

Minutes of the

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

Monday, April 27, 2015 – 7:30 a.m.
Bi-State Regional Commission
Third Floor Conference Room 320
1504 Third Avenue
Rock Island, Illinois

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

MEMBERS ABSENT: Raes

STAFF PRESENT: Bulat, Moritz

1. Approval of the Minutes of the December 15, 2014 Meeting. Mr. Stoermer moved approval of the minutes of the December 15, 2014 Finance and Personnel Committee meeting as written and mailed. Ms. Sherwin seconded the motion, and it passed unanimously.
2. Presentation of Proposed FY 2016 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 \$132,000 (4.7%) from the estimated FY 2015 budget and is primarily attributable to the Rural Jobs Accelerator Grants ending and the hazard mitigation plans being completed. Ms. Bulat said expenditures include continuation of the merit performance review and compensation program at an average of 2% with a 1.5% across the board wage adjustment. Ms. Bulat stated the member governments surveyed averaged across the board wage adjustments of 2 to 2 ½ percent.

Ms. Bulat reviewed the member government dues on page 11, stating there is a recommended 2% increase in membership dues presented. She stated this increase is comparative to last year's approved increase. The increase wouldn't go into effect for our members until their next budgeting cycle, and would affect our FY16 revenue by \$2,000 for a total impact of \$11,000. She stated 59.8% of membership dues are used to match grants, leaving 40.2% for regional programs and non-grant technical assistance. The dues increase would be \$22 for the smallest members to \$1,517 for Scott County, our largest member.

Ms. Bulat stated staff will send the 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.

Mr. Stoermer moved recommending to the full Commission the FY16 Commission Planning Budget as presented. Ms. Sherwin seconded the motion, and it passed unanimously. The

committee will meet if there are any substantial changes to the budget prior to the next Commission 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, and Donna Moritz, Administrative Services Director would be co-appointees for the Acting Executive Director position. If either of them are unable, then they would act solely as the Acting Executive Director. Ms. Bulat stated there is no proposed change to the plan.

The committee concurred to continue the Emergency Succession Plan as stated and to review annually.

4. Adjournment. The meeting adjourned at 8:12 a.m.