

**Minutes of the**

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

Wednesday, August 22, 2018 – 2:45 p.m.  
Bi-State Regional Commission  
Scott County Administrative Center  
Sixth Floor Conference Room  
600 West Fourth Street  
Davenport, Iowa

MEMBERS PRESENT: Chair – O’Boyle, Earnhardt, Mendenhall, Sherwin, Stoermer, Thoms, Tompkins, Waldron

MEMBERS ABSENT: Callaway-Thompson, Mather

STAFF PRESENT: Bulat, Moritz

1. Approval of the Minutes of the May 16, 2018 Meeting. Mayor Thoms moved approval of the minutes of the May 16, 2018 Finance and Personnel Committee meeting as written and mailed. Mr. Stoermer seconded the motion, and it passed unanimously.
2. Discussion and Consideration of Revision to Authorized Positions and Salaries/Wages. Ms. Bulat reviewed the memo requesting to temporarily revise title and salary for the Planning Director related to succession planning and staff transitions. She explained three senior planners have transitioned to new jobs and the Data/Graphics Manager retired. In reassessing organizational needs and to move forward in positioning the organization for succession planning, the Data Graphics Manager position was not replaced, and instead the position was filled with a Data Graphics Specialist. The Executive Director and Planning Director will address data/graphic requests and assign projects. Certain staff will be project leads and the central contact person for specific types of projects in mapping, data, and planning.

Ms. Bulat stated Ms. McCullough already acts as her backup; therefore, with the additional responsibility of providing deputy supervision to the data/graphics staff, and in preparation of her retirement within approximately five years, Ms. Bulat recommended adding Assistant Director to Ms. McCullough’s title. She recommended increasing Ms. McCullough’s salary by \$5,000 effective September 1, 2018 with continued eligibility for across the board salary adjustments and an annual merit adjustment. She also recommended an additional \$10,000 be added to the top of her salary range.

After discussion, Mayor Thoms moved to change Ms. McCullough’s title to Assistant Executive Director/Planning Director, increasing her salary by \$5,000 effective September 1, 2018, and adjusting the top of her salary range by \$10,000 with continued eligibility for across the board and merit adjustments. In the future budgets, the page entitled “Bi-State Authorized Positions and Salaries/Wages” would include this footnote: “A program director, if approved by the Finance and Personnel Committee and within approved budget expenses, may be

assigned the additional responsibility of Assistant Executive Director for which a salary and range adjustment may be provided as approved by the Finance and Personnel Committee.” Ms. Tompkins seconded the motion, and it passed unanimously.

Following discussion of salary range limits, Ms. Bulat said she would report back to the Committee regarding similar agency practices and pay scales prior to the next budget.

3. Consideration of a Recommendation to Purchase GMS Financial Software. Ms. Moritz reviewed the memo requesting the purchase of GMS Financial Software. She stated the current software is no longer formally supported with access to pay-as-you-go support service. Staff has researched financial software over the past year that will accommodate our unique needs: system integration, multiple cost allocation, and job costing/grant tracking with multi-company solution. Many software products were reviewed and/or had in-depth demonstrations with GMS meeting all of our needs. GMS also includes upgrades, such as attaching images to the accounts receivable and accounts payable system, integrating timesheets, and uploading bank statements to simplify bank reconciliation. GMS has annual training conferences and a nationwide network of companies utilizing the software. She requested authorization to purchase GMS software with supplements, on-line training, first-year license and maintenance agreement, and first-year service and support not to exceed \$16,000.

After discussion, Ms. Mendenhall moved approval to purchase GMS software with supplements, on-line training, first-year license and maintenance agreement, and first-year service and support not to exceed \$16,000. Mayor Thoms seconded the motion, and it passed unanimously.

4. Other Business. There was no other business.
5. Adjournment. The meeting adjourned at 3:35 p.m.