

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

Thursday, May 20, 2021 – 8:30 a.m.  
Bi-State Regional Commission  
ZOOM Meeting

MEMBERS PRESENT: Chair – O’Boyle, Beck, Freeman, Sherwin, Stoermer, Thoms, Thompson, Waldren

MEMBERS ABSENT: Mendenhall

OTHERS PRESENT: None

STAFF PRESENT: Bulat, Connors

1. Approval of the Minutes of the April 21, 2021 Meeting. Mayor Thoms moved approval of the minutes of the April 21, 2021 Finance and Personnel Committee meeting as written and mailed. Mr. Beck seconded the motion, and it passed unanimously.
2. Review and Consideration of Recommendation to Full Commission Regarding the Approval of Proposed Revised FY 2021 Commission Planning Budget. Ms. Bulat reviewed the Proposed Revised FY 2021 Commission Line Item Budget noting the explanations of changes in the right-hand column.

Mr. Stoermer moved to recommend the Proposed Revised FY 2021 Commission Planning Budget to the full Commission as presented. Mr. Beck seconded the motion, and it passed unanimously.

3. Presentation of Proposed FY 2022 Commission Planning Budget. Ms. Bulat reviewed the Proposed FY 2022 Commission Line Item budget noting carryover of Illinois and Iowa PL/FTA funds and continuation of the EDA Cares planning funds.

Ms. Bulat said expenditures include continuation of the merit performance review and compensation program at an average of 2.5% (\$24,255) with a 1.5% (\$17,923) across the board wage adjustment. Ms. Bulat stated that most of the member governments she surveyed were providing across the board wage adjustments this year.

Ms. Bulat reviewed the member government dues on page 9, stating there is no increase recommended in membership dues budgeted and continuation of the 10% decrease due to the fiscal constraints of our member governments. She also noted that of the \$357,558 in dues, \$286,577 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. Beck moved recommending the FY 22 Commission Planning Budget to the full Commission as presented. Mr. Stoermer seconded the motion, and it passed unanimously.

4. 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/Assistant Executive Director, and Carol Connors, Finance Manager 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.

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

7. Other Business. Ms. Bulat noted that the next Finance and Personnel meeting will likely occur in December for presentation of the audit and Ms. Bulat's Performance Review.
8. Adjournment. The meeting adjourned at 9:11 a.m.