

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 22, 2015

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
Adelene Greene, Vice Chairwoman
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
Peggy M. Shumway
Gustav W. Wirth, Jr.

Charles L. Colman
David L. Stroik

Staff:

Kenneth R. Yunker
Michael G. Hahn
Elizabeth A. Larsen

Executive Director
Deputy Director
Assistant Director-Administration

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. Yunker noted for the record that Mr. Colman and Mr. Stroik asked to be excused.

APPROVAL OF MINUTES OF AUGUST 20, 2015, MEETING

Chairman Dwyer asked if there were any changes or additions to the August 20, 2015, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on August 20, 2015, were approved as published.

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APPROVAL OF DISBURSEMENTS

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

2015 Reporting Period No. 18

Ms. Larsen distributed copies of the Check Register for the 18th financial reporting period of August 10 to August 23, 2015.

In response to an inquiry by Ms. Russell, relative to a payment on page 1 to Cardmember Service, Ms. Larsen stated the other operating expense line item reflects the payment for two employment ads and a conference registration fee.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Kurber Construction, LLC, Ms. Larsen stated this was payment for the replacement of an interior hallway door in the Commission office.

In response to an inquiry by Ms. Greene, relative to payment on pages 2 and 3 with the account description "Depend Care Reimbursement," Ms. Larsen stated these are reimbursements to employees for their pre-tax payroll deduction of child care expenses.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 18th reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 18th reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 19

Ms. Larsen distributed copies of the Check Register for the 19th financial reporting period of August 24 to September 6, 2015.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Russell and carried unanimously, the Commission disbursements for the 19th reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 19th reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of September 7 to September 20, 2015.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Data Dimensions, Ms. Larsen stated this payment was for the Check Point firewall device.

In response to an inquiry by Ms. Greene, relative to a payment on page 2 to Integrity Data, Ms. Larsen stated this was for the purchase of a third party software program to aid staff in the preparation of IRS Form 1094-C and Form 1095-C. These forms must be completed by employers and subsequently distributed to employees beginning with Calendar Year 2015. These new tax forms are a requirement of the Affordable Care Act. This software will use data from the Commission's Microsoft Dynamics accounting software to complete and print these required forms.

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In response to an inquiry by Ms. Greene, relative to a payment on page 4 to Sentinel Technologies, Inc., Ms. Larsen stated this is a monthly payment for maintenance on network computer equipment that is no longer covered under a manufacturer's warranty.

There being no further questions or comments, on a motion by Ms. Greene, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 20th reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 20th reporting period of 2015 (copy attached to Official Minutes).

2015 Reporting Period No. 21

Ms. Larsen distributed copies of the Check Register for the 21st financial reporting period of September 21 to October 4, 2015.

In response to an inquiry by Ms. Russell, concerning two payments listed on page 1 to the City of Elkhorn, Ms. Larsen stated the payments were for a security deposit and meeting room rental for an upcoming VISION 2050 meeting. This meeting is scheduled to be held on November 11, 2015, and is the fourth in a series of five workshops designed for public review of the VISION 2050 alternatives as part of the Year 2050 Regional Land Use and Transportation Plan.

In response to an inquiry by Ms. Russell, relative to a payment on page 2 to Dakota Intertek Corporation, 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 Master Graphics, Inc., Ms. Larsen stated a new plotter was purchased to replace an aging plotter in the Commission's Transportation Division.

In response to an inquiry by Ms. Russell, relative to a payment on page 5 to Software Hardware Integration International Company, Ms. Larsen stated that this payment was the Microsoft Software Assurance payment where the Commission purchases annual Microsoft upgrades for 90 licenses. The cost of the annual Assurance payment included licenses for Microsoft Office, the Windows Operating System license for desktop computers and network servers, the e-mail Exchange Server licenses, the SQL license needed for the accounting software, and the Client Access license which allows for employees to access files and documents from the network servers.

Mr. Wirth suggested that staff look into Microsoft 365, which is a monthly subscription plan where the Microsoft Office Suite is hosted over the cloud. He stated that Microsoft software updates would then occur automatically via the cloud software.

[Secretary's Note:

Microsoft 365 is hosted on the cloud and provides for desktop versions of the Microsoft Office Suite. It allows for remote access of the Microsoft Office Suite Software from any computer or mobile device. Microsoft 365 does not include the Microsoft licenses noted above which are needed for the many non-Microsoft programs that staff utilizes which are enabled using the Windows Operating System. Such programs include modeling software programs used in both the Environmental and Transportation Divisions, GIS Software, SPSS (a statistical analysis software also used in the Environmental and Transportation Divisions), accounting software, AutoCAD and

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Corel Draw. Microsoft 365 does not include upgrades or backups for licenses currently paid for under the Assurance program other than the Office Suite. The portion of the annual Microsoft Assurance payment that covers only the Microsoft Office licenses for 90 users is \$8,152. The equivalent annual payment under the Office 365 program is \$12,960.]

