

Minutes of the

BI-STATE REGIONAL COMMISSION FINANCE & PERSONNEL COMMITTEE

Monday, May 16, 2022 – 3:30 p.m.
Bi-State Regional Commission

MEMBERS PRESENT: Chair – Waldron, Limberg, Mendenhall, Stoermer

MEMBER CALL IN: Thoms

MEMBERS ABSENT: Beck, Freeman, Sherwin, Thompson

OTHERS PRESENT: None

STAFF PRESENT: Bulat, Connors, McCullough

1. Approval of the Minutes of the March 9, 2022 Meeting. Mr. Limberg moved approval of the minutes of the March 9, 2022 Finance and Personnel Committee meeting as written and mailed. Ms. Mendenhall seconded the motion, and it passed unanimously.
2. Review and Consideration of Recommendation to Full Commission Regarding the Approval of Proposed Revised FY 2022 Commission Planning Budget. Ms. Bulat reviewed the Proposed Revised FY 2022 Commission Line Item Budget noting the explanations of changes in the right-hand column.

Mr. Stoermer moved to recommend the Proposed Revised FY 2022 Commission Planning Budget to the full Commission as presented. Ms. Mendenhall seconded the motion, and it passed unanimously.

3. Presentation of Proposed FY 2023 Commission Planning Budget. Ms. Bulat reviewed the Proposed FY 2023 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% (\$30,671) with a 2.0% (\$24,056) across the board wage adjustment. Ms. Bulat stated that the larger member governments she surveyed were providing across the board wage adjustments this year between 1.9% and 3.5%.

Ms. Bulat reviewed the member government dues on page 9, noting member dues were returning to the pre-pandemic levels and were adjusted for the 2020 Census. She also noted that of the \$404,564 in dues, \$220,477 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.

Ms. Mendenhall moved recommending the FY 23 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, Assistant Executive Director/Planning Director, and Carol Connors, Finance Director 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. Limberg moved to continue the Emergency Succession Plan as presented and to review annually. Ms. Mendenhall seconded the motion, and it passed unanimously.

5. Consideration of Purchase through State Bid of Two Hybrid Vehicles for Bi-State Staff. Ms. Bulat explained that Bi-State was looking in to the purchase of two new hybrid vehicles for the Bi-State fleet of two vehicles. The previous vehicles were purchased off the state bid from Iowa as the policy allows Bi-State to purchase from the State of Illinois or Iowa bids. Currently, there are no hybrid sedans or small SUVs available; however, a representative for the State of Iowa is currently seeking bids for hybrid vehicles to add to the state bid. Staff will continue to monitor the state bid.

Staff recommends the purchase of two hybrid vehicles off the state bid once available for a total cost not to exceed \$53,000.

Mr. Stoermer moved to authorize the purchase of two vehicles for up to \$26,500 each, and Mr. Limberg seconded. The motion passed unanimously.

6. Other Business. There was no other business.
7. Adjournment. The meeting adjourned at 4:20 p.m.