

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

Tuesday, December 6, 2011 – 9:00 a.m.
Bi-State Regional Commission
Third Floor Conference Room 320
1504 Third Avenue
Rock Island, Illinois

MEMBERS PRESENT: Chair –Austin, Freemire, Bohnsack, Meeker, Sherwin, Stoermer, Welvaert

MEMBERS ABSENT: Goodwin, Minard, O’Boyle

STAFF PRESENT: Bulat, Connors, Moritz

OTHERS PRESENT: Heidi Hobkirk, McGladrey & Pullen

1. Consideration of Approval of the Minutes of the May 25, 2011 Meeting. Mayor Freemire moved approval of the minutes of the May 25, 2011 Finance and Personnel Committee meeting as written and mailed. Mr. Stoermer 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 6/30/11 for the Bi-State Regional Commission. Ms. Moritz introduced Heidi Hobkirk of McGladrey & Pullen, Director in Charge of the Commission's audit. Ms. Hobkirk 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. Hobkirk stated only one audit adjustment was made to the trial balance for an adjustment to the post retirement benefits calculation.

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

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

Ms. Sherwin moved the Finance and Personnel Committee open the meeting.

Mr. Welvaart seconded the motion, and the motion passed unanimously.

Mr. Stoermer 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 1.5% merit increase effective November 1, 2011 (based on the evaluation) with continued cost of living increases as budgeted. Mr. Meeker seconded the motion and the motion passed unanimously. Ms. Bulat reviewed accomplishments over the past year with the committee.

4. Presentation and Consideration of Revised Bereavement Leave Policy Based on Research of Member Governments Policies. Ms. Bulat reviewed the revised Bereavement Policy to allow up to 5 days paid leave of absence for immediate family members and up to 3 days paid leave of absence for extended family members. The policy previously allowed 2 days annually with no restrictions on relationship to deceased. Ms. Connors stated she researched and found the changes to be comparable to member government policies.

Mr. Stoermer moved, seconded by Ms. Sherwin to revise the bereavement policy as presented. The motion passed with Mr. Welvaart voting nay.

5. Other Business. There was no other business.
6. Adjournment. The meeting adjourned at 10:00 a.m.