

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

Friday, February 21, 2025 – 2:00 p.m.
Bi-State Regional Commission

MEMBERS PRESENT: Chair – Thoms, Mendenhall, Freeman, Dickson (Jean), Limberg, Jones (Marshall), Sorensen, Breeden

MEMBERS ABSENT: Stoermer

OTHERS PRESENT: Sarah Bohnsack, Bohnsack & Frommelt LLP

STAFF PRESENT: Bulat, Henderson, Connors (phone)

1. Call to Order. The meeting was called to order by Mayor Thoms at 2:06 p.m.
2. Approval of the Minutes of the May 8, 2024 Meeting. Mayor Limberg moved approval of the minutes of the May 8, 2024 Finance and Personnel Committee meeting as written and mailed. Ms. Mendenhall seconded the motion, and it passed unanimously.
3. Review and Consideration of Recommendation to Full Commission Regarding the Financial and Compliance Report for the Year Ending 6/30/24 for the Bi-State Regional Commission. Chair Thoms introduced Sarah Bohnsack of Bohnsack & Frommelt, LLP. Ms. Bohnsack reviewed the deliverables that included the Financial Statement and Board Communication Letter. Ms. Bohnsack stated three audits were performed: Financial Statement Audit, Government Auditing Standards Audit for internal controls, and the Federal Single 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 Highway Planning and Construction Programs for IL and IA DOT 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 again this year.

Commission Chair Breeden suggested that excess RLF funds be put into interest-bearing accounts. It was discussed that it is safest to do 50% of the liquid funds for the Mercer-Muscatine and Bi-State RLF accounts with a 6-month term.

Mayor Freeman moved recommendation to the full Commission to accept the FY24 Financial and Compliance Report as presented. Ms. Mendenhall seconded the motion, and it passed unanimously.

4. Discussion of Executive Director Evaluation and Consideration of a Recommendation to the Full Commission Regarding Renewal of the Director’s Employment Agreement. Chair Thoms informed the committee that Kippy Breeden, the Commission Chair, would lead the discussion regarding the Executive Director’s evaluation results. Ms. Bulat had provided an update on the past year key activities along with the evaluation information.

Ms. Breeden 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 evaluation of Executive Director, Denise Bulat. Mayor Thoms seconded the motion, and it passed unanimously. After discussion by Finance and Personnel Committee members, Ms. Breeden summoned Ms. Bulat back into the meeting. Mayor Freeman moved the Finance and Personnel Committee open the meeting. Ms. Mendenhall seconded the motion, and it passed unanimously. A roll call was conducted.

Ms. Mendenhall moved the Finance and Personnel Committee recommend to the full Commission renewal of the employment contract with Executive Director Bulat for another year with a 3% merit increase effective November 1, 2024 with continued wage adjustment increases as budgeted. Ms. Dickson seconded the motion, and it passed unanimously.

Mayor Thoms thanked Denise and noted that she has done an excellent job adjusting and working with all.

5. Other Business. There was no other business.
6. Adjournment. Mayor Limburg made a motion to adjourn. Ms. Dickson seconded the motion, and it passed unanimously. The meeting adjourned at 2:50 p.m.