GREATER EGYPT REGIONAL PLANNING AND DEVELOPMENT COMMISSION
EXECUTIVE COMMITTEE MEETING
May 12, 2026

1. Call to Order and Roll Call

Jeff Robinson, Chair, presided and called the meeting to order at 12:10pm. A roll call was taken, and it was noted that there is a quorum present.

Officers Present:

Name	**Position, Represents**
Jeffery Robinson	Chair, Williamson County
Kevin Weston	2nd Vice-Chair, Franklin County
Julie Peterson	3rd Vice-Chair, Jackson County
Robert Spencer	4th Vice-Chair, Pinckneyville
Steve Damron	Secretary, Jefferson County

Officers Absent:

Cindy Humm	Treasurer, Franklin County
Kathy Lively	1st Vice-Chair, Herrin

Staff Present - Cary Minnis (Executive Director), Sarah O'Dell (Administrator)

2. Consent Agenda

a) Minutes of March 16, 2026 Executive Committee Meeting
b) April 2026 Staff Report
c) List of Bills

A motion was made by Kevin Weston and seconded by Robert Spencer to approve the consent agenda. The motion carried unanimously.

3. New Business

a) Voting Leave Policy Edits for Personnel Manual
- Additional questions had arisen regarding the voting leave policy following the previous meeting. After consulting with the policy reviewer, revised language was recommended to provide greater clarification and ensure compliance with applicable law. Members noted that the updated language was more detailed but helped eliminate potential confusion. It was clarified that the policy manual had already been approved previously, with this revision serving only as a clarification to the voting leave section. A motion was made by Steve Damron and seconded by Robert Spencer approve the revised voting leave policy language. The motion carried unanimously by voice vote.

b) Salary Schedule Changes
- Discussion from the previous meeting regarding the organization's salary schedule and step-and-grade system was revisited. It was explained that the current structure no longer provides the flexibility needed for hiring and retaining employees or responding to changing market conditions. The updated personnel policy manual no longer references the salary schedule, allowing the organization to move away from the fixed structure. Board members discussed the limitations of fixed salary schedules, including difficulties adjusting raises based on market conditions, staff retention needs, and budget constraints. It was noted that eliminating the schedule would allow salaries and raises to be determined more flexibly based on position responsibilities, market conditions, and available funding. A motion was made by Julie Peterson and seconded by Robert Spencer to eliminate the salary schedule. With no further discussion, the motion passed unanimously.

c) Power Washing Quotes for Building
- Staff discussed the need for exterior building cleaning, noting that dirt and debris have accumulated on the brick, siding, and other exterior surfaces since the organization moved into the building. Additional dust from nearby construction and parking lot work has contributed to the condition. Quotes were obtained from two vendors for pressure washing and exterior cleaning services. Members discussed the differences in the proposals, including the level of detail provided and whether items such as signs, awnings, and roofing areas were included. Preference was expressed for the vendor that had inspected the building in person and provided the more detailed proposal. Although formal board approval was not required due to the project cost falling within administrative authority, staff sought board input before proceeding. General consensus supported moving forward with the more detailed quote for the cleaning services.

d) Personnel (Closed Session under 2C (1) of the Illinois Open Meetings Act
- A roll call vote was conducted to enter a closed session at 12:22 pm, all meeting members voted AYE to enter into the closed session. A roll call vote with all members voting AYE was conducted to end the closed session at 1:01pm.
- After the closed session it was noted that the salaries for FY 2027 be recommend in the FY 2027 budget presented to the full board next month.

e) FY2027 Budget
- Staff briefly reviewed the proposed FY 2027 budget, noting that the budget format now aligns with the accounting board reports, allowing for improved budget-to-actual tracking and reporting. The budget was described as relatively balanced, with the intent of fully utilizing available funding. Staff explained that the facility budget remains in surplus, though an additional $15,000 was added to repairs and maintenance to potentially address repairs to the building stoop in the next fiscal year. Staff noted that total program revenue is projected to decrease compared to the prior year, largely due to a substantial reduction in consultant-related expenses. Discussion also focused on the organization’s indirect cost rate, which is projected to increase from approximately 30% to 43%. Staff clarified that while the percentage increase appears significant, the actual dollar increase in indirect costs over the two-year period is less than $7,000. The increase was attributed primarily to lower projected direct salary expenditures, which affects the calculation methodology used for the rate.
- Additional discussion covered several major projects and funding initiatives, including:
    - A site readiness capital planning grant being administered.
    - A proposed ADA Transition Plan contract with Jackson County.
    - Significant IEPA funding expected for water quality and environmental planning activities.
    - A new three-year IDOT agreement supporting long-range transportation planning and technical assistance activities.
- Discussion concluded with updates regarding the facility budget and building reserves. Staff noted that building revenues have consistently generated annual surpluses, and reserve funds have been established for future maintenance and replacement costs, particularly HVAC systems.
- No additional action was taken following the budget discussion, and staff indicated the finalized budget would return for formal approval at the June meeting

4. <u>Next Meetings:</u>

Full Board Commission Meeting: June 9, 2026, 6:00 p.m.
Executive Committee Meeting: July 14, 2026, 12:00 noon

6. <u>Adjourn</u>

A motion was made by Robert Spencer and seconded by Steve Damron to adjourn the meeting. The motion carried unanimously, and the meeting adjourned at 1:30 pm.