



TRI-COUNTY REGIONAL PLANNING COMMISSION

EST. 1958

EXECUTIVE BOARD MEETING

456 Fulton St. Suite 401

Peoria, IL 61602

Don White, CHAIRMAN

(Chuck Nagel, Rita Ali, Russ Crawford, Greg Menold, Autum Jones, Andrew Rand, John Kahl

Monday, May 15, 2023

9:00 a.m.

MINUTES

1. Call to Order

Chairman Don White called the meeting to order at 9:00 am

2. Roll Call

Present: Don White, Chuck Nagel, Russ Crawford, Autum Jones, and John Kahl. Absent: Andrew Rand. Also present: Camille Coates, and Dan Phelan. Staff present: Debbie Ulrich, Michael Bruner, Ray Lees, and Rebecca Eisele. Virtual: Eric Miller

3. Public Input- None

4. Motion to approve April 17, 2023 minutes

Chuck Nagel moved to approve April 17, 2023 minutes and John Kahl seconded. Motion carried.

5. Executive Director report

Eric Miller reported on the following:

- Projects prioritization
- Walk, Bike, Ride Greater Peoria is tomorrow night- May 16, 2023 at Neighborhood House
- HSIP is under contract.

6. Motion to recommend to Commission the FY24 Final Budget

Russ Crawford moved to recommend to Commission the FY24 Final budget for approval and John Kahl seconded.

Rebecca Eisele updated on the following:

- Reduced income statements
- Multi jurisdictions decreased a little
- Readjusted PPUATS funds

Don White asked when will Comprehensive Plans moved forward?

Michael Bruner said after the consultant is chosen. Hopefully in the Fall.

Russ Crawford asked who is connected to Technical and Michael Bruner said he is.

Eric Miller added that the budget includes IMRF and 5% salary increase, and increase of health Insurance.

7. Discussion of changes to Employee Handbook including joining Illinois Municipal Retirement Fund
Eric Miller mentioned to join IMRF is good for retention of employees and is an attraction for new employees. Th is 12.93% increase. The staff handbook will be under review. Should a subgroup be created along with staff to update employment rules.

- Russ Crawford mentioned staff should do an in-house review of handbook and how often should we do this?
- John Kahl said that East Peoria does it yearly.
- Rebecca Eisele explained the following:
 - As a follow -up, IMRF asked for the main agreement establishing Tri-County Regional Planning Commission. The adopting resolution and by-laws for TCRPC were sent to IMRF's attorneys so that they could research the question of how liability would be managed in the event of a dissolution in our particular situation.
 - The IMRF attorneys stated: The adopting resolution and by-laws do not specify a percentage of liability between the three counties. Therefore, if the Commission were to dissolve, any assets/liabilities in their IMRF reserve would be split equally between the three counties.
 - Our IMRF Employer Representative stated:
The IMRF liability would be split equally between the three counties. The liability is for all your IMRF members who have not retired yet, and for all the surviving spouses of your retirees. If a member that no longer works for you goes to another IMRF employer, then the two employers will split the liability for that member's retirement. It most likely will not be an even split. Usually, the last employer takes on more liability, but depends on how much service the member had with each employer and whose salary is being used to calculate the member's pension.
- Eric Miller added we need to revisit the 3 counties taking responsibility of liability. Staff is working to accommodate all staff.
- Russ Crawford added that cities and counties should be notified.
- Eric Miller said we are discussing the by-laws.
- Don White said that counties and cities need to be aware.

8. Motion to approve Executive Director to renew subscription of Office 365 in the amount of \$1,296.00 from 6/1/2023 to 6/1/2024.

Russ Crawford moved to approve Executive Director to renew subscription of Office 365 in the amount of \$1,296.00 from 6/1/2023 to 6/1/2024 and Autum Jones seconded.

Michael Bruner said with Microsoft 365 subscription plans you get the fully installed Office apps: Word, Excel, PowerPoint, Outlook, Publisher, Access, and Teams.

Motion carried.

