

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 24, 2013

1:30 p.m.

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

Present:

Excused:

Committee Members:

Adelene Greene, Vice-Chair
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

James T. Dwyer, Chairman
Gilbert B. Bakke

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Vice-Chair Greene 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 Chairman Dwyer and Mr. Bakke had asked to be excused.

APPROVAL OF MINUTES OF SEPTEMBER 26, 2013, MEETING

Vice-Chair Greene asked if there were any changes or additions to the September 26, 2013, meeting minutes.

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On a motion by Mr. Schmidt, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on September 26, 2013, were approved as published.

APPROVAL OF DISBURSEMENTS

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

2013 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of 2013, September 9 to September 22, 2013.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Dakota Intertek Corp., Ms. Larsen stated this payment was to a consulting firm that assists the Commission staff with the Milwaukee County surveyor program in the installation of survey monuments within Milwaukee County.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to MPS – Accounts Receivable, Ms. Larsen stated this payment was for the purchase of Iclickers, an audience response system which allows for presenters and audience members to interact through a series of real time questions and answers. The Iclickers are used by participants of the VISION 2050 Visioning Workshops, where they are able to use these devices to rate a series of land use and transportation photographs.

In response to an inquiry by Mr. Crowley, relative to a payment on page 3 to LizardTech, Inc., Ms. Larsen stated this is annual maintenance for an image software called Mr. Sid. This software is used to combine a number of smaller aerial orthophotographs into larger orthophotos and will then also allow for these larger orthophoto files to be compressed as needed.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 20th reporting period of 2013 were approved.

Vice- Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 20th reporting period of 2013 (copy attached to Official Minutes).

2013 Reporting Period No. 21

Ms. Larsen distributed copies of the Check Register for the 21st financial reporting period of 2013, September 23 to October 6, 2013.

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In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Buetow Lighting, Inc., Ms. Larsen stated this payment was for the purchase and recycling of fluorescent light bulbs used in the Commission building.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Citilabs, Inc., Ms. Larsen stated this payment was the annual maintenance for Cube Voyager , a travel demand modeling software utilized by the Commission's Transportation Division staff.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Facilities Management, Ms. Larsen stated this was the monthly for rental payment for satellite office space the Commission rents from Milwaukee County at the County's City Campus building.

In response to an inquiry by Ms. Russell, relative to a payment on page 3 to the Ozaukee County Finance Department, Ms. Larsen stated this payment was for the rental of meeting space for the VISION 2050 Visioning Workshop held at the Ozaukee County fair grounds.

In response to an inquiry by Ms. Russell, relative to a payment on also on page 3 to the Pettit National Ice Center, Ms. Larsen stated this was for a meeting of the Advisory Committee for Transportation System Planning and Programming for the Milwaukee Urbanized Area.

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 21st reporting period of 2013 were approved.

Vice-Chair Greene, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 21st reporting period of 2013 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 6, 2013

Copies of the Statement of Projected Revenues and Expenditures for reporting period 21 ending on October 6, 2013, were distributed for Committee review. Vice-Chair Greene 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 80 percent of the new calendar year. She then called attention to the following items:

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1. The Federal and State revenue entries on the Statement remain unchanged from the report presented at the September meeting.
2. Service Agreement Revenues remain unchanged from the report presented at the September meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of approximately \$135,000. The surplus may be expected to decline to less than \$100,000 throughout the year with the payment of items such as the payment to the City of Pewaukee for the payment in lieu of taxes, and replacement of equipment.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2012 financial audit.
5. The Commission had on hand as of October 6, 2013, approximately \$4.1 million. This includes about \$20,000 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.06 percent interest, and various money market accounts the end of September.

In response to an inquiry by Ms. Russell, concerning recent changes in the State of Wisconsin Local Government Investment Pool interest rate, Ms. Larsen stated that the interest rate continues to decrease.

There being no further inquiries or discussion, on a motion by Ms. Russell, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 6, 2013, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF TELEPHONE SOFTWARE AND EQUIPMENT UPGRADE

Vice-Chair Greene asked Ms. Larsen to make a recommendation regarding the upgrade of the Commission office telephone software and equipment. Ms. Larsen distributed an outline of the telephone system upgrade quote from Technology Solutions Group, Inc.

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Ms. Larsen stated staff is looking to upgrade the Commission's Avaya Definity telephone system. The last software and equipment upgrade was completed in 2003. The Definity system has served the Commission well for many years and is proven in its reliability and has been virtually maintenance free.

The upgrade will bring the software to the most current Definity release, and allow for employee's smart phones to act as their desk phone when away from the office, enable the phone system to act as an intercom paging system, and will be Voice Over Internet Protocol (VOIP) enabled. Staff will have the ability to implement VOIP by extension where necessary. In addition with this upgrade direct dial numbers will be given to all staff, with the option to always dial the Commission's main telephone number to reach the receptionist.

New hardware includes a telephone system server, digital speaker phones, and a new operator attendant console.

