

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, November 29, 2007

1:30 p.m.

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

Present:

Excused:

Committee Members:

David L. Stroik, Chairman  
Adelene Greene, Vice-Chairman  
Thomas H. Buestrin  
William R. Drew  
James T. Dwyer  
Michael J. Miklasevich  
Allen L. Morrison  
Daniel S. Schmidt  
Gustav W. Wirth, Jr.

Richard A. Hansen

Staff:

Philip C. Evenson  
Elizabeth A. Larsen  
Loretta Watson

Executive Director  
Business Manager  
Executive Secretary

**ROLL CALL**

Chairman Stroik called the meeting to order at 1:35 p.m. Roll call was taken and a quorum declared present. Mr. Evenson noted for the record that Commissioner Hansen had asked to be excused.

**APPROVAL OF MINUTES OF OCTOBER 25, 2007, MEETING**

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on October 25, 2007, were approved as published.

**APPROVAL OF DISBURSEMENTS**

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

### **2007 Reporting Period No. 22**

Mr. Evenson distributed copies of the Check Register for the 22<sup>nd</sup> financial reporting period of 2007, October 15 to October 28, 2007.

In response to an inquiry by Mr. Wirth, Mr. Evenson indicated that the payment listed on page 1 of the Register to Aero-Metric, Inc., represented the final payment to that firm for the conduct of the 2007 digital orthophotography program. That program, he recalled, obtained digital orthophotography to Commission specifications for all of Milwaukee, Ozaukee, and Waukesha Counties and the southernmost tier of townships in Washington County. In response to a follow up question by Mr. Wirth, Mr. Evenson indicated that the total cost of the program was about \$185,000, with the U.S. Geological Survey paying about 84 percent or \$155,000. The remaining amount was divided between Milwaukee, Ozaukee, and Waukesha Counties and used to ensure full geographic coverage of those counties. The Milwaukee area orthophotography "footprint" used by the U.S. Geological Survey, he said, does not extend to full coverage of all four Milwaukee metropolitan area counties.

There being no further questions or comments, on a motion by Mr. Morrison, seconded by Ms. Greene, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2007 (copy attached to Official Minutes).

### **2007 Reporting Period No. 23**

Mr. Evenson distributed copies of the Check Register for the 23<sup>rd</sup> financial reporting period of 2007, October 29 to November 11, 2007.

In response to an inquiry by Mr. Wirth relative to the payment listed on page 4 of the Register to United Parcel Service, Ms. Larsen indicated that the Commission does have a service contract with that firm that results in lower shipping charges. In response to an inquiry by Mr. Stroik relative to the payment listed on page 5 of the Register to United Way of Waukesha County, Mr. Evenson indicated that the Commission serves as a conduit for employee contributions to the United Way.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Miklasevich, and carried unanimously, the Commission disbursements for the 23<sup>rd</sup> reporting period of 2007 were approved.

Chairman Stroik, Mr. Drew, and Mr. Evenson then affixed their signatures to the Check Register for the 23<sup>rd</sup> reporting period of 2007 (copy attached to Official Minutes).

### **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 11, 2007**

Copies of the Statement of Projected Revenues and Expenditures for the period ending November 11, 2007, 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.

Mr. Evenson noted that the period covered on the Statement represented nearly 90 percent of the calendar year. He then called attention to the following items in the Statement:

1. The revenue entries on the Statement are little changed from the report presented at the October Committee meeting. One minor adjustment has been made to anticipated service agreement revenue attendant to the land information program. Projections now indicate about a \$12,000 decrease in anticipated revenue from such work by the end of the year. While all of the anticipated revenue from the Wisconsin Department of Natural Resources has not yet been secured, Department staff assures that the contractual paperwork is underway and that by the end of the year all of the anticipated State revenue for water quality planning should be in hand.
2. The expenditure data on the Statement reflects 23 reporting periods, or 46 weeks. The projected year end surplus continues to stand at about \$195,000, consistent with September and October reports.
3. The liability, operating, and reserve accounts reported on the Statement remain unchanged from last month's report, and reflect the findings of the 2006 financial audit.
4. The Commission had on hand as of November 11, 2007, nearly \$2.9 million. This includes about \$512,000 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 4.85 percent interest; in several certificates of deposit at banks; and in savings and checking accounts at Johnson Bank. The certificate of deposit with Investors Bank, which expired earlier in the month, has been renewed for an additional year at an interest rate of 4.52 percent.

