

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

Thursday, January 19, 2023 – 3:30 p.m.
Bi-State Regional Commission

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

MEMBERS ABSENT: Beck, Sherwin, Thompson

OTHERS PRESENT: Mayor Gallagher, Sarah Bohnsack, Bohnsack & Frommelt LLP

STAFF PRESENT: Bulat, Connors, Henderson, McCullough

1. Approval of the Minutes of the May 16, 2022 Meeting. Mr. Stoermer moved approval of the minutes of the May 16, 2022 Finance and Personnel Committee meeting as written and mailed. Mayor Thoms seconded the motion, and it passed unanimously.
2. Review and Consideration of Recommendation to Full Commission Regarding the Financial and Compliance Report for the Year Ending 6/30/22 for the Bi-State Regional Commission.

Chair Waldron introduced Sarah Bohnsack of Bohnsack & Frommelt, LLP. Ms. Bohnsack reviewed the deliverables that included the Financial Statement, Board Communication Letter, and the Control Deficiency Letter. Ms. Bohnsack stated three audits were performed: financial statement audit, Government Auditing Standards for internal controls audit, and the Federal Uniform Guidance audit. All audits were unmodified opinions with Bi-State complying with all laws, regulations, contracts, and grants with no questioned costs or reportable conditions. The EDA Cluster Programs were tested this year. Ms. Bohnsack reviewed the Financial and Compliance Report stating there were no significant deficiencies or material weaknesses to report.

Ms. Bohnsack noted that the Commission's Net Position increased significantly again this year due to the EDA CARES RLF loans and the associated Accounts Receivable for those loans.

Ms. Mendenhall moved recommendation to the full Commission to accept the FY22 Financial and Compliance Report as presented. Mr. Beck seconded the motion, and it passed unanimously.

3. Review and Consideration of Changing the Assistant Executive Director's Salary Range. Ms. Bulat thanked the Finance and Personnel Committee granting permission, in 2019 during development of the budget, to promote Gena McCullough to Assistant Director due to her performance, work effort, and assistance to the Executive Director with an increase in salary growth beyond the Program Director typical grade level. Ms. Bulat noted that she would now like to formally recognize the position of Assistant/Deputy Director to allow for deserved salary growth of Ms. McCullough and train her to further understand the duties of Executive Director, so that she could either assist a new Executive Director when Ms. Bulat retires or be prepared to place herself for consideration. Ms. Bulat said she would provide her recommendations during the budget process and would seek information from other MPOs that may have a similar position. Ms. Bulat noted that she and Gena understood the decision of appointing the next Executive Director would be made by the Commission, and that Gena's

depth of knowledge would be helpful in the transition regardless of the decision.

4. Review and Consideration of Employer Paid Vision and Dental Premiums at the Health Insurance Percentages. Ms. Bulat shared that in looking at ways to attract and retain staff that she had worked with area City Managers/Administrators to review changes to our health benefits. She noted that many offer vision and dental with a shared premium cost at the same ration as the health insurance premiums. Ms. Bulat requested that Bi-State offer this benefit to our staff immediately at a cost of approximately \$7,500 for 2023. Mr. Stoermer moved to authorize the shared vision and dental premiums. Ms. Mendenhall seconded. The motion passed unanimously.
5. Review and Consideration of Increasing the Limit for the Purchase through State Bid of Two Hybrid Vehicles for Bi-State Staff. Ms. Connors recommended the purchase of two hybrid vehicles off the state bid once available for a total cost not to exceed \$70,000.

Mayor Freeman moved to authorize the limit increase for the purchase of two vehicles for up to \$35,000 each, and Ms. Mendenhall seconded. The motion passed unanimously.
6. Discussion Regarding Across the Board Wage Adjustment for FY 2024 in an Effort to Stay Competitive with Recruiting Efforts. Ms. Bulat alerted the Finance and Personnel Committee that in an effort to stay competitive and attract and retain qualified candidates to Bi-State she will be proposing a 3% across the board wage adjustment in the FY'24 Budget.
7. Discussion of Executive Director Evaluation and Consideration of a Recommendation to the Full Commission Regarding Renewal of the Director's Annual Employment Agreement. Chair Waldron informed the committee that Mayor Gallagher, the Commission's Chair, would lead the discussion regarding the Executive Director's evaluation results. Mayor Gallagher asked that Ms. Bulat's evaluation be postponed to a later date, so the Finance and Personnel Committee could review the information.
8. Other Business. There was no other business.
9. Adjournment. The meeting adjourned at 4:14 p.m.

Minutes of the
BI-STATE REGIONAL COMMISSION
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Wednesday, January 25, 2023 – 2:45 p.m.
Bi-State Regional Commission

Reconvened meeting of January 19, 2023.

MEMBERS PRESENT: Chair – Waldron, Beck, Freeman, Limberg, Stoermer, Thompson, Thoms

MEMBERS ABSENT: Mendenhall, Sherwin

OTHERS PRESENT: Mayor Gallagher

STAFF PRESENT: Bulat, Connors, Henderson

Chair Waldron reconvened the meeting at 2:45 p.m. on January 25, 2023.

1. Continuation of Discussion of Executive Director Evaluation and Consideration of a Recommendation to the Full Commission Regarding Renewal of the Director's Annual Employment Agreement. Chair Waldron noted this was a continuation of discussion of Ms. Bulat's evaluation results, and that Mayor Gallagher, the Commission Chair, would lead the discussion. Ms. Bulat had provided an update on the past year key activities along with the evaluation information.

Mayor Gallagher requested Ms. Bulat be excused for the discussion of her evaluation, and she agreed. Mayor Freeman moved the Finance and Personnel Committee go into closed session to discuss a personnel matter, the annual evaluation of Executive Director, Denise Bulat. Mayor Limberg seconded the motion, and the motion passed unanimously. After discussion by Finance and Personnel Committee members, Mayor Gallagher summoned Ms. Bulat back into the meeting. Mayor Limberg moved the Finance and Personnel Committee open the meeting. Mr. Beck seconded the motion, and it passed unanimously.

Mayor Freeman moved the Finance and Personnel Committee recommend to the full Commission renewal of the annual employment contract with Executive Director Bulat for another year with a 2% merit increase effective November 1, 2022 with continued wage adjustment increases as budgeted. Mr. Beck seconded the motion, and it passed unanimously.

2. Adjournment. The meeting adjourned at 3:10 p.m.