Staff contacted a technology consultant who stated that the Avaya phone system was a good higher end system. This consultant also offered to put together a request for proposal to send to various telecom providers for quotes on a new telephone system.

Staff however recommends the telephone system be upgraded to the most current software release and equipment as it is a proven and reliable system and requires very little staff oversight.

In response to an inquiry by Mr. Stroik, Ms. Larsen stated the cost of the upgrade for the phone system is in the budget. Refurbished digital phones will be given to all full-time and part-time staff, and also placed in each of the eight conference rooms. Vice-Chair Greene inquired if this expenditure is in the Commission's 2013 or 2014 budget. Ms. Larsen said this is a 2014 budgeted item.

There being no further inquiries and discussion, on a motion by Mr. Stroik, seconded by Mr. Drew, and carried unanimously, the Commission staff was authorized to proceed with the telephone system upgrade, and directed the staff meet with a technology consultant to review the proposed features of the upgrade, and obtain recommendations on any features to be added, or deleted.

REPORT ON 2014 HEALTH INSURANCE

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Vice-Chair Greene asked Ms. Larsen to review with the Committee the group medical insurance rates for the calendar year 2014. Ms. Larsen distributed Table 1 which shows the Commission's Group Medical Insurance Premiums for 2014 (copy attached to Official Minutes).

Ms. Larsen stated the Commission participates in the Wisconsin Public Employees Group Insurance Program. That program is governed by the State of Wisconsin Group Insurance Board and is administered by the Wisconsin Department of Employee Trust Funds. She noted that the Commission staff has been informed of the group health insurance rates for calendar year 2014.

Ms. Larsen then recalled that by Committee action on September 29, 2011, the Deductible Health Maintenance Organization (HMO) option for the Group Health Insurance Program was selected. At the same meeting it was also determined that the employee deductible would be reimbursed to the employee through the establishment of a Health Reimbursement Account plan. Ms. Larsen then distributed a table to the Committee members identifying the calendar year 2014 health insurance.

Ms. Larsen noted that the cost of the United Healthcare HMO plan had increased 1.8 percent. She stated that this plan was considered by the State to be one of three qualified health plans available to Commission employees, the others being the WEA Trust PPO, and Anthem Blue HMO. With only a few exceptions, most Commission employees in 2013 had selected the United Healthcare HMO plan. She noted that there are two other HMO plans offered in the Southeastern Wisconsin Region. The Anthem Blue HMO plan had a premium decrease of 25 percent, and is now competitive with premium rates similar to United Healthcare and WEA Trust. The Humana HMO, with a premium decrease of nearly 1 percent, continues to have rates that cost nearly 35 percent more than the United Healthcare plan. The Dean HMO plan had an increase of approximately 7 percent. The Dean HMO plan is based in the Madison area and only serves the far western portions of the Region. The State also offers two preferred provider plans, WPS Metro Choice and WEA Trust PPO. The premium cost for the WPS Metro Choice plan is 65 percent more than the United Healthcare HMO, while the premium cost for the WEA Trust PPO is just slightly less than the United Healthcare HMO, with a premium decrease of less than 1 percent. The cost of the standard plan has increased by 3.5 percent.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2014 with the enrollment period ending November 1, 2013. She added that a full report of the budget impact of the selection process will be ready for the next Administrative Committee meeting. She noted that the Commission staff will be responsible in 2014 for 20 percent of the premium costs, and that the State

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program has a requirement that the Commission pay no more than 88 percent of the average premium cost of the qualified health plans within Waukesha County. Those qualified plans again are the United Healthcare HMO, Anthem Blue HMO, and the WEA Trust PPO. Consequently, if any employee selects the standard plan, the Humana HMO plan, or the WPS Metro Choice plan, that employee will pay more than the 20 percent in premium cost.

In response to an inquiry by Ms. Russell, Mr. Yunker stated the Commission staff mostly has chosen United Healthcare HMO, with a few staff selecting WEA Trust PPO.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence, but provided an update to the communication between Commission staff and the University of Wisconsin-Extension (Extension) concerning Gary Korb.

Staff has had additional discussions with the Commission attorney concerning this contract. Staff sent a letter to the Extension on May 13, 2013, terminating the contract between the Commission and the Extension effective January 1, 2013. In as much as no response was received regarding this letter, a second letter was sent on October 7, 2013, terminating the contract for cause effective November 15, 2013.

Staff then received a letter from Extension official Mr. Thomas Blewett, stating a salary was paid on behalf of Mr. Korb from January to May, 2013, and requested the Commission to pay \$13,640 or half of this salary. Mr. Yunker noted the Commission's position has been that the Commission bears no responsibility for this cost, as no services were received from the Extension over this period, and the contract with the Extension has included salary and fringe benefit costs since its inception. Committee members recommended a letter be sent to the Extension stating the Commission's position.

Ms. Larsen gave a brief update on the tuck-pointing proposals received to date. Commission Chairman Stroik offered to review those proposals once they were all received.

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ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:16 p.m. on a motion by Mr. Drew, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
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