



RPC Executive Committee

Meeting Minutes

Thursday, May 9, 2019

Regional Design Center – 315 N. Main Street, Rockford, IL

1. **CALL TO ORDER, ROLL CALL AND REPRESENTATION:** Meeting was called to order by Mayor Chamberlain with a quorum present at 2:38pm
2. **ROLL CALL**
MEMBERS PRESENT: City of Belvidere, Boone County, City of Loves Park, North Park Water, Village of Machesney Park, Winnebago County.
MEMBERS NOT PRESENT: All present.
OTHERS PRESENT: Mike Dunn, Julia Halsted, Christina Washington, RPC.
3. **PUBLIC COMMENT:**
None provided.
4. **APPROVAL OF MEETING MINUTES FROM FEBRUARY 28, 2019**
Motion to approve the February 28, 2019 RPC Executive Committee meeting minutes was made by the City of Loves Park **seconded** by Boone County. Motion **approved** unanimously.
5. **Items Presented for Information and Discussion**
 - A. **Executive Committee Response to Strategic Priorities Discussion**
A brief feedback was provided from Executive members regarding the live survey held at the RPC Board meeting earlier.
Mayor Chamberlain indicated that he feels the RPC Executive Committee needs to meet on a monthly basis so that the RPC Boards can be a more productive meeting.
 - B. **Response Letter to Federal Government Related to Department of Interior**
Mr. Dunn referenced the RPC's response letter to the Federal Government related to Department of Interior and provided a brief summary. Mr. Dunn asked for feedback from members regarding the draft letter. A brief Q&A took place among members. There was a consensus among members to submit the letter and members stated they would provide their comments by the afternoon of Monday, May 13, 2019.
 - C. **STBG Funding Allocation**
Mr. Dunn provided a brief report on STBG funding allocation. A brief discussion took place amongst members regarding having a priority project list. There was consensus among members review former projects in the que currently and re-evaluates each project, choose a project, and as a whole stand behind and support the project chosen.

D. Administrative Policy and Procedure Review

i. Internal Controls Policy

Mr. Dunn is asking for another month to finalize the Internal Controls Policy and discuss at the next meeting.

ii. Billable Expense Procedure

Ms. Halsted provided a brief summary regarding the RPC Billable Expense Procedure.

6. Convene in Closed Session

A **motion** was made by the City of Loves Park to go into closed session as permitted by 5 ILCS 120/2(c)(1) for consideration of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, **seconded** by Winnebago County. Motion **approved** unanimously.

7. Reconvene in Open Session

Motion by Boone County to reconvene in open session, **seconded** by the City of Loves Park. **Motion** approved unanimously.

No action was taken in closed session.

8. OTHER BUSINESS

Machesney Park requested that the RPC consider assuming responsibility for the update of the Winnebago County watershed plan.

9. ADJOURNMENT:

As there was no further business, City of Rockford made a **motion** to adjourn, **seconded** by North Park Water District. **Approved** unanimously.

The meeting was adjourned at 3:45 PM.