

**ILLINOIS INTERNATIONAL PORT DISTRICT**  
**Finance and Personnel Committee Meeting**

December 15, 2023

**SUMMARY OF MINUTES**

**Members Present:**

Ivan Solis, Committee Chairman  
Henry Wisniewski  
Danielle Cassel  
Erika Rodriguez  
Terry Sullivan  
Charles Bowen  
PS Sriraj

**Others Present:**

Averil Edwards, Director  
Michelle McClendon, Director  
  
Erik Varela, Executive Director  
Maria Limonciello, IIPD  
Brad Smith, Neal & Leroy

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Committee Chairman Solis opened the meeting of the Finance and Personnel Committee at approximately 8:30 am. Roll was taken and a quorum was present.

**General public present:** There was none.

**APPROVAL OF MINUTES**

Committee Chairman Solis requested a Motion recommending the Board of Directors approve the November 17, 2023, minutes of the Finance and Personnel Committee meeting. The Motion was made by Ms. Cassel, seconded by Mr. Sullivan and the Motion passed unanimously.

**FINANCIAL REPORTS**

The November 2023 Financial Statements were presented. After review and discussion, the Committee had questions regarding FTZ monthly income and repairs and maintenance expenses. Executive Director Varela indicated he would need to review the details of each item and report back to the Committee. Chairman Solis requested a Motion to table approval of the November 2023 Financial Statements until the December Committee meeting. The Motion was made by Ms. Cassel, seconded by Mr. Sullivan and the Motion passed unanimously.

**OLD BUSINESS**

**Collins Engineering - On-Call Engineering Services Contract Approval**

Counsel Smith reported the on-call engineering services contract with Collins Engineering has been prepared and is ready for approval and signature. Counsel Smith indicated that the contract is for one-year, billing rates static throughout the term of the contract and activities will be billed on a task order basis.

After discussion, Committee Chairman Solis requested a Motion, recommending the Board of Directors approve the on-call engineering services contract with Collins Engineering. The Motion was made by Mr. Sullivan, seconded by Mr. Bowen, and the Motion passed unanimously.

**OLD BUSINESS (continued)**

**Employee Handbook Update**

Counsel Smith reported that to meet recent changes to policy standards, the vacation section of the Employee Handbook has been updated. These changes are effective January 1, 2024. During discussion, a typographical error was noted on Page 20. The Committee requested that the typographical error be corrected and that the area regarding regulations is clarified.

After discussion, Committee Chairman Solis requested a Motion, recommending the Board of Directors approve the revisions to the Employee Handbook, subject to the clarification and correction of the typographical error noted. The Motion was made by Mr. Sullivan, seconded by Ms. Rodriguez, Ms. Cassel abstained, and the Motion passed.

**Raimondo, Callahan & Associates - Professional Services Agreement**

Counsel Smith reported the Professional Services Agreement for accounting services with Raimondo, Callahan & Associates has been prepared and is ready for approval and signature. Counsel Smith indicated the agreement has a one-year term.

After discussion, Committee Chairman Solis requested a Motion, recommending the Board of Directors approve the Professional Services Agreement with Raimondo, Callahan & Associates. The Motion was made by Ms. Cassel, seconded by Dr. Sriraj, Mr. Solis abstained, and the Motion passed.

**Gurgone Group, Inc - Professional Services Agreement**

Counsel Smith reported the Professional Services Agreement for professional financial services with Gurgone Group, Inc. has been prepared and is ready for approval and signature. Counsel Smith indicated the agreement has a one-year term.

After discussion, Committee Chairman Solis requested a Motion, recommending the Board of Directors approve the Professional Services Agreement with the Gurgone Group, Inc. The Motion was made by Mr. Sullivan, seconded by Ms. Cassel, and the Motion passed unanimously.

**2024 Budget Approval**

The discussion of the IIPD 2024 Budget continued. Committee members discussed income projections and specific expense projections, including repairs and maintenance and professional fees. In addition, the Capital Plan and specific Capital Projects were reviewed. The reporting of grants, and distinguishing capital expenses and repair and maintenance expenses were discussed.

The Committee asked the Executive Director to make the revisions discussed.

Committee Chairman Solis requested a Motion to continue budget discussion related to personnel matters in Executive Session. A Motion was made by Mr. Sullivan, seconded by Ms. Cassel, and the Motion passed unanimously.

**EXECUTIVE SESSION**

Discussion of personnel matters pursuant to Section 2 (c) (1) of the Illinois Open Meetings Act.

After discussion was completed in Executive Session, Committee Chairman Solis requested a Motion to exit Executive Session. The Motion was made by Ms. Cassel and seconded by Dr. Sriraj. The Motion passed unanimously.

**OLD BUSINESS (continued)**

**2024 Budget Approval**

Discussion of the 2024 Budget continued. The Committee further discussed professional fees expected in 2024 as well as utility expenses.

After discussion of the 2024 Budget was completed, and Chairman Solis requested a Motion, recommending the Board of Directors approve the 2024 Budget, subject to the adjustments and recategorization discussed. The Motion was made by Mr. Sullivan, seconded by Mr. Bowen, and the Motion passed unanimously.

At this time, Directors Cassel, Sriraj and Edwards exited the Committee meeting.

**NEW BUSINESS**

**Emergency Water Main Repair**

Executive Director Varela reported on emergency repairs that are needed to the water main relating to Shed 4. Cost estimates were obtained. Executive Director Varela recommended using Calumet City Plumbing to perform the repairs, at a cost not to exceed \$12,500.

Committee Chairman Solis requested a Motion recommending the Board of Directors authorize the Executive Director to move forward with Calumet City Plumbing to perform the emergency repairs to the water main relating to Shed 4, at a cost not to exceed \$12,500. The Motion was made by Mr. Bowen, seconded by Mr. Sullivan, and the motion passed unanimously.

**2023 Audit**

Executive Director Varela reported he has received the engagement letter from Baker Tilly to perform the 2023 IIPD Audit. After review and discussion, Committee Chairman Solis requested a Motion recommending the Board approve the engagement of Baker Tilly to perform the 2023 IIPD Audit, subject to a revision of page 5 of the engagement letter addressing administrative charges. The Motion was made by Mr. Bowen, seconded by Mr. Sullivan, and the Motion passed unanimously.

**IIPD Pension – Year End Contribution**

After review of the year end 2023 financial statements and 2024 outlook, Committee Chairman Solis requested a Motion recommending the Board approve a year end pension contribution of \$500,000. The Motion was made by Mr. Bowen, seconded by Mr. Sullivan, and the Motion passed unanimously.


**PUBLIC COMMENT**

There was none.

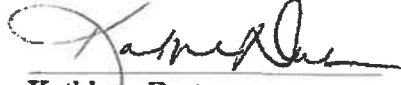
**ADJOURNMENT**

There being no further business to come before the Committee, Committee Chairman Solis requested a Motion to adjourn. The Motion was made by Mr. Bowen and seconded by Mr. Sullivan. The Motion passed unanimously.

**APPROVED:**

  
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Ivan Solis  
Committee Chairman

**ATTESTED:**

  
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Kathleen Dart  
Secretary