

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

Wednesday, May 8, 2024 – 3:00 p.m.  
Bi-State Regional Commission

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

MEMBERS ABSENT:

OTHERS PRESENT: None

STAFF PRESENT: Bulat, Connors (phone), Henderson

1. Approval of the Minutes of the November 3, 2023 Meeting. Mr. Stoermer moved approval of the minutes of the November 3, 2023 Finance and Personnel Committee meeting as written and mailed. Mr. Beck seconded the motion, and it passed unanimously.
2. Review and Consideration of Recommendation to Full Commission Regarding the Approval of Proposed Revised FY 2024 Commission Planning Budget. Ms. Bulat reviewed the Proposed Revised FY 2024 Commission Line Item Budget noting the explanations of changes.

Mr. Beck moved to recommend the Proposed Revised FY 2024 Commission Planning Budget to the full Commission as presented. Mayor Freeman seconded the motion, and it passed unanimously.

3. Presentation of Proposed FY 2025 Commission Planning Budget. Ms. Bulat reviewed the Proposed FY 2025 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% with a 3.0% across the board wage adjustment.

Ms. Bulat also noted that for FY 2025 the position of Assistant Deputy Director is proposed to be added to the Salary Schedule. 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 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 a 3% increase to member dues. This is the first increase in 9 years. She also noted that the dues are used for matching federal and state grants; providing regional programs and technical assistance. Ms. Bulat reviewed the line item budget noting the explanations of changes in the right-hand column. Ms. Bulat noted revenue increased primarily due to transportation studies and use of IL/IA DOT carryover. She also noted that the State/Federal Contract increase was due to two transportation studies.

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 26 Commission meeting. Ms. Bulat explained the budget would be presented to the Commission in May to lay on the table until their June meeting.

Mr. Stoermer moved recommending the FY 25 Commission Planning Budget to the full Commission as presented. Ms. Mendenhall seconded the motion, and it passed unanimously.

4. Approval of the Updated Procurement Policy. Ms. Bulat reviewed the updated Procurement Policy. Mr. Stoermer moved to recommend the updated Procurement Policy. Ms. Mendenhall seconded the motion, and it passed unanimously.
5. Review and Consideration of Increasing the Limit for the Purchase through Bid of Two Hybrid Vehicles for Bi-State Staff. Ms. Bulat recommended the purchase of two hybrid vehicles. No similar vehicles can be found on the state bid. Staff will send a bid notice out to dealerships in the region.

Ms. Mendenhall moved to authorize the limit increase for the purchase of two vehicles for up to \$40,000 each, and Mayor Freeman seconded. The motion passed. Mr. Thompson voted no.

6. 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, Deputy Director, and Jill Henderson, Finance Manager, would be co-appointees for the Acting Executive Director position or act solely as the Acting Executive Director if the other is unable.

Ms. Mendenhall moved to continue the Emergency Succession Plan as presented and to review annually. Mr. Stoermer seconded the motion, and it passed unanimously.

7. Other Business. There was no other business.
8. Adjournment. The meeting adjourned at 3:46 p.m.