

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 19, 2009

1:37 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin  
James Dwyer, Vice-Chairman  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Adelene Greene, Chair  
Richard A. Hansen  
Michael J. Miklasevich  
Nancy Russell

Staff:

Kenneth R. Yunker  
Elizabeth A. Larsen  
Debra A. D'Amico

Executive Director  
Business Manager  
Executive Secretary

#### ROLL CALL

Vice-Chair Dwyer called the meeting to order at 1:37 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted for the record that Commissioners Greene, Hansen, Miklasevich, and Russell had asked to be excused.

Mr. Yunker announced to the Committee that Mr. John Rogers has been appointed a Milwaukee County Commissioner to replace Mr. Drew whose term expired September 15, 2008. Mr. Drew had also been elected Commission Treasurer in December 2008, and thus, an interim treasurer will need to be appointed by the Commission Executive Committee. The interim treasurer will be nominated by the Executive Committee to serve the remainder of the vacated term of Treasurer at the December Quarterly Meeting of the Commission.

### **APPROVAL OF MINUTES OF OCTOBER 22, 2009 MEETING**

Vice-Chair Dwyer asked if there were any changes or additions to the October 22, 2009, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on October 22, 2009, were approved as published.

### **APPROVAL OF DISBURSEMENTS**

Vice-Chair Dwyer asked Ms. Larsen to review with the Committee the recent disbursements.

#### **2009 Reporting Period No. 22**

Ms. Larsen distributed copies of the Check Register for the 22nd financial reporting period of 2009, October 12 to October 25, 2009.

In response to an inquiry by Mr. Wirth, Ms. Larsen stated the payment made to Communication Link was for the use of an interpreter for the hearing impaired at the Regional Housing Plan public meeting.

There being no further questions or discussion, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 22nd reporting period of 2009 were approved.

Vice-Chair Dwyer, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 22nd reporting period of 2009 (copy attached to Official Minutes).

#### **2009 Reporting Period No. 23**

Mr. Yunker distributed copies of the Check Register for the 23rd financial reporting period of 2009, October 26 to November 8, 2009.

There being no questions or discussion, on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2009 were approved.

Vice-Chair Dwyer, Mr. Stroik, and Mr. Yunker then affixed their signatures to the Check Register for the 23rd reporting period of 2009 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 8, 2009**

Copies of the Statement of Projected Revenues and Expenditures for the period ending November 8, 2009, were distributed for Committee review. Vice-Chair Dwyer asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period.

In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented nearly 85 percent of the calendar year. She then noted the following:

1. Federal revenue entries remain unchanged from the report presented at the October meeting. State revenues have increased \$11,900 due to the Wisconsin Department of Natural Resources increasing the grant amount from \$180,000 to \$191,900 for calendar year 2009.

2. Service Agreement revenues have been adjusted to reflect work completed to date, and represents an overall decrease of approximately \$34,000. These revenues will be carried over into calendar year 2010.
3. The expenditure data on the statement reflects 23 reporting periods, or 44 weeks of the calendar year. The projection of expenditures through the end of the year reflects a surplus of about \$186,000. This projection does not reflect interest income and income from the sale of reports and other materials, both of which are expected to be less this year than in prior years.
4. The liability, operating, and reserve accounts reported on the statement remain unchanged from the September report and reflect the findings of the 2008 Annual Audit.
5. The Commission had on hand as of November 8, 2009, about \$2.985 million. This includes about \$83,000 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 0.27 percent interest; in several Certificates of Deposit (CD), and in savings and checking accounts at Johnson Bank. The Investors Bank CD matured in early November. The staff determined not to renew the CD, but rather to invest the money in a money market account at the bank which is presently paying a higher interest rate than a 12 month CD.

In response to an inquiry by Mr. Buestrin regarding the surplus, Mr. Yunker stated the year-end surplus may be expected to be approximately \$100,000.

On a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 8, 2009, was accepted to be placed on file (copy attached to Official Minutes).

#### **REPORT ON ENROLLMENT 2010 GROUP MEDICAL INSURANCE PROGRAM**

Vice-Chair Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for the calendar year 2010.

Ms. Larsen reported that Commission employees had completed their choice of health insurance coverage for calendar year 2010, and she distributed a table summarizing the results of their decisions. (copy attached to Official Minutes).

In reviewing this matter with the Committee, Ms. Larsen noted that eight Commission employees declined medical insurance coverage. She also noted that one employee had chosen to remain with the standard health insurance plan, with all other employees selecting one of several available health maintenance organization (HMO) plans. All 54 Commission employees participating in the program except three, she observed, would be paying 20 percent of the insurance premium cost during 2010. One employee would be paying 27 percent of the cost and two employees would be paying 30 percent of the cost, such additional cost burdens being attributed to the application of the "105 percent" employer payment rule established by the Wisconsin Group Insurance Board. As expected, most Commission employees have selected United Healthcare as their HMO of choice in 2010; that plan having the lowest cost of those plans having a substantial presence of providers in the Waukesha-Milwaukee area. Overall, the total cost to the Commission of medical insurance should approximate \$729,110 for the year. The adopted 2010 budget included about \$711,650 for this purpose, and was over budget by \$17,460.

A brief discussion then ensued. In response to a question by Mr. Wirth, Ms. Larsen indicated that the overage of the medical insurance budget total was caused by two employees switching from single to

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family coverage. She stated that each of the plans had increased premiums with Humana and WPS increasing their premiums 56 percent and 46 percent respectively, and Dean Care and United Healthcare increasing their premiums each 10 percent. Mr. Wirth asked if it is possible to offer one HMO. Mr. Yunker indicated that the Commission provides health insurance through the Wisconsin Department of Employee Trust Funds which offers a variety of health plans throughout the State. It is the intent of this program to offer state and local employees the option to choose from among a range of health plans available in their residential area, and the Commission may not limit the options made available to employees. He again noted that the Commission cannot pay more than 105% of the lowest plan. He also stated that there would be a far greater administrative burden if the Commission managed its own insurance plan. After further discussion, Mr. Yunker stated that early next year Ms. Larsen will review the deductible health insurance plan options offered through the Wisconsin Department of Employee Trust Funds. Ms. Larsen explained that the Commission does offer a Flexible Spending Account and a Section 125 plan both of which are managed in-house. Ms. Larsen stated she will also look into the benefits of a Health Savings Account should the Commission decide to offer the deductible health plan option.

#### **CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee. He then announced that ProHealth Care/Medical Associates' three-year lease ends March 2011, and that he and Ms. Larsen had met with Ms. Lani Herrera at the tenant's clinic to determine if they are satisfied with the facility. He and Ms. Larsen also discussed the lease renewal with Ms. Herrera. A discussion ensued regarding lease options. Mr. Yunker stated that discussions with ProHealth Care regarding a long-term lease will continue.

Mr. Yunker reminded the Committee that the next Quarterly Commission Meeting will be Wednesday, December 2, 2009, at the Milwaukee County War Memorial Center.

#### **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. Wirth, seconded by Mr. Schmidt, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Deputy Secretary

KRY/dad  
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Attachments