

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

Wednesday, December 11, 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, Maranda, Mendenhall, Sherwin, Waldron

MEMBERS ABSENT: Mather, Stoermer, Thoms, Tompkins

OTHERS PRESENT: Sarah Bohnsack and Mia Frommelt, Bohnsack & Frommelt, LLP.

STAFF PRESENT: Bulat, Connors, Moritz

1. Approval of the Minutes of the May 17, 2019 Meeting. Mr. Waldron moved approval of the minutes of the May 17, 2019 Finance and Personnel Committee meeting as written and mailed. Mr. Gradert seconded the motion, and it passed unanimously.

2. Review and Consideration of Recommendation to Full Commission Regarding the Financial and Compliance Report for the Year Ending 6/30/2019 for the Bi-State Regional Commission. Chair O’Boyle introduced Sarah Bohnsack and Mia Frommelt of Bohnsack & Frommelt, LLP. Ms. Bohnsack stated three audits were performed: financial statement audit, Government Auditing Standards for internal controls audit, and the 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 Economic Adjustment Assistance Programs were tested again this year. Ms. Bohnsack reviewed the Financial and Compliance Report, stating there were no significant deficiencies or material weaknesses to report.

Ms. Frommelt noted revenue was down due to completion of an ILDOT grant. Expenditures were up slightly due to a cost of living increase and merit raises. Consultant costs had increased due to the IL-92 study. Loans that are being monitored for write-off are Harrington Signal, Hilltop Hardware, and Barley & Rye.

Mr. Waldron moved recommendation to the full Commission to accept the FY19 Financial and Compliance Report as presented. Ms. Mendenhall seconded the motion, and it passed unanimously.

3. 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 Mr. Maranda, the Commission’s Chair, will be presenting the Executive Director’s evaluation results. Ms. Bulat had provided an update on the past year key activities along with the evaluation information.

Chair O’Boyle excused Ms. Bulat. Mr. Waldron moved the Finance and Personnel Committee go into closed session to discuss a personnel matter, the annual evaluation of Executive Director, Denise Bulat. Ms. Sherwin 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. Gradert moved the Finance and Personnel Committee open the meeting. Mr. Waldron seconded the motion, and it passed unanimously.

Ms. Mendenhall 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 2% merit increase effective November 1, 2019 with continued wage adjustment increases as budgeted, and to continue personal development and to attend trainings to benefit the organization and the region. Ms. Sherwin seconded the motion, and it passed unanimously.

4. Other Business. There was no other business.
5. Adjournment. The meeting adjourned at 8:50 a.m.