

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

August 21, 2020

**SUMMARY OF MINUTES**

**Members Present:**

Ivan Solis, Committee Chairman  
Chuck Bowen  
William Habel  
Henry Wisniewski

**Others Present:**

Danielle Cassel  
Terry Sullivan  
Terry Fitzmaurice  
Brad Smith, Neal & Leroy  
Clayton Harris III, Executive Director  
Kurt Oelerich, Treasurer  
Kathy Dart, Secretary

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Committee Chairman Solis opened the meeting of the Finance and Personnel Committee at 9:05 am. Roll was taken. Mr. Bowen, Mr. Habel, Mr. Wisniewski and Mr. Solis were present. A quorum was present.

Committee Chairman Solis recognized **Emergency Resolution 20-02** adopted by the Leases and Agreements Committee, amending the Open Meetings Act and indicated the Resolution remains in place.

Committee Chairman Solis requested a Motion to adopt **Emergency Resolution 20-02**. The Motion was made by Mr. Habel and was seconded by Mr. Wisniewski. Roll was called:

Mr. Habel	Aye	Mr. Bowen	Aye
Mr. Wisniewski	Aye	Mr. Solis	Aye

The Motion passed unanimously.

**General public present:** Megan Conway; Emily Rhodes; Adam Ralph and Clint Ferguson, Infrastructure Engineering Inc. (IEI); and, Joseph Ziegler, International Warehouse Inc.

**APPROVAL OF MINUTES**

Committee Chairman Solis requested a Motion recommending the Board approve the Finance and Personnel Committee minutes from July 17, 2020. The Motion was made by Mr. Habel and was seconded by Mr. Wisniewski. Roll call was taken:

Mr. Habel	Aye	Mr. Bowen	Aye
Mr. Wisniewski	Aye	Mr. Solis	Aye

The Motion passed unanimously.

### **FINANCIAL REPORT**

**Monthly Financial Reports** - Treasurer Oelerich presented the financial reports for the month of July 2020.

A number of points were noted and discussed, including:

- The July 2020 Revenue was slightly above the budgeted projection and YTD Revenue remains above the budgeted projection.
- The July 2020 total Expense was below the budgeted projection and the YTD total Expense is below the budgeted projection.
- The July 2020 Net Income (revenues net of expenses and prior to interest), was above the budgeted projection. YTD Net Income is well above the budgeted projection.

The Committee reviewed a number of current costs/expenses including: security, cell phones, pension and auditing administrative fees, equipment costs, and interest expenses. Following discussion, Committee Chairman Solis requested a Motion recommending the Board of Directors approve the July 2020 Financial Report. The Motion was made by Mr. Habel and was seconded by Mr. Wisniewski. Roll was called:

Mr. Habel	Aye	Mr. Bowen	Aye
Mr. Wisniewski	Aye	Mr. Solis	Aye

The Motion passed unanimously.

### **OLD BUSINESS**

**Financial Update:** Treasurer Oelerich indicated there was nothing further to update.

**Real Estate Services:** Executive Director Harris indicated there was nothing to report at this time.

**Finance/Accounting System Migration:** Executive Director Harris reported the migration is in its final stage.

**Personnel Manual:** Executive Director Harris indicated there was nothing to report at this time.

NEW BUSINESS

**New Protocols at the IIPD:** Executive Director Harris reported that storage of hazardous materials is not allowed on the IIPD property. Committee Chair Solis stressed the importance of safety and the importance of the IIPD maintaining a plan/policy in place; keeping up-to-date on regulatory safety precaution changes. After discussion, the Committee asked the Executive Director to make sure all tenants are aware of IIPD policy.

Executive Director Harris reported on COVID related protocols relating to tenants, IIPD staff and visitors. Executive Director Harris reported he continues to monitor any changes to the regulations, updates and/or enhancements to the protocols and he remains in constant contact with IIPD tenants.

EXECUTIVE SESSION

Committee Chairman Solis reported no Agenda discussion was needed to be held in Executive Session.

PUBLIC COMMENT

There was none.


ADJOURNMENT

There being no further business to come before the Committee, Committee Chairman Solis made a Motion to adjourn. The Motion was seconded by Mr. Habel. Roll was called:

Mr. Habel	Aye	Mr. Bowen	Aye
Mr. Wisniewski	Aye	Mr. Solis	Aye

The Motion passed unanimously.

**APPROVED:**

  
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Ivan Solis  
Committee Chairman

**ATTESTED:**

  
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Kathleen Dart  
Secretary