9. Discussion and recommendation to Commission the amendment of the Procurement Policy and Bylaws of Sec. 11 B.11- All non-budgeted expenses more than \$1,000
Chuck Nagel moved to recommend to Commission the approval of the amendment of the Procurement Policy and Bylaws of Sec. 11 B-11- All non-budgeted expenses more than \$1,000 be raised to \$3,000 after discussion it was raised to \$5,000 and John Kahl seconded. Motion carried.
10. Discussion and recommendation to Commission the Administrative Fiscal Policies per 2 CFR 200
Michael Bruner updated on the following:
 - a. In the Spring of 2022, the Commission underwent a Fiscal Administrative Review (FAR) with the Illinois Department of Human Services (IDHS)
 - This process was finalized in the summer 2022.
 - b. This process resulted in the request to formalize the Commission's existing procedures per 2 CFR 200
 - "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards"
 - Commonly referred to as Uniform Guidance.
 - c. The Commission's existing procedures follow the federal regulations on 2 CFR 200; however, some of those procedures are not formalized with written policies.
 - Property Control Policy
 - Physical Inventory Policy
 - Disposition Policy
 - Retention Policy
 - Maintenance of Accounting Records/ Software Backup Policy, and
 - Segregation of Fiscal Responsibilities
 - d. Staff developed the **Property Control and Management Policies and Procedures** to cover the Property Control Policy, Physical Inventory Policy, and Disposition Policy
 - This policy follows existing practices that are in compliance with 2 CFR & 200.310-200.316- Property Standards
 - Must provide insurance coverage.
 - Must maintain an equipment inventory.
 - Must maintain property in good condition.
 - Must provide safeguards to prevent loss, damage, or theft of property.
 - Outlines disposition procedures for equipment no longer needed or being replaced.
 - e. Staff developed the **File management, Access, and Retention Policies and Procedures** to cover the Retention Policy.
 - This Policy follows existing practices that are in compliance with 2 CFR 200 & 200.334-200.338- Record Retention and Access.
 - Master file is maintained on the Commission's server for all projects awarded with federal and state grants.
 - The Commission maintains its programmatic records for at least three years per the typical grant agreement and the Illinois Local Records Act (50 ILCS 205).

- The Commission maintains records that are accessible to those that request the information, such as awarding agencies, auditors, FOIA requests.
 - The Commission complies with the Illinois Local Records Act (50 ILCS 205) which regulates the destruction and preservation of public records.
- f. Staff developed the **Maintenance of Accounting Records Policies and Procedures** to cover the Maintenance of Accounting Records and Software Backup Policy.
 - This policy follows existing practices that are in compliance with 2 CFR 200 & 200.302- Financial management and 2 CFR 200 & 200.334- 200.338- Record Retention and Access
 - Master file maintained on the Commission's server for all projects awarded with federal and state grants.
 - The Commission maintains its programmatic records for at least three years per the typical grant agreement and the Illinois Local Records Act (50 ILCS 205).
 - The Commission maintains records that are accessible to those that request the information, such as awarding agencies, auditors, FOIA requests.
 - The Commission complies with the Illinois Records Act (50 ILCS 205) which regulates the destruction and preservation of public records.
 - This policy follows existing practices that are in compliance with 2 CFR 200 & 200.302- Financial management and 2 CFR 200 & 200.334- 200.338- Record Retention and Access.
 - The Commission maintains a proper fiscal management system.
 - The Commission backs up the accounting software on a regular basis.
 - The Commission uses Quickbooks with Qbox for its accounting software.
 - With Qbox, Quickbooks is backed up and saved to the cloud every time the software is closed.
 - Qbox stores the most 20 recent versions of your backup files on the cloud.
 - The Commission Staff Accountant processes payroll bimonthly. After processing payroll, the Staff Accountant backs up the accounting system and saves it locally on the server.
 - The backup schedule is as follows: mid-month, month-end, and finally year-end.
 - Lastly, backups are periodically assessed to ensure proper functionality.
 - The Commission maintains the Business and Financial Records Retention Schedule per the Local Records Act (50 ILCS 205).
 - In general, the record retention period is seven years except for permanent records.
 - The Commission complies with Local Records Act

- g. Staff developed the **Segregation of Duties Policies and Procedures** to cover the segregation of fiscal responsibilities.
 - The policy seeks to limit the employees that cover two or more of the major functions: Authorization, Recording, Verification, Custody of Assets, and Managerial Review.
 - Authorization is the process of reviewing and approving transactions or operations.
 - Recording or record keeping is the process of creating and maintaining records of revenues, expenditures, inventories, and personnel transactions.
 - Verification or reconciliation is the processes of verifying the processing or recording of transactions to ensure that all transactions are valid, properly authorized, and properly recorded on a timely basis.
 - Custody of assets is access to or control over any physical assets such as cash, checks, equipment, supplies, or materials.
 - In all cases, there is a level of review of the activity by managerial level personnel.

11. Other

12. Adjournment

John Kahl moved to adjourn at 9:55 am and Chuck Nagel seconded. Motion carried.

Submitted by:

Eric Miller, Executive Director

Transcribed by:

Debbie Ulrich, Office Administrator