

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, February 20, 2014

1:30 p.m.

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

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Thomas H. Buestrin
Michael A. Crowley
Nancy Russell
David L. Stroik
Gustav W. Wirth, Jr.

Gilbert B. Bakke
William R. Drew
Adelene Greene, Vice-Chair
Daniel S. Schmidt

Staff:

Philip C. Evenson
Elizabeth A. Larsen
Debra A. D'Amico

Acting Director
Business Manager
Executive Secretary

ROLL CALL

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

APPROVAL OF MINUTES OF NOVEMBER 14, 2013, MEETING

Chairman Dwyer asked if there were any changes or additions to the November 14, 2013, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on November 14, 2013, were approved as published.

(Administrative Committee)
February 20, 2014

APPROVAL OF DISBURSEMENTS

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

2013 Reporting Period No. 24

Ms. Larsen distributed copies of the Check Register for the 24th financial reporting period of 2013, November 4 to November 17, 2013.

In response to an inquiry by Ms. Russell relative to a payment made to Central Office Systems, Ms. Larsen stated this payment was based on the cost per page for the print shop color copier. A black and white copy is \$0.012, while the color copy cost per page is \$0.04.

In response to an inquiry by Mr. Stroik relative to a payment also on page 2 to Mr. Tyrone P. Dumas, Ms. Larsen stated this payment represented mileage reimbursement for an Environmental Justice Task Force meeting.

In response to an inquiry by Ms. Russell relative to a payment on page 3 to Leticia Jimenez, Ms. Larsen stated that Ms. Jimenez provides Spanish translation services for various Commission brochures. This payment was for the translation of a VISION 2050 brochure to Spanish.

In response to an inquiry by Ms. Russell concerning costs for renting meeting spaces for VISION 2050 Workshops, Ms. Larsen stated the rental costs varies by facility, with the rental costs ranging from \$100 to \$500.

Ms. Russell then asked for verification that a payment on page 4 to the Ozaukee County Finance Department was for rental of space for a VISION 2050 Workshop. Ms. Larsen confirmed that the payment was for renting space at the Ozaukee County Fairgrounds for a Visioning Workshop.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 24th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 24th reporting period of 2013 (copy attached to Official Minutes).

2013 Reporting Period No. 25

Ms. Larsen distributed copies of the Check Register for the 25th financial reporting period of 2013, November 18, to December 1, 2013.

In response to an inquiry by Ms. Russell relative to a payment on page 2 to Eric Thomas Stelter Consulting, Ms. Larsen stated this payment was for Mr. Stelter's services provided in evaluating the upgrade of the Commission's telephone system.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 25th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 25th reporting period of 2013 (copy attached to Official Minutes).

(Administrative Committee)
February 20, 2014

2013 Reporting Period No. 26

Ms. Larsen distributed copies of the Check Register for the 26th financial reporting period of 2013, December 2, to December 15, 2013.

There being no questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 26th reporting period of 2013 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 26th reporting period of 2013 (copy attached to Official Minutes).

2014 Reporting Period No. 1

Ms. Larsen distributed copies of the Check Register for the 1st financial reporting period of 2014, December 16, to December 29, 2013.

In response to an inquiry by Ms. Russell relative to a payment on page 1 to BPI, Ms. Larsen stated four large rolls of Mylar were purchased for use in preparing the 2050 regional land use and transportation plan update.

In response to an inquiry by Mr. Crowley relative to a payment on page 2 to Ewald Automotive Group, Ms. Larsen stated this payment was for the purchase of a 2014 Chevrolet Traverse. This purchase was approved at the November 14, 2013, Committee meeting and replaced a 2005 Ford Freestar.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 1st reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 1st reporting period of 2014 (copy attached to Official Minutes).

2014 Reporting Period No. 2

Ms. Larsen distributed copies of the Check Register for the 2nd financial reporting period of 2014, December 30, 2013 to January 12, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 5 to Technology Solutions Group, Inc. (TSG), Ms. Larsen stated this payment was the balance due to TSG for equipment purchased for the Commission's telephone upgrade.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 2nd reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 2nd reporting period of 2014 (copy attached to Official Minutes).

2014 Reporting Period No. 3

Ms. Larsen distributed copies of the Check Register for the 3rd financial reporting period of 2014, January 13, to January 26, 2014.

In response to an inquiry by Ms. Russell relative to a payment on page 1 to Citilabs, Inc., Ms. Larsen stated this payment was for the purchase of a Cube Voyager software seat license and annual maintenance. This software is a transportation modeling software used for traffic modeling in the preparation of the 2050 regional land use-transportation plan update.