In response to an inquiry by Mr. Crowley, Ms. Larsen noted that the Check Register for Financial Reporting Period 21 does have a typographical error. Reporting Period 21 should have read "September 21, 2015, through October 4, 2015," not October 9, 2015, as noted on the cover page.

In response to an inquiry by Ms. Shumway, concerning the payment listed on page 6 to We Energies, Ms. Larsen stated this was the electric bill for the month of September 2015.

There being no further questions or comments, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 21st reporting period of 2015 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 21st reporting period of 2015 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 4, 2015

Copies of the Statement of Projected Revenues and Expenditures for reporting period 21 ending on October 4, 2015, 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 just over 75 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the August meeting.
2. The Service Agreement revenues have decreased approximately \$180,000 due to a greater number of service agreement projects projected to be completed in 2016 rather than in 2015 as anticipated.
3. The projection of expenditures through the end of the year indicates a surplus of about \$7,000.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit.
5. The Commission had on hand as of October 4, 2015, approximately \$5.5 million. This includes about \$50,550 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 0.14 percent interest and various money market accounts.

There being no inquiries or discussion, on a motion by Ms. Greene, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 4, 2015, was accepted to be placed on file (copy attached to Official Minutes).

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REPORT ON 2016 HEALTH INSURANCE

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for Calendar Year 2016. Ms. Larsen distributed Table 1 which shows the Commission's Group Medical Insurance Premiums for 2016 (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 2016 and are now making their selection for next year.

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 noted that the cost of the United Healthcare of Wisconsin plan had increased by 2 percent. She stated that this plan was considered by the State to be one of six qualified health plans available to Commission employees, the others being the WEA Trust East, Arise Health Plan, Dean Health Insurance, Unity Health Insurance-Community, and Anthem Blue Preferred Southeast. With only a few exceptions, most Commission employees in 2015 had selected the United Healthcare HMO plan. She noted that of the remaining five qualified health plans offered in the Southeastern Wisconsin Region, Anthem Blue Preferred Southeast plan had a premium increase of 7 percent, Dean Health Insurance had an increase of 9 percent, Arise Health Plan had a very slight decrease in premium costs, however, that plan remains 17 percent higher than United Healthcare of Wisconsin. Dean Health Insurance is based in the Madison area and only serves Waukesha County and the far western portions of the Region. The Unity Health Insurance-Community has providers only in Waukesha and Walworth Counties. The State also offers one preferred provider plan, WEA Trust PPO. The premium cost for the WEA Trust PPO is 10 percent less than United Healthcare of Wisconsin, however, this plan no longer has providers in Kenosha and Racine Counties. The cost of the standard plan now called the Local Access Health Plan has increased by 5 percent.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2016 with the enrollment period ending October 30, 2015. She noted that the Commission staff will be responsible in 2016 for 20 percent of the premium costs, and that the State 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 of Wisconsin, Anthem Blue Preferred Southeast, Arise Health Plan, Dean Health Insurance, Unity Health Insurance-Community, and the WEA Trust PPO. Consequently, if any employee selects the Local Access Health Plan or the Humana Eastern HMO plan, that employee will pay more than the 20 percent in premium cost.

Ms. Larsen concluded by stating that she will give a report on results of the Commission staff health insurance selections and added that a full report of the budget impact of the selection process will also be given at the next Administrative Committee meeting.

CONSIDERATION OF PURCHASE OF IPADS FOR COMMISSION MEETING MATERIALS

Chairman Dwyer asked Mr. Yunker to review with the Committee the information regarding the purchase of Apple iPads for use by the Commissioners during Commission meetings.

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Mr. Yunker stated that at the August Committee meeting Commissioner Colman had offered to try the PDF Expert software to allow him to view and annotate Commission meeting materials. Staff proposes to further discuss this issue at the next Administrative Committee meeting.

Ms. Shumway then inquired about the possibility of using a webinar software such as "Go To Meeting" software to hold Commission meetings. Discussion ensued concerning the ability of a government body agency to utilize such technology and the ability to allow for the public to also have the same access.

CORRESPONDENCE/ANNOUNCEMENTS

Chairman Dwyer asked Mr. Yunker if there was any correspondence or announcements.

Mr. Yunker indicated that there was no correspondence or announcements to report.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:03 p.m. on a motion by Mr. Wirth, seconded by Ms. Greene, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

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