

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

Friday, May 17, 2019 – 8:00 a.m.  
Bi-State Regional Commission  
Third Floor Conference Room 320  
1504 Third Avenue  
Rock Island, Illinois

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

MEMBERS ABSENT: Mather, Sherwin

OTHERS PRESENT: Steve Brandeau

STAFF PRESENT: Bulat, McCullough, Moritz

1. Approval of the Minutes of the December 12, 2018 Meeting. Mr. Stoermer moved approval of the minutes of the December 12, 2018 Finance and Personnel Committee meeting as written and mailed. Ms. Mendenhall seconded the motion, and it passed unanimously.
2. Review and Consideration of Recommendation to Full Commission Regarding the Approval of Proposed Revised FY 2019 Commission Planning Budget. Ms. Moritz reviewed the Proposed Revised FY 2019 Commission Line Item Budget noting the explanations of changes in the right-hand column.

Ms. Mendenhall moved to recommend the Proposed Revised FY 2019 Commission Planning Budget to the full Commission as presented. Mayor Thoms seconded the motion, and it passed unanimously.

3. Presentation of Proposed FY 2020 Commission Planning Budget. Ms. Bulat noted the budget was prepared by staff over the last few months. She stated revenue decreased \$78,000 (3.9%) from the estimated FY 2019 Proposed Revised Budget and is primarily attributable to the ending of the Emergency System Telephone Board 911 staffing contract. Ms. Bulat said expenditures include continuation of the merit performance review and compensation program at an average of 2.5% (\$22,995) with a 1.5% (\$16,991) across the board wage adjustment. Ms. Bulat stated the member governments surveyed averaged across the board wage adjustments of 0 to 2.5 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 \$397,000 in dues, \$264,000 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 the June Commission meeting. Ms. Bulat explained the budget would be presented to the Commission in May to lay on the table until their June meeting.

Mr. Stoermer moved recommending the FY 20 Commission Planning Budget as presented to the full Commission. Ms. Thompkins seconded the motion, and it passed unanimously. The Finance Committee will meet if there are any substantial changes to the budget prior to the June Commission meeting.

4. Discussion and Consideration of Information Technology Services Options. Ms. Bulat reported Requests for Proposals were sent to 8 firms and posted on our website with 5 proposals received, and Scott County provided information on partnering with them. Ms. Bulat reviewed a spreadsheet of the proposals received to conduct the Commission's information technology services and equipment purchases. She stated a team consisting of Mike Waldron, Steve Seiver, Rich Schipper, Ms. Moritz, and herself reviewed the proposals and recommend Platinum Information Services, Inc. for the purchase of new computers, a new file server, and as technical support moving forward. The team received a presentation from Platinum Information Services, Inc. Their references were excellent, and Ms. Bulat had seen another presentation from Platinum related to another project. The costs will be negotiated to reflect maintaining existing technology partnerships with Rock Island County and Scott County, if possible.

Mr. Waldron moved to recommend to the full Commission Platinum Information Services, Inc. for the purchase of new computers, a new file server and as the Commission's technical support as outlined on the spreadsheet. Ms. Thompkins seconded the motion, and it passed unanimously.

5. Discussion and Consideration of Updated Procurement Policies. Ms. Bulat distributed the proposed procurement policies. She explained they meet 2 CFR federal procurement standards. The updated policy complies with federal law, defines procurement levels and respective process for each level, as well as addresses non-federal procurements and conflict of interest.

Mr. Stoermer moved approval of the Procurement Policies with the small item purchase level range revised to state between \$3,000 and \$7,499. Mr. Gradert seconded the motion, and it passed unanimously.

6. Emergency Succession Plan. Ms. Bulat stated the committee is required to review the Emergency Succession Plan every year, which 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.

Mayor Thoms moved to continue the Emergency Succession Plan as presented and to review annually, and Mr. Gradert seconded. The motion passed.

7. Other Business. There was no other business.
8. Adjournment. The meeting adjourned at 8:55 a.m.