

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, August 23, 2007

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin

Present:

Excused:

Committee Members:

Adelene Greene, Vice-Chairman
Thomas H. Buestrin
William R. Drew
James T. Dwyer
Allen L. Morrison
Daniel S. Schmidt
Gustav W. Wirth, Jr.

David L. Stroik, Chairman
Richard A. Hansen
Michael J. Miklasevich

Absent:

Staff:

Philip C. Evenson
Elizabeth A. Larsen
Loretta Watson

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Vice-Chairman Greene called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioners Hansen, Miklasevich, and Stroik had asked to be excused.

APPROVAL OF MINUTES OF JULY 26, 2007, MEETING

On a motion by Mr. Schmidt, seconded by Mr. Morrison, and carried unanimously, the minutes of the Administrative Committee meeting held on July 26, 2007, were approved as published.

APPROVAL OF DISBURSEMENTS

Vice-Chairman Greene asked Mr. Evenson to review with the Committee the recent disbursements.

2007 Reporting Period No. 15

Mr. Evenson distributed copies of the Check Register for the 15th financial reporting period of 2007, July 9 to July 22.

There being no questions or comments, on a motion by Mr. Wirth, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 15th reporting period of 2007 were approved.

Vice-Chairman Greene, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 15th reporting period of 2007 (copy attached to Official Minutes).

2007 Reporting Period No. 16

Mr. Evenson distributed copies of the Check Register for the 16th financial reporting period of 2007, July 23 to August 5, 2007.

In response to an inquiry by Mr. Dwyer, Mr. Evenson indicated that the payment listed on page 1 of the Register to Michael Borst represented travel cost reimbursement. Mr. Borst is a part-time Commission employee and works primarily on lake management activities.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 16th reporting period of 2007 were approved.

Vice-Chairman Greene, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 16th reporting period of 2007 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING AUGUST 5, 2007**

Copies of the Statement of Projected Revenues and Expenditures for the period ending August 5, 2007, were distributed for Committee review. Vice-Chairman Greene asked Mr. Evenson to review with the Committee the financial status of the Commission accounts as of the end of that period.

Mr. Evenson noted that the period covered on the Statement represented about 60 percent of the calendar year. He then called attention to the following items in the Statement:

1. Except for a minor change in service agreement revenue for land information programs, the revenue entries on the Statement are unchanged from the report presented at the July Committee meeting. With a recent approval of Federal Transit Administration funding, the only unsecured revenue for the year is the remainder of funds from the Wisconsin Department of Natural Resources to support water quality planning efforts. Those funds, totaling about \$99,000, are expected to become available following adoption of a new State budget bill.
2. The expenditure data on the Statement reflects 16 reporting periods, or 32 weeks. The projected year end surplus presently stands at about \$200,000, down by about 10 percent from last month's projection. The surplus may be attributed largely to several staff vacancies, particularly in the transportation planning area. Efforts continue to recruit qualified individuals for those vacancies.

3. The liability, operating, and reserve accounts reported on the Statement remain unchanged from last month's report, and reflect the findings of the 2006 financial audit.
4. The Commission had on hand as of August 5, 2007, about \$3.4 million. This includes about \$600,000 of unearned revenue provided to the Commission in advance of expenditures. These funds are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 5.21 percent interest; in several certificates of deposit at banks; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that when he reports that Federal and State revenues are secured, it is meant that the agencies concerned have committed the funds to the Commission for certain work projects. In order for the Commission to actually receive those funds, the Commission must perform the agreed upon work and seek Federal and State agency reimbursement for costs incurred. In response to a follow up comment by Mr. Wirth relative to the remaining unsecured funds from the Wisconsin Department of Natural Resources for water quality planning, Mr. Dwyer noted that if the State Legislature and Governor failed to adopt a new biennial budget, Wisconsin law provides that State government operations continue at funding levels set in the prior State budget. Mr. Evenson noted that until the Commission receives a contract amendment from the Wisconsin Department of Natural Resources, those funds are at risk no matter what the State budget situation may turn out to be. In response to a question by Ms. Greene, Mr. Evenson noted that any surplus funds at the end of each calendar year are confirmed by the Commission's auditor and reflected in the financial report that usually is presented in March of the following year. At that point, the Administrative Committee determines in what reserve account any surplus is to be placed.

Following that discussion, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 5, 2007, was accepted to be placed on file (copy attached to Official Minutes).

REVIEW, DISCUSSION, AND POSSIBLE ACTION ON COMMISSION PERSONNEL REGULATIONS

Mr. Evenson asked that Ms. Larsen review with the members of the Committee any proposed changes to the Prefatory Note and to Articles 1, 2, 3, 11, and 12 of the SEWRPC Personnel Regulations. Ms. Larsen called attention to those proposed revisions, noting that they were relatively minor in nature and in most cases are proposed to bring the Personnel Regulations in line with present practices. The changes relate in part to staff performance criteria, overtime and compensatory pay, and references to the State of Wisconsin retirement program. Mr. Evenson then noted that he had emailed to the Committee members an additional proposed change, that dealing with the formal recognition of Commission office hours in Article 3A of the Personnel Regulations. That change, he said, would grant the Executive Director some flexibility in establishing the hours which the Commission is open to the public, requiring, however, that the offices be open for at least eight hours per day, five days a week, excepting only holidays.

A lengthy discussion then ensued, focusing in part on the need to ensure that the Commission serves well the general public and in part on the frequency of undertaking performance reviews. It was the consensus of the Committee with respect to the proposed change in the Personnel Regulations attendant to office hours that such hours need not be specified in these Regulations, but should be clearly articulated to the public through the Commission's website, on the Commission's recorded telephone greetings, and on any materials that may be distributed to the public. It was also the consensus of the Committee that staff performance reviews should be undertaken periodically at the discretion of Commission managerial and

Executive staff and need not be directly related to the process of adjusting Commission staff salaries annually in July.

Following that discussion, on a motion by Mr. Dwyer, seconded by Mr. Drew, the proposed changes to Articles 1, 2, 3, 11, and 12 of the Personnel Regulations were approved with a vote of six ayes and one nay, Mr. Wirth voting no.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that there were no announcements or correspondence to be brought to the attention of the Committee.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:20 p.m. on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments