CDAP administrative grants ending. Ms. Bulat said expenditures include continuation of the merit performance review and compensation program at an average of 2.5% and a 2% across the board cost-of-living adjustment.

Ms. Bulat stated the Member Government Survey page would be reviewed at their next meeting. She then reviewed the member government dues page 11, stating there is no increase recommended in membership dues budgeted due to the state of the economy. However, dues have been adjusted based on 2010 population with some members’ dues increasing or decreasing slightly. She also noted of the \$379,000 of dues, \$220,000 is being used for matching federal and state grants; the remaining dollars are used for regional programs and direct technical services. Ms Bulat reviewed the line item budget noting the explanations of changes in the right hand column.

She reviewed a memo explaining the request to change salary ranges for Word Processor I & II, Finance Technician, Planner I and Graphic Specialist I. Starting salaries of similar positions were compared to comparable planning agencies in Iowa and Illinois and it was found that Bi-State’s average starting salary for these positions was well below its’

counterparts. The salary ranges for the positions noted are adjusted upward by 11% effective July 1, 2011 and they would also be subject to any Cost of Living adjustments approved by the Commission. The request will have an immediate impact on three staff members salaries for a total impact of \$5,400 in FY 2012.

3. Review and Consideration of a Recommendation to the Full Commission Regarding Approval of Purchase of Multifunction Imaging System. Ms. Moritz distributed and reviewed detailed the Multifunction Imaging System analysis. She explained bids were sent to sixteen vendors. We received five bids from four vendors of which four bids didn't meet specifications. The bid which met specifications was from RK Dixon in the amount of \$9,522 for a Lanier LD635c. A demonstration was completed on this machine and it met requirements.

Mr. Welvaert moved to recommend to the Full Commission acceptance of RK Dixon's bid in the amount of \$9,522. The motion was seconded by Mr. Stoermer, and the motion carried.

4. Other Business. The next meeting was set for May 25th at 3:00 p.m.
5. Adjournment. The meeting adjourned at 3:20 p.m.