

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

Wednesday, May 16, 2018 – 8:00 a.m.
Bi-State Regional Commission
Third Floor Conference Room 320
1504 Third Avenue
Rock Island, Illinois

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

MEMBERS ABSENT: Mather, Sherwin

STAFF PRESENT: Bulat, Moritz

1. Approval of the Minutes of the December 5, 2017 Meeting. Mr. Waldron moved approval of the minutes of the December 5, 2017 Finance and Personnel Committee meeting as written and mailed. Mr. Stoermer seconded the motion, and it passed unanimously.
2. Review and Consideration of Recommendation to Full Commission Regarding the Approval of Proposed Revised FY 2018 Commission Planning Budget. Ms. Moritz reviewed the Proposed Revised FY 2018 Commission Line Item Budget noting the explanations of changes in the right hand column.

Mr. Stoermer moved to recommend the Proposed Revised FY 2018 Commission Planning Budget to the full Commission as presented. Ms. Callaway-Thompson seconded the motion, and it passed unanimously.

3. Presentation of Proposed FY 2019 Commission Planning Budget. Ms. Bulat noted the budget was prepared by staff over the last few months. She stated revenue decreased \$11,000 (0.6%) from the estimated FY 2018 Budget and is primarily attributable to the conclusion of PICH grant and Hazard Mitigation Plan completion net an increase of transportation funds utilized. Ms. Bulat said expenditures include continuation of the merit performance review and compensation program at an average of 2% (\$24,309) with a 1.5% (\$18,232) across the board wage adjustment. Ms. Bulat stated the member governments surveyed averaged across the board wage adjustments of 0 to 3 percent plus merit options.

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 \$396,000 of dues, \$262,000 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. Ms. Bulat explained the budget would be presented to the Commission to lay on the table until their June meeting.

Mr. Stoermer moved recommending the FY 19 Commission Planning Budget as presented to the full Commission. Ms. Callaway-Thompson 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. Discussion and Consideration of Selection of Firm to Conduct Commission's Annual Audit for Fiscal Years Ending June 30, 2018, 2019, 2020, 2021, & 2022. Ms. Moritz reported Requests for Proposals were sent to 5 firms and posted on our website with 2 proposals received, one firm responding they were unable to submit a proposal, and two didn't respond. Ms. Moritz reviewed a spreadsheet of the two proposals received to conduct the Commission's annual audits. She stated the review team felt all firms demonstrated the ability to perform the Commission's audit, and their proposals were based on comparable hours of audit service.

Mr. Stoermer moved to recommend to the full Commission the lowest bidder, Bohnsack & Frommelt, LLC, and their five-year proposal to conduct the Commission annual audit for June 30, 2018, 2019, 2020, 2021, and 2022 for the following amounts respectively, \$16,750, \$17,000, \$17,250, \$17,500, and \$17,750. Ms. Mendenhall seconded the motion, and it passed unanimously.

5. Emergency Succession Plan. Ms. Bulat stated the committee is required to review the Emergency Succession Plan every year. The plan was distributed. The plan states 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 change to the plan from previous years.

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

6. Other Business. Ms. Bulat reported on the efforts toward succession planning in the GIS department. An experienced GIS staff was hired costing approximately \$15,000 more than an entry-level position.
7. Adjournment. The meeting adjourned at 8:39 a.m.