

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Wednesday, October 26, 2016

1:30 p.m.

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

Present:

Excused:

Committee Members:

Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
William R. Drew
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

James T. Dwyer, Chairman
Mike Dawson

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen

Executive Director
Assistant Director-Administration

Guests:

Jacob Lenell, CPA
Jordan Boehm, CPA

CliftonLarsonAllen
CliftonLarsonAllen

ROLL CALL

Ms. Russell as acting Chair 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. Dawson and Mr. Dwyer asked to be excused.

APPROVAL OF MINUTES OF AUGUST 18, 2016, MEETING

Chair Russell asked if there were any changes or additions to the August 18, 2016, meeting minutes.

On a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on August 18, 2016, were approved as published.

(Administrative Committee)
October 26, 2016

PRESENTATION OF 2015 COMMISSION AUDIT REPORT

Chair Russell welcomed and then called on Mr. Jacob Lenell, CPA, and Mr. Jordan Boehm, CPA, both of the firm CliftonLarsonAllen (CLA), to present the Draft 2015 Commission Audit Report to the Committee. Mr. Lenell distributed a summary document of the Commission's 2015 Audit and then presented the audit findings.

Mr. Lenell noted that CLA has changed the preparation of the audit report to reflect enterprise fund reporting rather than governmental fund reporting, as had been done in prior audits. The change was done so the audit would reflect the implementation of Government Accounting Standards Board Statement (GASB) 68, which requires statements in the audit concerning the Commission's participation in the Wisconsin Retirement System and capital asset depreciation.

Mr. Colman asked the auditors to confirm that as the prior auditor had prepared the audit statements based on governmental fund accounting, the audit restatement for 2015 was necessary due to the transition to enterprise fund accounting. Mr. Lenell and Mr. Boehm agreed with Mr. Colman's statement.

A discussion ensued between the Commissioners and Mr. Lenell concerning the audit findings. Mr. Stroik noted that Commissioners were presented with draft audit documents and this is the opportunity for discussion and review of the findings. Questions were raised by Commissioners concerning draft findings regarding financial statement preparation and segregation of duties. Mr. Lenell and Mr. Boehm responded that they would meet with Commission staff to assure that the findings and management responses are correct.

Mr. Yunker stated that staff will update the Committee at the November 17, 2016, meeting.

APPROVAL OF DISBURSEMENTS

2016 Reporting Period No. 18

Mr. Yunker distributed copies of the Check Register for the 18th financial reporting period of August 8, 2016, to August 21, 2016.

In response to an inquiry by Mr. Crowley concerning a payment on page 3 to LeMans Tech, Mr. Yunker stated this was the renewal of the Commission's firewall software.

In response to an inquiry by Mr. Crowley concerning a payment on page 5 to Terminal Andrae, Mr. Yunker stated this is payment to the electrician to repair building lighting fixtures.

In response to an inquiry by Ms. Russell concerning a payment on page 1 to Kurt Bauer, Mr. Yunker stated Mr. Bauer, Executive Director Emeritus, while no longer the County Surveyor, does provide technical assistance to the current County Surveyor. Mr. Bauer has also assisted in writing the Commission newsletter, most recently on the proposed chloride management study.

In response to an inquiry by Ms. Russell concerning a payment on page 5 to Level 3 Communications, Ms. Larsen stated Level 3 Communications was formerly Time Warner Telecom and the payment is for the Commission's telephone and internet access.

(Administrative Committee)
October 26, 2016

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 18th reporting period of 2016 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 18th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 19

Ms. Larsen distributed copies of the Check Register for the 19th financial reporting period of August 22, 2016, to September 4, 2016.

In response to an inquiry by Mr. Schmidt concerning a payment on page 2 to Leticia Jimenz, Ms. Larsen stated this payment was for translation services needed for the public meeting as part of the Commission's Federal recertification process.

In response to an inquiry by Mr. Crowley concerning a payment on page 4 to We Energies, Ms. Larsen stated this payment was for the electric bill for the month of August.

There being no further questions or comments, on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 19th reporting period of 2016 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 19th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 20

Ms. Larsen distributed copies of the Check Register for the 20th financial reporting period of September 5, 2016, to September 18, 2016.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 20th reporting period of 2016 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 20th reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 21

Ms. Larsen distributed copies of the Check Register for the 21st financial reporting period of September 19, 2016, to October 2, 2016.

In response to an inquiry by Ms. Russell concerning a payment on page 1 to Ben Meadows Company, Inc., Ms. Larsen stated this payment was for the purchase of flagging used in conducting wetland delineations.

In response to an inquiry by Ms. Russell concerning a payment on page 1 to CliftonLarsonAllen, Ms. Larsen stated this was a progress payment for the conduct of the Commission's 2015 Audit.

In response to an inquiry by Ms. Russell concerning 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.

(Administrative Committee)
October 26, 2016

In response to an inquiry by Mr. Colman concerning a payment on page 3 to Pros Consulting, Ms. Larsen stated this payment is for the Milwaukee County Park and Open Space Plan where the Commission is acting as the fiscal agent for Milwaukee County in the conduct of this plan.

In response to an inquiry by Mr. Colman concerning a payment on page 1 to Citilabs, Ms. Larsen stated this payment was for transportation modeling software.

There being no further questions or comments, on a motion by Mr. Crowley, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 21st reporting period of 2016 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 21st reporting period of 2016 (copy attached to Official Minutes).

