

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

Wednesday, December 19, 2012, 3:30 p.m.
Scott County Administration Building
600 West Fourth Street
Davenport, Iowa

MEMBERS PRESENT: McDaniel – Chair, Austin, Banaszek, Callaway-Thompson, Earnhardt, Gallagher, Gluba, Gordon, Hillman, Hopkins, Kelly, Lawrence, Minard, O’Boyle, Sorensen, Stoermer, Sunderbruch, Terry, Thodos, Volz, Welvaert

MEMBERS ABSENT: Anderson, Burrage, Goodwin, Heninger, Liddell, Pauley, Rangel, Schloemer, Sherwin, Tank, Tossell, Washburn, Wells, Williams

STAFF PRESENT: Bulat, Hunt, McCullough, Miller, Moritz, Overton

Chair McDaniel called the meeting to order at 3:30 p.m. He welcomed new Commissioners Phil Banaszek, Kim Callaway-Thompson, and Scott Terry, Rock Island County Board, and welcomed back JoAnne Hillman, Henry County Board.

1. Approval of the November 28, 2012 Minutes. Mayor Welvaert moved to approve the minutes of November 28, 2012 as presented. Mayor Gluba seconded the motion, and it passed unanimously.
2. Treasurer’s Report. Ms. Kelly presented the Treasurer’s Report for the month ending November 30, 2012, noting an ending total bank and book balance of \$545,997.37. Ms. Kelly moved the report be accepted as written and mailed. Mayor Gallagher seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Austin presented the bills totaling \$56,025.88, as listed on the following bills listing and addendum dated December 19, 2012:

Bills List

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| CBS4 – Coronet Communication, ads to promote air quality (cost reimbursed by ALCOA grant) | \$ 3,966.00 |
| Mark Hunt, tuition reimbursement | 825.00 |
| Hurt, Norton & Associates, November 2012 legislative technical service (cost reimbursed by participating member governments) | 7,750.00 |
| MRA – The Management Association, Inc., annual membership | 500.00 |
| Thomas A. Skorepa, P.C., Administrative Hearing Officer services (cost reimbursed by MUNICES) | 2,345.00 |
| Traffic & Parking Control Company, Inc. (TAPCO), traffic signs for the All America City award (costs to be reimbursed by participants) | 623.30 |
| TH Enterprises, Inc., Regional Council Management System Software | 6,480.00 |

Agreement for 2013

Addendum

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| Bancard Center, VISA charge card expenses related to annual software licenses renewal; laptop for MUNICES; 1 staff attending the webinar “Using Background Checks in Employment”; Quad City Riverfront Council meeting (cost reimbursed by participants); 2 staff attending the Iowa Bicycle Summit workshop; 1 staff attending the Dealing with Difficult People seminar; Chief Elected & Administrators luncheon meeting (cost reimbursed by participants); Managers & Administrators luncheon meeting (cost reimbursed by participants); office supplies | 3,749.48 |
| Louisa Ewert, Treasurer | 5,531.77 |
| 01/2013 Rent | \$4,618.38 |
| 01/2013 Internet Access | 88.00 |
| 11/2012 Postage | 372.41 |
| 11/2012 Printing | 313.69 |
| 11/2012 Supplies | 75.40 |
| 11/2012 Cell Phone | 63.89 |
| McGladrey LLP, final billing for professional services with the June 30, 2012 financial and compliance audit | 7,200.00 |
| Moline Dispatch Publishing Company, L.L.C., ads for Joint Purchasing Council bids and ads to promote air quality (cost reimbursed by ALCOA grant) | 902.00 |
| National Association of Development Organizations (NADO), membership dues | 2,000.00 |
| Quad-City Times, ads to promote air quality (cost reimbursed by ALCOA grant) | 1,333.33 |
| Rock Island County Forest Preserve, member dues over payment | 12,820.00 |

