

**MINUTES OF THE
BI-STATE REGIONAL COMMISSION**

Wednesday, November 28, 2012, 3:30 p.m.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: McDaniel – Chair, Anderson, Austin, Bohnsack, Earnhardt, Fox, Gluba, Gordon, Heninger, Kelly, Liddell, Minard, O’Boyle, Rockwell, Schloemer, Sherwin, Sorensen, Stoermer, Sunderbruch, Thodos, Volz, Washburn, Wells, Welvaert

MEMBERS ABSENT: Burrage, Gallagher, Goodwin, Hopkins, Lawrence, Pauley, Rangel, Tank, Tossell

OTHERS PRESENT: Chris Ball, Wilton City Administrator

STAFF PRESENT: Bulat, Connors, Grabowski, McCullough, Miller, Moritz

Chair McDaniel called the meeting to order at 3:30 p.m. He presented plaques to outgoing members Mr. Bohnsack and Mr. Rockwell and thanked them for their years of service to the Commission.

1. Approval of the October 24, 2012 Minutes. Mayor Thodos moved to approve the minutes of October 24, 2012 as presented. Mayor Welvaert seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Ms. Kelly presented the Treasurer’s Report for the month ending October 31, 2012, noting an ending total bank and book balance of \$576,818.66. Mayor Welvaert moved the report be accepted as written and mailed. Ms. Earnhardt seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Austin presented the bills totaling \$42,701.44, as listed on the following bills listing and addendum dated November 28, 2012:

Bills List

McGladrey & Pullen, LLP, progress billing for the June 30, 2012 audit and final billing for the major program testing for the Highway Planning & Construction and Energy Efficiency & Conservation Block Grant	\$14,600.00
Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES)	3,115.00

Addendum

Bancard Center, VISA charge card expenses related to 1 staff attending the Household Travel Survey Symposium; 6 staff attending the Metropolitan	2,375.92
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Planning Organization Fall Planning Conference; Managers & Administrators Luncheon meeting (cost reimbursed by participants); 2 staff attending Leadership Conference; Chief Elected & Administrative Officials Lunch meeting (cost reimbursed by participants); office supplies	
CBS4 – Coronet Communication, ads to promote air quality (cost reimbursed by ALCOA grant)	1,300.00
Clear Channel, ads to promote air quality (cost reimbursed by ALCOA grant)	1,460.00
Cumulus Quad Cities, ads to promote air quality (cost reimbursed by ALCOA grant)	860.00
Louisa Ewert, Treasurer	6,561.61
12/2012 Rent	\$4,618.38
12/2012 Internet Access	88.00
10/2012 Postage	1,275.61
10/2012 Printing	432.34
10/2012 Supplies	79.80
10/2012 Cell Phone	67.48
Hurt, Norton & Associates, October 2012 legislative technical service (cost reimbursed by participating member governments)	7,750.00
Moline Dispatch Publishing Company, L.L.C., Dispatch renewal, ads regarding sign posts, and promote air quality (cost reimbursed by ALCOA grant)	2,730.31
Quad-City Times, ads to promote air quality (cost reimbursed by ALCOA grant)	1,333.33
RK Dixon, maintenance service on network and monthly copier charges	615.27

Mr. Austin moved approval of the bills totaling \$42,701.44 as presented above. Mayor Fox seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2012 Program Budget as of October 31, 2012. Mr. Austin explained the Program Budget Status Report was included in committee members' packets. The Commission is 33.33% through the fiscal year with 30.36% expended and within budget.
- c. Consideration of a Recommendation to Accept the Financial and Compliance Report for the year ended June 30, 2012. Mr. Austin stated the Finance and Personnel Committee received a detailed audit presentation and are recommending approval of the audit report. He reported that McGladrey and Pullen stated that Bi-State complied with all laws, regulations, contracts, and grants. The Commission once again received the highest audit opinion, an unqualified opinion “Clean Audit” with no findings or questioned costs.

Mr. Austin made a motion to accept the Financial and Compliance Report for the year ended June 30, 2012. Mayor Fox seconded the motion, and it passed unanimously.

- d. Consideration of a Recommended Affirmative Action Analysis Plan. Ms. Connors, Equal Opportunity Administrator for Bi-State, presented the Affirmative Action Analysis and Plan. This document provides information on employment practices during the period October 1, 2010 through September 30, 2012 and Affirmative Action Goals for the next two year period. Employment practices were analyzed in relation to recruitment, selection, placement, promotion, compensation and benefits, disciplinary and termination actions, and workforce utilization. Underutilization was declared in one category for the analysis period. Bi-State’s efforts will continue to be directed towards recruiting more minority applicants for our applicant pool. The Action Oriented Program provides for continued support of

equal opportunity and affirmative action, and continued aggressive recruitment of protected status applicants when positions are open.

Mr. Wells moved for the Affirmative Action Analysis and Plan to be approved as presented. Mayor Thodos seconded the motion, and it passed unanimously.

- e. Consideration to Renew the Executive Director's Annual Employment Agreement. Mr. Austin reported evaluation forms were sent to Commissioners and member government officials, with Ms. Bulat receiving high marks by those who responded. Mr. Austin stated the Finance and Personnel Committee recommended the Executive Director's employment contract be renewed for the year November 1, 2012 – November 1, 2013, with a 2.0% merit increase.

Mr. Austin made a motion to renew the Executive Director's annual employment agreement with a 2.0% merit increase. Mayor Thodos seconded the motion, and it passed unanimously. Ms. Bulat thanked Commissioners for their support and recognized the fiscal staff for their work related to the clean audit. Mayor McDaniel also thanked Ms. Bulat and the Bi-State staff for their dedication to the Commission.

- f. Contracts/Grants for Consideration. Ms. Bulat presented the following contracts for the Commission to approve:

- Contract with Muscatine County for a hazard mitigation plan update with costs of \$46,760, and the contract running from December 1, 2012 through November 30, 2015

Mr. Austin made a motion to approve the contract, and Mr. Rockwell seconded. The motion passed unanimously.

- Contract with Hurt Norton & Associates for legislative technical services support with costs up to \$96,100, and the contract running from December 1, 2012 through November 30, 2013

Mr. Bohnsack made a motion to approve the contract, and Mayor Welvaert seconded. The motion passed unanimously.

4. Airport Services Presentation. Due to illness, Bruce Carter did not present to the Commission.
5. Questions or Comments by Commissioners. There were no questions or comments by Commissioners.
6. Other Business. Mr. Wells mentioned that the first interviews were taking place for the hiring of an economic development director in Henry County. He thanked Mark Hunt and the Bi-State staff for their work on this project. Ms. Bulat reported that in this year's United Way fundraising campaign, Bi-State staff collected \$13,266, significantly exceeding the amount raised last year. She also informed Commissioners of Open Meeting Law training requirements for public officials in Illinois. She urged members to check with their Illinois jurisdictions on the requirements.

7. Adjournment. The meeting adjourned at 4:05 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Thodos", is enclosed in a light gray rectangular box.

John Thodos
Secretary