(Administrative Committee)
February 20, 2014

In response to an inquiry by Ms. Russell relative to a payment on page 3 to Technology Solutions Group, Inc., Ms. Larsen stated this payment was for the programming, installation, and training on the telephone system upgrade.

There being no further questions or comments, on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 3rd reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 3rd reporting period of 2014 (copy attached to Official Minutes).

2014 Reporting Period No. 4

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of 2014, January 27, to February 9, 2014.

There being no questions or comments, on a motion by Ms. Russell, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 4th reporting period of 2014 were approved.

Chairman Dwyer, Ms. Russell, and Mr. Evenson then affixed their signatures to the Check Register for the 4th reporting period of 2014 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING FEBRUARY 9, 2014

Copies of the Statement of Projected Revenues and Expenditures for reporting period 4 ending on February 9, 2014, were distributed for Committee review. 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 10 percent of the new calendar year. She then called attention to the following items:

1. The revenue entries on the Statement largely reflect the budgeted amounts set forth in the Commission's Overall Work Program approved late in 2013. She noted that with respect to Federal and State Transportation Funds, a final approval letter securing these funds was received in early January from the Wisconsin Department of Transportation (WisDOT). The Wisconsin Department of Administration revenues have been secured, and revenues remain to be secured from the Wisconsin Department of Natural Resources for the Water Quality Planning Program.
2. With respect to service agreement revenues that support work activities in the planning program areas of land use, water quality, floodland management, economic development, and community assistance programs, many of the funds identified in the Statement already have been secured or are expected to be secured within the next few months. She noted that the \$71,518 in building program revenues identified in the service agreement column represents the rent to be paid in 2014 by the Commission's tenant, ProHealth Care, Inc.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2014 Overall Work Program, indicates a surplus of \$830,000. This is a typical pattern encountered in the early stages of carrying out the Commission's annual work program. The surplus will decline throughout the year. The surplus may be expected to decline to less than \$150,000 throughout the year with the payment of items such as the payment to the City of

(Administrative Committee)
February 20, 2014

Pewaukee for the payment in lieu of taxes, business insurance and audit, replacement equipment, and automobile replacement.

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 February 9, 2014, approximately \$4.84 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 .08 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Wirth, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending February 9, 2014, was accepted to be placed on file (copy attached to Official Minutes).

REVIEW OF FLEXIBLE WORK HOURS POLICY

Chairman Dwyer requested Ms. Larsen review with the Committee the Commission's flexible work hours policy. Ms. Larsen stated at the July 25, 2013, Administrative Committee meeting, Mr. Yunker brought forward a proposal for a flexible work hours policy.

The policy stated, "The Commission office hours will remain 8:00 a.m. to 4:30 p.m. The reception desk, phones, and staff Divisions will remain staffed from 8:00 a.m. to 4:30 p.m. Under the flexible hours policy, staff, with approval of their Division Head, will be allowed to report to work between 7:00 a.m. and 9:00 a.m., take a one-half hour or one-hour lunch break, and after working eight hours, leave between 3:30 p.m. and 6:00 p.m."

Committee members had approved this policy, with Mr. Crowley suggesting the policy be reviewed at the end of 2013 and thereafter reviewed annually.

Ms. Larsen indicated she met with each Division Head regarding this policy. The Division Heads have stated the policy is working well, with a noticeable improvement in staff morale. Division Heads also stated they believe this is a good policy for staff retention. Ms. Larsen added participation in this program varies by Division with about one-half of the Commission staff participating.

In response to an inquiry by Ms. Russell, Ms. Larsen stated staff generally adheres to the same schedule on a daily basis.

In response to an inquiry by Chairman Dwyer, Ms. Larsen stated that, of those that participate in the flex hours program, approximately one-half arrive prior to 8:00 a.m. with the remainder arriving between 8:00 a.m. and 9:00 a.m.

In response to a second inquiry by Chairman Dwyer, Ms. Larsen stated there have been no issues at this time with this policy. Chairman Dwyer then recommended that this policy be reviewed again mid-year in anticipation of recommending the policy become permanent. The policy should then be reviewed annually.

(Administrative Committee)
February 20, 2014

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked if there was any correspondence or announcements. Mr. Evenson reported that there was no correspondence, and that there were no announcements.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:49 p.m. on a motion by Mr. Wirth, seconded by Ms. Russell, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Acting Director

PCE/EAL/dad
AdminFeb14Min (216450)