

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

Wednesday, April 19, 2023 – 3:30 p.m.  
Bi-State Regional Commission

MEMBERS PRESENT: Chair – Waldron, Beck, Sorensen, Stoermer, Thompson, Thoms

MEMBERS ABSENT: Freeman, Limberg, Mendenhall

OTHERS PRESENT: None

STAFF PRESENT: Bulat, Connors, Henderson

1. Approval of the Minutes of the January 19, 2023 and January 25, 2023 Meeting. Mr. Stoermer moved approval of the minutes of the January 19, 2023 and January 25, 2023 Finance and Personnel Committee meetings as written and mailed. Mayor Thoms seconded the motion, and it passed unanimously.
2. Review and Consideration of Recommendation to Full Commission Regarding the Approval of Proposed Revised FY 2023 Commission Planning Budget. Ms. Bulat reviewed the Proposed Revised FY 2023 Commission Line Item Budget noting the explanations of changes.

Mayor Thoms moved to recommend the Proposed Revised FY 2023 Commission Planning Budget to the full Commission as presented. Mr. Thompson seconded the motion, and it passed unanimously.

3. Presentation of Proposed FY 2024 Commission Planning Budget. Ms. Bulat reviewed the Proposed FY 2024 Commission Line Item budget noting carryover of Illinois and Iowa PL/FTA funds.

Ms. Bulat said expenditures include continuation of the merit performance review and compensation program at an average of 2.5% (\$33,456) with a 3.0% (\$38,978) across the board wage adjustment. Ms. Bulat stated that the other planning organizations she surveyed were providing across the board wage adjustments this year between 2% and 8%. In addition, they were providing average merit increases this year between 2% and 6.5%.

Ms. Bulat also noted that for FY 2024 the position of Deputy Director is proposed to be added to the Salary Schedule. Ms. Bulat stated that she contacted five planning agencies that have a Deputy Direct/Assistant Director position available but not necessarily filled. The ranges provided went from \$81,120 to \$140,000. We are proposing adding this position at a Grade 8 level with a salary range of \$82,000 to \$125,000. Ms. Bulat noted that she and Gena understood the decision of the 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.

Ms. Bulat reviewed the member government dues on page 9, noting member dues were remaining the same as FY 2023. Finance Committee members noted the potential need to raise dues in a future fiscal year. She also noted that of the \$404,564 in dues, \$197,950 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. In addition, it will be noted in the cover memo that while dues are not being increased for FY 2024 it may be necessary in the future. Ms. Bulat explained the budget would be presented to the Commission in May to lay on the table until their June meeting.

Mr. Beck moved recommending the FY 24 Commission Planning Budget to the full Commission as presented. Mr. Sorensen seconded the motion, and it passed unanimously.

4. Discussion and Consideration of Selection of Firm to Conduct Commission’s Annual Audit for Fiscal Years Ending June 30, 2023, 2024, 2025, 2026, and 2027. Ms. Henderson reported Requests for Proposals were sent to 5 firms with 1 proposal received, three firms responding they were unable to submit a proposal, and one didn't respond. Ms. Henderson noted that the proposal received was from our existing auditing firm Bohnsack and Frommelt, and that they had been our auditors for the past ten years.

Mr. Stoermer moved to recommend to the full Commission Bohnsack & Frommelt, LLC, and their five-year proposal to conduct the Commission annual audit for June 30, 2023, 2024, 2025, 2026, and 2027 for the following amounts respectively, \$20,000, \$21,000, \$22,000, \$23,000, and \$24,000. Mr. Beck seconded the motion, and it passed unanimously.

5. 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 Jill Henderson, Finance Manager 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. Stoermer moved to continue the Emergency Succession Plan as presented and to review annually. Mayor Thoms seconded the motion, and it passed unanimously.

6. Other Business. There was no other business.
7. Adjournment. The meeting adjourned at 4:24 p.m.