

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, June 28, 2012

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

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

Adelene Greene, Chair
William R. Drew
John F. Weishan, Jr.

Staff:

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

Executive Director
Business Manager
Executive Secretary

Guest:

Robert W. Kabitzke

Scrima, Kabitzke & Co., S.C.

ROLL CALL

Vice-Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present. Mr. Yunker noted for the record that Ms. Greene, Mr. Drew, and Mr. Weishan had asked to be excused.

(Administrative Committee)

June 28, 2012

APPROVAL OF MINUTES OF MAY 17, 2012, MEETING

Vice-Chairman Dwyer asked if there were any changes or additions to the May 17, 2012, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously, the minutes of the Administrative Committee meeting held on May 17, 2012, were approved as published.

PRESENTATION OF 2011 AUDIT REPORT

Vice-Chairman Dwyer noted that the commission auditor was in attendance to present to the Committee the findings of the audit of the Commission financial records for calendar year 2011. He then noted that each Committee member received a copy of the Independent Auditor's Report entitled, "*Southeastern Wisconsin Regional Planning Commission Annual Report, December 31, 2011*" in advance of today's presentation. He called on Robert W. Kabitzke of the firm of Scrima, Kabitzke & Co., S.C. to present the 2011 audit report.

Mr. Kabitzke then reviewed the report with the Committee on a page-by-page basis. During this process, the following comments and questions were addressed.

In response to an inquiry by Vice-Chairman Dwyer concerning the Excess Revenues Over Expenditures, as shown on pages 2 and 3 of the Audit Report, Mr. Kabitzke indicated that upon payment of the bond for the building on March 1, 2011, interest on funds deposited in advance of payment was paid to the Commission.

In response to an inquiry regarding the General Fixed Asset Group table on page 6 of the audit report by Mr. Wirth, Mr. Kabitzke stated this table shows the original cost of the fixed assets. He further stated that the fair market value at liquidation of these assets would differ from the original cost of the fixed assets.

Mr. Stroik inquired about the timing of the Committee's approval of the audit. Mr. Yunker stated that the 2011 audit report was emailed to Committee members in advance of the meeting. He then stated that for future audits staff will provide a hard copy audit report one week prior to the Committee meeting. He noted that the approved audit report will be posted on the Commission's website and published in the Commission's Annual Report.

There being no further questions or discussion, it was moved by Ms. Russell, seconded by Mr. Wirth, and carried unanimously to approve and accept for publication the 2011 Audit Report as presented.

APPROVAL OF DISBURSEMENTS

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

2012 Reporting Period No. 11

Ms. Larsen distributed copies of the Check Register for the 11th financial reporting period of 2012, May 7 to May 20, 2012.

In response to an inquiry by Mr. Wirth relative to a payment on page 3 of this report to Mayfair Rent-A-Car, Ms. Larsen stated that this expense was for vehicle rentals for the conduct of the external cordon survey portion of the regional travel survey.

(Administrative Committee)

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There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 11th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 11th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 12

Ms. Larsen distributed copies of the Check Register for the 12th financial reporting period of 2012, May 21 to June 3, 2012.

There being no questions or comments, on a motion by Ms. Russell, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 12th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 12th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 13

Ms. Larsen distributed copies of the Check Register for the 13th financial reporting period of 2012, June 4 to June 17, 2012.

In response to an inquiry by Mr. Wirth relative to a payment on page 5 to Wisconsin Deferred Compensation, Ms. Larsen stated that this is a voluntary program where employees are able to set aside a portion of their paycheck on a pre-tax basis. This program is administered by the Great West Retirement Services and offered to staff through the State of Wisconsin. The Commission as an employer does not contribute to this program.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 13th reporting period of 2012 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 13th reporting period of 2012 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JUNE 17, 2012

Copies of the Statement of Projected Revenues and Expenditures for reporting period 13 ending June 17, 2012, were distributed for Committee review. Vice-Chairman 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 about 50 percent of the new calendar year. She then called attention to the following items:

1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the May meeting.
2. The Service Agreement Revenues remain unchanged from the report presented at the May meeting.

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Mr. Yunker stated that during this next year the Commission staff will conduct a salary survey and compare Commission salaries with similar county and State positions, and to the extent possible, the private sector as well. Ms. Russell noted that Walworth County had recently completed a salary survey. Mr. Yunker stated that the Commission staff would also review the Walworth County salary study and contact the other Counties to see if other similar studies are available for review.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence and there were no announcements 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 2:14 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
AdminJun12Min (#205419)

Attachments