There being no discussion, on a motion by Ms. Greene, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 11, 2007, was accepted to be placed on file (copy attached to Official Minutes).

#### **REPORT ON ENROLLMENT IN 2008 GROUP MEDICAL INSURANCE PROGRAM**

Mr. Evenson reported that Commission employees had completed decision-making with respect to their choice of health insurance coverage for calendar year 2008, if any, since the last Administrative Committee meeting. Mr. Evenson then distributed a table that summarizes the results of the decision-making process (copy attached to Official Minutes).

In reviewing this matter with the Committee, Mr. Evenson noted that nine Commission employees declined medical insurance coverage. He also noted that only one employee had chosen to remain with the standard health insurance plan, with all other employees selecting one of several available health maintenance organization (HMO) plans. All 59 Commission employees participating in the program except five, he observed, would be paying 20 percent of the insurance premium cost during 2008. Four employees would be paying 21 percent of the cost and the fifth employee would be paying 30 percent of the cost, such additional cost burdens being attributed to the application of the "105 percent" employer payment rule established by the Wisconsin Group Insurance Board. As expected, most Commission employees have selected United Healthcare as their HMO of choice in 2008, that plan having the lowest cost of those plans having a substantial presence of providers in the Waukesha-Milwaukee area. Overall, the total cost to the Commission of medical insurance should approximate \$664,000 for the year, although

that cost likely will rise somewhat if three present staff vacancies are filled. The adopted 2008 budget included about \$734,000 for this purpose.

A brief discussion then ensued. At the conclusion of that discussion, it was the consensus of the Committee that the Commission is leading the way with respect to imposing health care insurance premium cost sharing on employees, and that no change to the present level of 20 percent cost share should be made.

Following that discussion, on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the subject report was accepted and placed on file.

### **REVIEW, DISCUSSION, AND ACTION ON COMMISSION PERSONNEL REGULATIONS**

Mr. Evenson reviewed with the members of the Committee any proposed changes to Article 19 and Appendices A, B, C, D, E, F, G, H, I, and J of the SEWRPC Personnel Regulations.

Mr. Evenson then reviewed the several changes suggested to Article 19 and to Appendices A, B, C, D, E, F, G, H, I, and J, noting that the proposed changes were minor in nature. He called attention in particular to the changes in the wording of the Commission dress code, to the Commission policy concerning smoking, the Commission policies relative to use of Commission vehicles, and harassment. He noted that the staff was suggesting that the policies set forth in Appendices I and J be eliminated, the former being incorporated into Appendix D and the latter being no longer relevant to Commission reproduction operations.

Mr. Evenson then asked that the Committee review once again, Article 6 dealing with sick leave. Since the last Committee meeting, he said, the Commission's legal counsel had proposed a few minor changes relating to the protection of the Commission's interests and to the ability to convert unused vacation leave for post-retirement health savings purposes as well as the conversion of unused sick leave. With these additional changes, he said, Article 6 should now be fully in order.

A brief discussion then ensued. In response to an inquiry by Mr. Stroik, Mr. Evenson indicated that the Commission management staff overseeing computer operations does monitor internet usage by employees. He noted that Commission employees are permitted to use the worksite computer and web access for their own purposes during non-working hours. The Commission uses, he said, a management software that blocks access to inappropriate websites at all times and to non-work-essential websites during working hours. In response to a comment by Mr. Wirth, Mr. Evenson indicated that the staff would clarify the language in Appendix D relative to the use of hand-held cellular telephones while driving Commission vehicles to indicate that vehicles should be pulled off the road in a legal and safe manner.

Following that discussion, on a motion by Mr. Miklasevich, seconded by Mr. Morrison, and unanimously carried, the proposed changes to Articles 6, 19, and Appendices A, B, C, D, E, F, G, H, I, and J of the Personnel Regulations were approved. Mr. Evenson commented that with that action all work on revisions to the Commission's Personnel Regulations has been completed.

**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 1:55 p.m. on a motion by Mr. Drew, seconded by Mr. Miklasevich, and carried unanimously.

Respectfully submitted,

Philip C. Evenson  
Deputy Secretary

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Attachments