

**Minutes of the**

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

Monday, May 5, 2014 – 8:00 a.m.  
Bi-State Regional Commission  
Third Floor Conference Room 320  
1504 Third Avenue  
Rock Island, Illinois

MEMBERS PRESENT: Chair –Austin, Callaway-Thompson, Earnhardt, Goodwin, Gordon, Raes, Sherwin, Stoermer

MEMBERS ABSENT: Hillman

STAFF PRESENT: Bulat, Moritz

1. Consideration of Approval of the Minutes of the December 9, 2013 Meeting. Ms. Goodwin moved approval of the minutes of the December 9, 2013 Finance and Personnel Committee meeting as written and mailed. Mr. Stoermer seconded the motion, and it passed unanimously.
2. Presentation of Proposed FY 2015 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. She noted the budget was prepared by staff over the last few months. She stated revenue decreased \$22,000 (1%) from the estimated FY 2014 Budget and is primarily attributable to changes in contracts. Ms. Bulat said expenditures include continuation of the merit performance review and compensation program at an average of 2.5% with a 1.5% across the board wage adjustment.

Ms. Bulat reviewed the member government dues page 11, stating there is no increase recommended in membership dues presented and discussed a possible 3% increase. She stated dues haven't been increased in 5 years, and our federal funding requiring match continues to increase. This is affecting our funds available to provide non-grant work activities in the region. The 3% increase wouldn't go into effect for our members until their next budgeting cycle and would affect our FY15 revenue by \$2,000 for a total impact of \$11,000. She stated 63.2% of membership dues are used to match grants leaving 36.8% for regional programs. The dues increase would be \$30 for the smallest members to \$2,200 for Scott County, our largest member. After considerable discussion regarding dues usage and increase implementation, Ms. Goodwin moved increasing membership dues 2%. Ms. Earnhardt seconded the motion, and it passed unanimously.

Mr. Stoermer moved recommendation to the full Commission of the Proposed FY 2015 Commission Planning Budget with the 2% dues increase. Mr. Gordon seconded the motion, and it passed unanimously.

Ms. Bulat stated staff will present an updated budget with the membership increase to the them at their next meeting. She said staff will send the updated line item and membership dues pages to all member governments to allow them time to give input to staff and the Finance Committee prior to their next meeting.

3. Other Business. Ms. Bulat stated the committee is required to review the Emergency Succession Plan every year. The plan previously stated if Ms. Bulat would need a temporary replacement, Gena McCullough, Planning Director, would be the Acting Executive Director. If she is unable to serve, Donna Moritz, Administrative Services Director, and Mark Hunt, Economic Development Program Manager, would be co-appointees for the Acting Executive Director position. Ms. Bulat recommended updating the plan to have co-appointees for the Acting Executive Director be Gena McCullough, Planning Director, and Donna Moritz, Administrative Services Director. If either of them are unable, then they would act solely as the Acting Executive Director.

Ms. Sherwin moved approval of the Emergency Succession Plan update continuing with an annual review by the Finance & Personnel Committee. Mr. Gordon seconded the motion, and it passed unanimously.

4. Adjournment. The meeting adjourned at 8:45 a.m.