

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 23, 2008

1:30 p.m.

SEWRPC Satellite Office
Milwaukee County Research Park
Technology Innovation Center, Room 114
10437 West Innovation Drive
Wauwatosa, Wisconsin

Present:

Excused:

Committee Members:

David L. Stroik, Chairman
Thomas H. Buestrin
William R. Drew
James T. Dwyer
Richard A. Hansen
Michael J. Miklasevich
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Adelene Greene, Vice-Chairman

Staff:

Philip C. Evenson
Loretta Watson

Executive Director
Executive Secretary

ROLL CALL

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

APPROVAL OF MINUTES OF SEPTEMBER 25, 2008, MEETING

On a motion by Mr. Dwyer, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on September 25, 2008, were approved as published.

APPROVAL OF DISBURSEMENTS

Chairman Stroik asked Mr. Evenson to review with the Committee the recent disbursements.

2008 Reporting Period No. 20

Mr. Evenson distributed copies of the Check Register for the 20th financial reporting period of 2008, September 15 to September 28, 2008.

In response to an inquiry by Mr. Wirth relative to a payment listed on page 1 of the Register to Blueprints, Inc., Mr. Evenson indicated that this payment was for paper and ink supplies attendant to the Commission's plotters which are heavily used in making drawings and maps. In response to a question by Mr. Schmidt relative to a payment listed on page 2 of the Register to Olim, LLC, Mr. Evenson indicated that this payment was for technical support services in connection with the Commission's computer network.

There being no further discussion, on a motion by Mr. Miklasevich, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 20th reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 20th reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 21

Mr. Evenson distributed copies of the Check Register for the 21st financial reporting period of 2008, September 29 to October 12, 2008.

In response to an inquiry by Mr. Wirth concerning the payment listed on page 4 of the Register to Rev's Pre-cast Concrete Corporation, Mr. Evenson indicated that this payment was for surveying monuments used in connection with the Commission's contractual obligations as County Surveyor for four counties.

There being no further discussion, on a motion by Mr. Schmidt, seconded by Mr. Dwyer, and carried unanimously, the Commission disbursements for the 21st reporting period of 2008 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 21st reporting period of 2008 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 12, 2008

Copies of the Statement of Projected Revenues and Expenditures for the period ending October 12, 2008, were distributed for Committee review. Chairman Stroik asked Mr. Evenson 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, Mr. Evenson commented that the period covered represented about 80 percent of the calendar year. He then called attention to the following items:

1. The Federal and State revenue entries on the Statement are unchanged from the report presented at the September Committee meeting. The only funds remaining to be secured are those due from the Wisconsin Department of Natural Resources relative to water quality planning. Those monies should be forthcoming shortly.

2. No changes have been made at this time to the anticipated service agreement amounts shown for the various work programs. The Commission's Business Manager will review these again in detail for the report to be given at the November Committee meeting and likely will make some additional changes at that time.
3. The expenditure data on the Statement reflects 21 reporting periods, or 42 weeks. The projection of expenditures through the end of the year reflects a surplus of about \$57,000, slightly more than what was projected in September. These projections do not reflect interest income and income from sale of materials, both of which are expected to be less this year than in past years.
4. The liability, operating, and reserve accounts reported on the Statement remain unchanged from the September report, and continues to reflect the findings of the 2007 financial audit. The building bond fund monies have been placed with the trustee for the bonds.
5. The Commission had on hand as of October 12, 2008, about \$2.78 million. This includes about \$103,000 of unearned revenue provided to the Commission in advance of expenditures. These funds are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 2.19 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank.

A brief discussion then ensued. In response to a comment relative to the pattern of investment of funds in certificates of deposit in light of the recent decision by the Federal Deposit Insurance Corporation (FDIC) to insure funds up to \$250,000 in one institution, it was the consensus of the Committee at the end of that discussion to stay the present investing course, but continue to monitor carefully investment returns at area banking institutions.

Following that discussion, on a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 12, 2008, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2009 GROUP MEDICAL INSURANCE PREMIUMS

Mr. Evenson recalled 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. He noted that the Commission had recently been informed of the group health insurance rates for calendar year 2009. He then distributed a table identifying those rates to Committee members (copy attached to Official Minutes).

Mr. Evenson noted that the cost of the standard plan, which in recent years has been selected by only one or two employees, has increased by about 10 percent. With respect to the four HMO plans offered, all of which are based on the same level of benefits, one -- Anthem -- had an extraordinarily large increase of over 37 percent, another -- Humana -- had an increase of about ten percent, while the remaining two -- Dean and United Health Care -- had increases in the five to six percent range.

The staff, he said, is in the process of selecting plans for 2009, with the enrollment period expiring shortly. A full report of the budget impact of the selection process will be ready for the next Administrative Committee meeting. Mr. Evenson reminded the Committee that the Commission staff will be responsible in 2009 for 20 percent of the premium costs. Moreover, he said, the State program has a requirement that the Commission pay no more than 105 percent of the lowest cost plan. The State has

determined that plan to be United Health Care. Consequently, if any employee takes the standard plan or the Anthem plan, that employee will share more than the 20 percent premium cost.

A brief discussion then ensued. In part that discussion related to the amount of premium cost shared by Commission employees, with Mr. Dwyer noting that with a 20 percent employee cost-share, the Commission is leading government agencies. It was the consensus of the Committee to stay the course with respect to the cost-share requirement. Mr. Hansen noted that at the Johnson Financial Group, the employer sponsors a wellness program that has produced rather good results and helped keep premium cost increases down. Mr. Dwyer concurred, noting that Waukesha County, too, has had good results with its wellness program.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that there were no announcements or correspondence 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 2:05 p.m. on a motion by Mr. Miklasevich, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

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Attachments