

**Minutes of the**

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

Monday, December 9, 2013 – 8:00 a.m.  
Bi-State Regional Commission  
Third Floor Conference Room 320  
1504 Third Avenue  
Rock Island, Illinois

MEMBERS PRESENT: Chair –Austin, Goodwin, Gordon, Minard, O’Boyle, Sherwin, Stoermer

MEMBERS ABSENT: Earnhardt, Hillman

STAFF PRESENT: Bulat, Connors, Moritz

OTHERS PRESENT: Sarah Bohnsack, Bohnsack & Frommelt, LLP

1. Consideration of Approval of the Minutes of the May 13, 2013 Meeting. Ms. Goodwin moved approval of the minutes of the May 13, 2013 Finance and Personnel Committee meeting as written and mailed. Mr. Gordon seconded the motion, and it passed unanimously.
2. Review and Consideration of a Recommendation to the Full Commission Regarding the Financial and Compliance Report for the Year Ending 6/30/13 for the Bi-State Regional Commission. Ms. Moritz introduced Sarah Bohnsack of Bohnsack & Frommelt, LLP. Ms. Bohnsack stated three audits were performed. A financial statement audit, Government Auditing Standards for internal controls audit and a Federal Single Audit A-133. All audits were unmodified opinions with Bi-State complying with all laws, regulations, contracts, and grants with no questioned costs or reportable conditions. Ms. Bohnsack reviewed the Financial and Compliance Report and the management advice letter. There were three items identified in the advice letter to improve internal control design, one each in payroll, receipts and federal reports. Ms. Bohnsack stated no audit adjustments were made to the trail balance. Ms. Bohnsack reviewed the Other Postemployment Benefit footnote which reflected the post health insurance benefit changes made in the prior year. An Actuarial Valuation Report was completed by Timothy Sharpe and this information was used in the footnote. The actuarial accrued liability for benefits changed from \$715,513 on June 30, 2012 to \$446,664 at June 30, 2013.

Mr. Minard moved recommendation to the full Commission acceptance of the Financial and Compliance Report as presented. Ms. Sherwin seconded the motion, and it passed unanimously.

Ms. Bulat reviewed a Post Retirement Health Insurance spreadsheet showing the pay as you go impact to the Commission with the insurance benefit changes. The premium cost changed from a high of \$102,112 annually to \$24,956 at the highest point of projected retirees. The Committee concurred to make no further changes at this time to the post retirement benefit.

They requested for staff to monitor the Affordable Care Act impact on this benefit and to keep them updated as changes are known.

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 Mr. Minard, the Commission's Chair, will be presenting the Executive Director's evaluation results. Ms. Bulat updated the committee on the past year accomplishments and challenges. She requested no change in compensation based on training opportunities in the past year and many department staff were at their maximum range and only eligible for 1% merit. Chair Austin excused Ms. Bulat. Mr. Sherwin moved the Finance and Personnel Committee go into closed session to discuss a personnel matter, the annual evaluation of Executive Director, Denise Bulat. Mayor O'Boyle seconded the motion, and the motion passed unanimously. 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. Gordon seconded the motion, and it passed unanimously.

Ms. Sherwin 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% merit increase (based on the evaluation) effective November 1, 2013 with continued wage adjustment increases as budgeted. Mr. Gordon seconded the motion, and it passed unanimously. The Committee recommended a strategic planning session be done in the next year with staff.

4. Other Business. There was no other business.
5. Adjournment. The meeting adjourned at 9:26 a.m.