

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

Thursday, December 8, 2016 – 12:00 noon
Bi-State Regional Commission
Third Floor Conference Room 320
1504 Third Avenue
Rock Island, Illinois

MEMBERS PRESENT: Chair – Austin, Gordon, Howard, Maranda, Raes, Sherwin, Stoermer, Thodos

MEMBERS ABSENT: O’Boyle

STAFF PRESENT: Bulat, Connors, Moritz

OTHERS PRESENT: Sarah Bohnsack and Mia Frommelt, Bohnsack & Frommelt, LLP

1. Approval of the Minutes of the May 6, 2016 Meeting. Mr. Maranda moved approval of the minutes of the May 6, 2016 Finance and Personnel Committee meeting as written and mailed. Mr. Stoermer 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 6/30/16 for the Bi-State Regional Commission. Ms. Moritz introduced Sarah Bohnsack and Mia Frommelt of Bohnsack & Frommelt, LLP. Ms. Frommelt stated three audits were performed. A financial statement audit, Government Auditing Standards for internal controls audit, and a Federal Uniform Guidance Audit. All audits were unmodified opinions with Bi-State complying with all laws, regulations, contracts, and grants with no questioned costs or reportable conditions. The Revolving Loan Fund Programs were tested this year. Ms. Bohnsack reviewed the Financial and Compliance Report and the management advice letter stating there were no control deficiencies to report.

Mr. Stoermer moved recommendation to the full Commission acceptance of the FY 16 Financial and Compliance Report as presented. Mr. Gordon seconded the motion, and it passed unanimously.

3. Discussion of Authorized Positions and Personnel Policies. Ms. Bulat distributed an Authorized Positions table and memo requesting revising the salary grade for the Administrative Services Director from Pay Grade 6 to Pay Grade 7. This request is made in preparation of succession planning, an analysis of all salary ranges for the same purpose and authorized positions of comparable planning agencies with similar positions. The reasons for this change are other director positions are grade 7, this position supervises a similar number of staff as the Data Graphics Director, this position oversees all local, federal, and state contracts for the agency and this position is responsible for the audit and fiscal systems of the agency.

Also, a revision to the education requirement for this position is requested to require a bachelor's degree in Accounting, Business, Public Administration or related field with the current staff being grandfathered into this Pay Grade.

Mr. Maranda moved, seconded by Ms. Sherwin to revise the salary pay grade of the Administrative Services Director to Pay Grade 7, make the education requirements changes as stated above and to grandfather the current staff into this Pay Grade. The motion passed unanimously.

Ms. Bulat also updated the committee on a personnel policy change request to allow for a 20 minute paid break to meet the federal and Illinois laws. The committee concurred with Ms. Bulat and felt this was an administrative decision so no action was formally taken by the committee.

4. 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 Mayor Thodos, the Commission's Chair, will be presenting the Executive Director's evaluation results. Ms. Bulat had provided with the evaluation information an update on the past year key activities.

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. Sherwin 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. Maranda moved the Finance and Personnel Committee open the meeting. Mr. Gordon seconded the motion, and it passed unanimously.

Mr. Maranda 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 effective November 1, 2016 with continued wage adjustment increases as budgeted and to continue personal development and to attend trainings to benefit the organization and the region. Mr. Stoermer seconded the motion, and it passed unanimously.

5. Other Business. There was no other business.
6. Adjournment. The meeting adjourned at 1:00 p.m.