

Minutes of the

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

Monday, December 15, 2014 – 8:00 a.m.
Bi-State Regional Commission
Third Floor Conference Room 320
1504 Third Avenue
Rock Island, Illinois

MEMBERS PRESENT: Chair – Austin, Earnhardt, Gordon, Hillman, Minard, Sherwin, Stoermer

MEMBERS ABSENT: Callaway-Thompson, Goodwin, Raes

STAFF PRESENT: Bulat, Connors, Moritz

1. Ratify Actions and Approval of the Minutes of the May 28, 2014 Meeting. Mr. Stoermer moved ratifying actions and approval of the minutes of the May 28, 2014 Finance and Personnel Committee meeting as written and mailed. Ms. Earnhardt seconded the motion, and it passed unanimously.
2. Discussion of Executive Director Evaluation and Consideration of Recommendation to 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 updated the committee on the staff retreat outcomes and trainings she attended this year.

Chair Austin excused Ms. Bulat. Mr. Gordon moved the Finance and Personnel Committee go into closed session to discuss a personnel matter, the annual evaluation of Executive Director, Denise Bulat. Ms. Earnhardt 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. Mr. Stoermer moved the Finance and Personnel Committee open the meeting. Mr. Gordon seconded the motion, and it 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 2% merit increase effective November 1, 2014 with continued wage adjustment increases as budgeted and to continue personal development and to attend trainings to benefit the organization and the region. Ms. Sherwin seconded the motion, and it passed unanimously.

3. Review and Consideration of a Recommendation to the Full Commission Regarding the Financial and Compliance Report for the Year Ending 6/30/14 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 stated there was no management advice letter as there were no control deficiencies to report.

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

4. Other Business. There was no other business.
5. Adjournment. The meeting adjourned at 8:47 a.m.