

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

Tuesday, December 5, 2017 – 12:30 p.m.
Bi-State Regional Commission
Third Floor Conference Room 320
1504 Third Avenue
Rock Island, Illinois

MEMBERS PRESENT: Chair – O’Boyle, Callaway-Thompson, Earnhardt, Mendenhall, Stoermer, Waldron

MEMBERS ABSENT: Gordon, Howard, Sherwin, Thoms

STAFF PRESENT: Bulat, Connors, Moritz

OTHERS PRESENT: Sarah Bohnsack, Bohnsack & Frommelt, LLP

1. Approval of the Minutes of the April 27, 2017 Meeting. Mr. Stoermer moved approval of the minutes of the April 27, 2017 Finance and Personnel Committee meeting as written and mailed. Ms. Mendenhall 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 6/30/17 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 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 Bus & Bus Facilities and Federal Transit Administration Programs were tested this year. Ms. Bohnsack reviewed the Financial and Compliance Report stating there were no significant deficiencies or material weaknesses to report. She reviewed the management advice letter pointing out control deficiencies regarding credit cards & lobbying funds balance to be aware of and suggested strengthening policies.

Mr. Stoermer moved recommendation to the full Commission acceptance of the FY 17 Financial and Compliance Report as presented. Ms. Callaway-Thompson seconded the motion, and it passed unanimously.

3. Review and Consideration of Proposal to Partner onto the Scott County Phone System Software. Ms. Moritz presented the cost estimates of sharing with the Scott County phone system. Ms. Moritz reported that Bi-State’s current phone system was purchased in 1998 and the phones are in poor condition and hard to repair.

After further discussion, Ms. Callaway-Thompson moved recommendation of proposal to partner onto the Scott County Phone System and to get a base price comparison from a private vendor. Mr. Stoermer seconded the motion, and it passed unanimously.

4. Review and Consideration of Change to Vacation Earnings. Ms. Bulat reviewed a memo outlining the revisions to the vacation earnings. She stated this change would help with recruitment and retention of staff. New staff would begin with three weeks of vacation accrued proportionally throughout the year with an additional day per year in year 2-5, then an additional ½ day per year in year 6-15 for a maximum of 25 days. They would be required to use 50% of their vacation earnings in year 1 and 75% every year thereafter.

After further discussion, Mr. Stoermer moved recommendation to accept the new vacation schedule as presented. Ms. Callaway-Thompson seconded the motion, and it passed unanimously.

5. Discussion of Executive Director Evaluation and Consideration of Recommendation to Full Commission Regarding Renewal of the Director's Annual Employment Agreement. Chair O'Boyle informed the committee that Ms. Earnhardt, 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 O'Boyle excused Ms. Bulat. Mr. Stoermer moved the Finance and Personnel Committee go into closed session to discuss a personnel matter, the annual evaluation of Executive Director, Denise Bulat. Ms. Mendenhall seconded the motion, and the motion passed unanimously. After discussion by Finance and Personnel Committee members, Chair O'Boyle summoned Ms. Bulat back into the meeting. Mr. Stoermer moved the Finance and Personnel Committee open the meeting. Mr. Waldron 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 1.5% merit increase effective November 1, 2017 with continued wage adjustment increases as budgeted and to continue personal development and to attend trainings to benefit the organization and the region. Ms. Callaway-Thompson seconded the motion, and it passed unanimously.

6. Other Business. There was no other business.
7. Adjournment. The meeting adjourned at 2:03 p.m.