



## RPC Executive Committee

### Meeting Minutes

Thursday, February 28, 2019, 2:45pm

Regional Design Center | 315 N. Main Street, Rockford

1. **CALL TO ORDER:** Meeting was called to order by Mayor Chamberlain with a quorum present at 2:46 pm.
2. **ROLL CALL**

**MEMBERS PRESENT:** Boone County, Mr. Ken Terrinoni; City of Belvidere, Mayor Mike Chamberlain; City of Rockford, Mayor Tom McNamara; Village of Machesney Park, Mr. Tim Savage; North Park Water District, Mr. John Donahue.  
Winnebago County, Chairman Frank Haney arrived at 8:06am.

**MEMBERS NOT PRESENT:** Winnebago County, City of Loves Park.

**OTHERS PRESENT:** Mike Dunn, Julia Halsted, Christina Washington, RPC.
3. **PUBLIC COMMENT:**

None.
4. **APPROVAL OF MEETING MINUTES FROM DECEMBER 13, 2018**

Motion to approve the December 13, 2018 RPC Executive Committee meeting minutes was made by North Park Public Water District, seconded by City of Rockford. Motion carried unanimously (5-0).
5. **Action Items**
  - A. **Request for Proposals: Professional Independent Auditing Services Items for Discussion**

Mr. Dunn stated that legal counsel has advised that the RPC Executive Committee review the auditor proposal, but that no formal request for proposal process is required.

Ms. Halsted provided a summary comparison of responses received.

A brief discussion took place among members and there was a consensus among members to use Lauterbach and Amen, LLP for audit services.

First motion was made by the City of Rockford, second motion was made by the Village of Machesney Park to approve a contract with Lauterbach and Amen, LLP, for professional audit services. Motion approved unanimously (5-0).
6. **Items for Discussion**
  - A. **Employee Engagement**

Ms. Halsted reported that Employee Engagement surveys were done at the end of 2018 and provided a brief summary on the results of the surveys.

There is a consensus among members to do the Employee Engagement Survey again to compare the results from the end of the year to current date.

**B. FY19 & FY20 Budget**

Mr. Dunn reported that employee evaluations will be coming up and the impact it will have on the FY20 budget. Members had brief discussion on their individual organizations process and how it impacts their budget.

**C. New Project Work**

Mr. Dunn reported that there is a significant need for a Land Use Planner, but it's been difficult finding the talent along with the range of salary that RPC can offer. Mr. Dunn stated that the RPC will be losing one of its Metropolitan Planner and will need to be replaced as soon as possible.

**7. OTHER BUSINESS**

Mayor Chamberlain requested a report on MPO projects at the next meeting.

Mr. Dunn stated that the election of officers is tied to the fiscal year and suggested that election of officers take place at the April or June meeting for the next term. Officers in the current spots can be elected for another term. Mr. Dunn asked if members would like to have election of officers in June; there was a consensus among members June would works best.

Mr. Savage would like a report of fiscal controls, such as policies and procedures.

**8. ADJOURNMENT:**

City of Rockford made a motion to adjourn, seconded by Boone County. Approved unanimously (5-0). The meeting was adjourned at 3:32 PM.