Mr. Austin moved approval of the bills totaling \$56,025.88 as presented above. Mayor Gallagher seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission’s FY 2012 Program Budget as of November 30, 2012. Mr. Austin explained the Program Budget Status Report was included in committee members' packets. The Commission is 41.67% through the fiscal year with 36.39% expended and within budget.
 - c. Contracts/Grants for Consideration. There were no contracts over \$7,500 to consider.
4. Update on Census Programs. Meghan Overton, Data Services Planner, provided an update on U.S. Census programs. Ms. Overton explained the American Community Survey (ACS) is an annual rolling survey that replaced the former “long form” survey in decennial censuses and provides estimates of how people live. ACS data is available every year and is released in the fall in 1-year, 3-year, and 5-year survey averages depending on a geographies size. The latest data released on December 6, 2012 was 2006-2011, 5-year estimates. She stated the Equal Employment Opportunity (EEO) Special Tabulation is a special data set compiled by the Census Bureau designed to measure the effects of anti-discrimination laws and regulations in the workplace. Previously only available in the decennial data set, the 2006-2010 (5-year estimates) are the first updated release of the EEO data set since 2000, and the first time ACS data was used. Locally, data is available at the county level and place level (city or town) over 50,000. Another program she covered was the Population Estimates Program (PEP). It utilizes current data on births, deaths, and migration to calculate population change since the most recent

decennial census to produce a time series of estimates. Data is available for U.S., states, counties, and places and includes total population, age, sex, race, and Hispanic origin.

She continued updating the Commissioners on the 2013 Boundary and Annexation Survey (BAS) explaining it is conducted annually. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information collected in the BAS to tabulate data for different census programs such as the ACS and PEP. Response forms are due to the Census Bureau before February 15, 2013, and boundary changes are due before March 1, 2013. The GIS staff in Muscatine and Scott Counties are handling the boundary review and corrections for those counties, and Bi-State can assist with reviewing boundaries for other areas in the region.

Lastly, she told them about the Core Based Statistical Areas (CBSA), which is geographic entities defined by the Office of Management and Budget (OMB) used by federal statistical agencies in collecting, tabulating, and publishing federal statistics. A metro area contains a core urban area of 50,000 or more population, and a micro area contains an urban core of at least 10,000 (but less than 50,000) population. Each metro or micro area consists of one or more counties and includes the counties containing the core urban area, as well as any adjacent counties that are socially and economically connected with the urban core. Usually this is measured by commuting to work patterns. Updates to the current CBSAs will be released in 2013. Current delineations for the Bi-State Region include the Davenport-Moline-Rock Island, IA-IL Metropolitan Statistical Area (Scott County, IA and Henry, Mercer, and Rock Island Counties, IL) and the Muscatine, IA Micropolitan Statistical Area (Louisa and Muscatine Counties, IA).

5. Consideration of the Title VI Program and Non-Discrimination Policy. Ms. McCullough reviewed the Bi-State Title VI Program and Non-Discrimination Policy provided to the Commissioners. She stated the 1964 Civil Rights Act was enacted nearly 50 years ago. There continues to be an on-going need for awareness and implementation of this and new regulations related to civil rights. The document is a consolidation of the various parts of the agency's policies and procedures formalized collectively into one format.

Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." Additional non-discrimination requirements include Executive Orders (EO) to address environmental justice in minority and low-income populations (EO 12898), to improve access to services for persons with limited English proficiency (EO 13166), and to ensure consistent and effective implementation of Title VI (EO 12250) administered through the Department of Justice. There are other statutes that address protected classes related to age, sex, marital status, disability, etc.

The document identifies the executive director as the Title VI Coordinator; outlines roles and responsibilities and related documents, such as the public involvement process; language assistance; and handling of complaints. The Bi-State Regional Commission Title VI Program and Non-Discrimination Policy applies to agencywide programs and planning. It provides the framework for open and inclusive planning processes, outreach to low-income and minority populations, eliminating barriers to participation, providing broad representation on planning and advisory bodies where possible, knowing the socio-economic makeup of the Bi-State Region to address, and being proactive in agency programs and planning.

Mayor Gallagher stated he reviewed the document and it looks good legally and suggested a table of contents. Mayor Welvaart moved the report be accepted as written and mailed. Mayor Thodos seconded the motion, and it passed unanimously.

6. Questions or Comments by Commissioners. There were no questions or comments by Commissioners.
7. Other Business. There was no other business.
8. Adjournment. The meeting adjourned at 4:04 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Thodos', is written over a light gray rectangular background.

John Thodos
Secretary