

Minutes of the

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

Thursday, April 27, 2017 – 8:00 a.m.
Bi-State Regional Commission
Third Floor Conference Room 320
1504 Third Avenue
Rock Island, Illinois

MEMBERS PRESENT: Chair – Austin, Howard, Mendenhall, O’Boyle, Raes, Sherwin

MEMBERS ABSENT: Callaway-Thompson, Gordon, Stoermer

STAFF PRESENT: Bulat, Moritz

1. Approval of the Minutes of the December 8, 2016 Meeting. Mayor O’Boyle moved approval of the minutes of the December 8, 2016 Finance and Personnel Committee meeting as written and mailed. Ms. Sherwin seconded the motion, and it passed unanimously.
2. Consideration of Authorized Positions and Salary Ranges. Ms. Bulat distributed an Authorized Positions table and memo requesting revisions to the salary ranges. She reviewed the memorandum explaining the issue and background. All positions were examined to improve recruitment and prepare for succession planning. A new Principal Planner position is proposed requiring increased education, performance and certification. No current planners meet these requirements. The Finance-Human Resources Specialist was moved from grade 4 to 5 and will require increased education with the current staff being grandfathered into this position. The Transportation/Traffic Engineer was moved from grade 5 to 6. There is one temporary grant-funded employee’s current salary that does not meet the increased salary minimum which would require it be increased to the minimum and the impact would be less than \$450. She requested the Bi-State Authorized Positions and Salaries/Wages on page 12 of the Proposed FY 18 Budget be approved with an effective date of July 1, 2017.

Mr. Howard moved approval of recommended authorized positions and salary ranges as presented. Ms. Sherwin seconded the motion, and it passed unanimously.

3. Presentation of Proposed FY 2018 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 \$6,000 (0.3%) from the estimated FY 2017 Budget and is primarily attributable to the PICH grant ending. Ms. Bulat said expenditures include continuation of the merit performance review and compensation program at an average of 2% (\$23,353) with a 2.5% (\$32,411) across the board wage adjustment. Ms. Bulat stated the member governments surveyed averaged across the board wage adjustments of 2 to 2 ½ percent plus merit options 0-3 percent.

Ms. Bulat reviewed the member government dues page 11, stating there is no increase recommended in membership dues budgeted due to the fiscal constraints of our member governments. She also noted of the \$394,000 of dues, \$251,000 is being used for matching federal and state grants; the remaining dollars are used for regional programs and direct technical services. Ms. Bulat reviewed the line item budget noting the explanations of changes in the right hand column.

Ms. Bulat stated staff will send a cover memo, the line item budget 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.

Mayor Raes moved recommending the FY 18 Commission Planning Budget as presented to the full Commission. 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.

4. Other Business. Ms. Bulat stated Mr. Austin will be recognized at the Commission meeting for his 12 years of service.
5. Adjournment. The meeting adjourned at 8:47 a.m.