

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

Wednesday, October 26, 2022, 3:30 p.m.
Bettendorf City Hall
Second Floor Board Room
1609 State Street
Bettendorf, Iowa

MEMBERS PRESENT: Gallagher – Chair, Bark, Beck, Brunk, Dawson, Deppe, Dunn, Freeman, Heninger, Lack, Limberg, Matson, Maxwell, Mendenhall, Mielke, Ortiz, Schloemer, Stoermer, Thompson, Waldron

MEMBERS ABSENT: Breeden, Kendall, Kinzer, Lawrence, Mather, G. Moore, R. Moore, Newton, Parker, Rayapati, Roethler, Sauer, Sherwin, Thoms, Wise

OTHERS PRESENT: Katie Weber, City of Kewanee; Staci-Jill Burnley, Public Affairs Officer, Rock Island Arsenal

STAFF PRESENT: Bulat, Grabowski, McCullough, Newcomb

Chair Gallagher called the meeting to order at 3:30 p.m.

1. Approval of the September 28, 2022 Minutes. Mr. Maxwell moved to approve the minutes of the September 28, 2022 meeting as presented. Dr. Bark seconded the motion, and it passed unanimously.
2. Treasurer's Report. Mr. Brunk presented the Treasurer's Report for the month ending September 30, 2022, noting an ending total bank and book balance of \$541,665.01. Mr. Brunk moved the report be accepted as written and mailed. Mr. Stoermer seconded the motion, and it passed unanimously.
3. Finance and Personnel Committee.
 - a. Bills. Mr. Waldron presented the bills totaling \$14,668.89, as listed on the following bills listing:

Bills List

Blackhawk Bank & Trust VISA credit card expenses related to:	\$3,741.95
August 25 th NW Illinois Water Demand Study-Scenario Planning Workshop; September 2nd MAC Mgrs. & Admins. Mtg. (cost reimbursed by participants); September 28th Quad City Riverfront Council Mtg.; 1 staff attending 2022 Illinois Public Transportation Association Fall Conference; 2 staff attending 2022 Illinois DOT Fall Planning Conference; 1 staff attending 2022 NADO Annual Training Conference; Administrative Human Resources/Payroll online training; Software Subscriptions including Photoshop & Creative Cloud Licenses; Office Supplies	
Ion Wave Technologies, Inc. – 1-Year Subscription July 1, 2022 to June 30, 2023	5,125.00

Rock Island County Treasurer			5,801.94
11/2022	Rent	4,979.25	
11/2022	Internet Access	88.00	
10/2022	Managed Print Services	239.77	
09/2022	Printing	72.00	
09/2022	Postage	397.01	
09/2022	Cell Phone	25.91	

Addendum

There were no additional bills.

Mr. Waldron moved approval of the bills totaling \$14,668.89 as presented above. Ms. Mendenhall seconded the motion, and it passed unanimously.

- b. Report on Progress on Commission's FY 2022-23 Program Budget as of September 30, 2022. Mr. Waldron explained the Program Budget Status Report was distributed at the meeting. The Commission is 25.0% through the fiscal year with 19.2% expended and within budget.
 - c. Contracts/Grants for Consideration. There were no contracts or grants for consideration.
4. Update on Joint Purchasing Council and Program. Mr. Newcomb reported that the Joint Purchasing Council (JPC) program was established 36 years ago and now has 32 organizations participating. Over \$40 million in products have been awarded since the JPC's establishment, with approximately \$2.5 million in fiscal year 2022. JPC members voluntarily participate via a cooperative agreement that outlines roles and responsibilities. Bi-State Regional Commission staff prepare an estimated annual schedule of bids and administer the bid process. Program benefits include: the reduction of duplicative administrative costs, buying in larger quantities lowers costs resulting in saving to members, and learning from other members of product performance and from purchasing expertise.

Bi-State Regional Commission staff (JPC Coordinators) facilitate 15 bids with two to three employees, working directly with approximately 60 staff from various departments of JPC members. The JPC vendor database includes over 150 suppliers. The JPC Coordinators work closely with members to schedule and process bids. Orientation trainings are available for new members and new staff of JPC members. Vendors deliver and bill all items as indicated on purchase orders and direct to members. Bid prices are inclusive, so there are no additional fees at the time of delivery.

Mr. Newcomb said that JPC bids and processes are being updated. Greener product alternatives are being added to the Food Service Supplies bid by member requests for compostable products. The Janitorial Supplies bid also includes paper products with recycled content specifications and other products with ecological certifications. Supply chain issues over the past few years have impacted the availability of products, and JPC Coordinators continue to work with vendors and participants to navigate these issues. The IonWave eBid Portal has been in use for nearly a full bid cycle, with positive supplier response. Benefits of the online bidding system include the reduction of supplier bid errors, better communications with supplier groups, electronic record keeping, and administrative efficiency.

5. Overview of the Bi-State Region Drug and Alcohol Testing Consortium. Ms. McCullough stated that in 1997, Bi-State Regional Commission formed the Bi-State Drug and Alcohol Testing Consortium to coordinate Federal Motor Carrier Safety (FMCSA) and Federal Transit (FTA) Administrations' Safety Goals; purchase collectively required testing services; coordinate and share administrative activities; and maximize available resources to meet federal requirements – pool of safety-sensitive employees from multiple employers. The program is offered to governmental organizations within the region including cities, counties, townships, school districts, and other special districts that must meet FMCSA or FTA requirements. There are currently 45 organizations with 500+ employees within the pool for random drug and alcohol testing.

Consortium membership involves at least one meeting per year to review drug and alcohol testing needs, monitor vendor performance and procure vendor testing services when needed, and provide direction to Bi-State Regional Commission staff on testing services needs and education. Individual DATC members are required to provide a Designated Employee Representative (DER) for the program. In addition, DATC members determine the pool of applicable employees for random testing, and maintains that pool of employee information in cooperation with the vendor who facilitates the random testing draws from the pool. TSS, Inc. Safety Specialists, the contracted DATC testing vendor, requires a baseline pre-employment drug test for new employees and new participants in the consortium. Members carry out policy, record-keeping, and reporting responsibilities per federal guidelines for their transportation safety-sensitive employees.

Ms. McCullough noted TSS provides testing services for the pre-employment drug test; random testing notices to the employer; and testing services for post-accident, reasonable cause, return to duty, and follow-up testing. TSS subcontracts with a medical review officer, laboratory services and specimen collection sites within the region. The current agreement concludes December 31, 2022. The DATC is working on a one-year extension per the original agreement and will be working toward a request-for-proposal in 2023 to solicit future multi-year agreement for 2024 and beyond.

6. Questions or Comments by Commissioners. There were no additional questions or comments.
7. Other Business. Ms. Bulat alerted Commissioners to a public hearing meeting on the I-80 Bridge study on Thursday, October 27 at 4:00 p.m. She noted that public comments will be received until November 10, and Mr. Beck noted that the meeting will be taped and can be viewed by those who cannot attend live. Ms. Bulat also noted that the November and December meetings will be held one week earlier due to the Thanksgiving and Christmas holidays.
8. Adjournment. The meeting adjourned at 3:57 p.m.

Respectfully submitted,



Scott Sauer
Secretary