2016 Reporting Period No. 22

Ms. Larsen distributed copies of the Check Register for the 22nd financial reporting period of October 3, 2016, to October 16, 2016.

In response to an inquiry by Ms. Russell concerning a payment on page 1 to Accunet, Inc., Ms. Larsen stated this payment was for assistance to staff concerning the accounting software upgrade.

In response to an inquiry by Ms. Russell concerning a payment on page 1 to Brown and Jones, Ms. Larsen stated this payment was for court reporting and transcription services for the public meeting pertaining to the Federal recertification.

In response to an inquiry by Ms. Russell concerning a payment on page 3 to Mueller Communications, Mr. Yunker stated staff is working with this firm to publish a summary VISION 2050 document and to conduct public and media outreach with respect to the VISION 2050 plan.

In response to an inquiry by Ms. Russell concerning a payment on page 5 to Software Hardware Integration International Corporation, Ms. Larsen stated this was the Microsoft Software Assurance payment where the Commission purchases annual Microsoft upgrades for 90 licenses. The cost of the annual Assurance payment includes licenses for Microsoft Office, the Windows Operating System licenses for desktop computers and network servers, the e-mail Exchange Server license, the SQL license needed for the accounting software, and the Client Access license which allows for employees to access files and documents from 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 the online licensing program is \$9 per computer per month and allows for continuous software updates and daily backups via the cloud. He also noted both Milwaukee and Walworth Counties are now using Microsoft 365. Ms. Larsen stated staff will investigate the Microsoft 365 as an alternative to the Assurance program.

[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

(Administrative Committee)
October 26, 2016

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 Adobe Illustrator. Microsoft 365 does not include upgrades or payments 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.]

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 22nd reporting period of 2016 were approved.

Ms. Russell, Mr. Drew, and Mr. Yunker then affixed their signatures to the Check Register for the 22nd reporting period of 2016 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 16, 2016

Copies of the Statement of Projected Revenues and Expenditures for reporting period 22 ending on October 16, 2016, were distributed for Committee review. Ms. Russell 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 80 percent of the 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 August meeting.
2. The service agreement revenues have decreased approximately \$200,000 due to a greater number of service agreement projects projected to be completed in 2017 rather than in 2016 as anticipated.
3. The projection of expenditures through the end of the year indicates a deficit of \$27,000.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit and will be adjusted to reflect the 2015 financial audit for the November meeting.
5. The Commission had on hand as of October 16, 2016, approximately \$5.3 million. This includes about \$234,250 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 0.43 percent interest and various money market accounts.

(Administrative Committee)
October 26, 2016

There being no inquiries or discussion, on a motion by Mr. Schmidt, seconded by Mr. Crowley, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 16, 2016, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2017 COMMISSION HEALTH INSURANCE

Ms. Russell asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2017. Ms. Larsen distributed Table 1 which shows the Commission's Group Medical Insurance Premiums for 2017 (copy attached to Official Minutes).

Ms. Larsen stated that 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 (WDETf). She noted that the Commission staff has been informed of the group health insurance rates for calendar year 2017 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 in 2016 employees primarily selected one of three health plans, Anthem Blue Southeast, United Healthcare of Wisconsin, and WEA Trust East. In 2017 Anthem Blue Southeast has opted not to participate in the Group Health Insurance Program. In 2017 there are now five qualified health plans available to Commission employees, Dean Health Insurance, Network Health, Unity Health Insurance – Community, United Healthcare, and WEA Trust East.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2017 with the enrollment period ending November 11, 2016. She noted that the Commission staff will be responsible in 2017 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 United Healthcare of Wisconsin, Dean Health Insurance, Network Health Southeast, Unity Health Insurance-Community, and the WEA Trust – East. If any employee selects the Local Access Health Plan, Arise Health Plan, Humana Eastern, or United Healthcare, that employee will pay more than the 20 percent in premium cost.

Mr. Yunker stated that many Commission employees have in the past selected the United Healthcare insurance, which due to the 88 percent rule as determined by the WDETf, employees will now be required to pay nearly 25 percent of the premium cost of that plan. He stated that he has been in contact with staff at the WDETf to determine if both Dean Health Insurance and Unity Health Insurance-Community could be removed as qualified health plans within Waukesha County as both those plans serve western Waukesha County, outside of municipalities where most Commission staff reside.

A brief discussion ensued regarding health insurance options available to the Commission. Mr. Wirth suggested staff look at options similar to what is provided through Wisconsin County Mutual Insurance. Mr. Yunker stated that Regional Planning Commissions are not allowed to participate in this program as State law does not consider them to be a local unit of government.

(Administrative Committee)
October 26, 2016

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

CORRESPONDENCE AND ANNOUNCEMENTS

Ms. Russell asked Mr. Yunker if there were any correspondence or announcements.

Mr. Yunker stated that there was no correspondence but wanted to note two employee promotions which occurred in August. Kevin J. Muhs had been promoted from Principal Engineer to Assistant Director and Eric D. Lynde had been promoted from Principal Planner to Chief Special Projects Planner. Mr. Yunker then noted that both these staff members were instrumental in the development and conduct of the VISION 2050 Regional Land Use and Transportation Plan.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 3:17 p.m. on a motion by Mr. Stroik, seconded by Mr. Crowley, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary

NR/KRY/EAL/dd
#234465
Attachments