

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday November 20, 2008

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
James T. Dwyer
Michael J. Miklasevich
Daniel S. Schmidt
Gustav W. Wirth, Jr.

William R. Drew
Richard A. Hansen

Staff:

Philip C. Evenson
Kenneth R. Yunker
Loretta Watson

Executive Director
Deputy Director
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 Commissioners Drew and Hansen had asked to be excused.

APPROVAL OF MINUTES OF OCTOBER 23, 2008, MEETING

On a motion by Ms. Greene, seconded by Mr. Miklasevich, and carried unanimously, the minutes of the Administrative Committee meeting held on October 23, 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. 22

Mr. Evenson distributed copies of the Check Register for the 22nd financial reporting period of 2008, October 13 to October 26, 2008.

In response to an inquiry by Mr. Dwyer relative to a payment listed on page 4 of the Register to University of Wisconsin-Extension, Mr. Evenson indicated that this payment was to support the full time services of an Extension agent on the Commission staff, the arrangement being with the University of Wisconsin Extension central office in Madison.

There being no further discussion, on a motion by Ms. Greene, seconded by Mr. Miklasevich, and carried unanimously, the Commission disbursements for the 22nd reporting period of 2008 were approved.

Chairman Stroik, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 22nd reporting period of 2008 (copy attached to Official Minutes).

2008 Reporting Period No. 23

Mr. Evenson distributed copies of the Check Register for the 23rd financial reporting period of 2008, October 27 to November 9, 2008.

In response to an inquiry by Mr. Dwyer relative to a payment listed on page 2 of the Register to Full Service Car Wash, Mr. Evenson indicated that the payment was for discounted car wash tickets at a local car wash facility, such tickets being used in connection with the maintenance of the Commission's nine-vehicle fleet.

There being no further discussion, on a motion by Mr. Miklasevich, seconded by Mr. Wirth, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2008 were approved.

Chairman Stroik, Mr. Buestrin, and Mr. Evenson then affixed their signatures to the Check Register for the 23rd reporting period of 2008 (copy attached to Official Minutes).

**REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING NOVEMBER 9, 2008**

Copies of the Statement of Projected Revenues and Expenditures for the period ending November 9, 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 85 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 October Committee meeting. The only funds remaining to be secured are those due from the Wisconsin Department of Natural Resources relative to water quality planning.
2. Several adjustments have been made relative to anticipated service agreement revenue amounts. The entries on the table relative to transportation, water quality, economic development, and

telecommunications have been adjusted slightly, such that the total anticipated service agreement revenue for the year has been increased by about \$17,000.

3. The expenditure data on the Statement reflects 23 reporting periods, or 46 weeks. The projection of expenditures through the end of the year reflects a surplus of about \$70,000, slightly more than what was projected in October. These projections do not reflect interest income and income from sale of materials.
4. The liability, operating, and reserve accounts reported on the Statement remain unchanged from the October report, and continue 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 November 9, 2008, about \$2.96 million. This includes about \$95,000 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 1.9 percent interest; in several certificates of deposit; and in savings and checking accounts at Johnson Bank. During the past month, the certificate of deposit at Investors Bank was renewed for one year at an interest rate of 3.13 percent.

Following a brief discussion, on a motion by Mr. Schmidt, seconded by Ms. Greene, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 9, 2008, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON ENROLLMENT IN 2009 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 2009, 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 seven 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 58 Commission employees participating in the program except four, he observed, would be paying 20 percent of the insurance premium cost during 2009. Three employees would be paying 23 percent of the cost and a fourth employee would be paying 28 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 2009, 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 \$665,000 for the year, although that cost will rise if five present staff vacancies are filled. The adopted 2009 budget included about \$742,000 for this purpose.

A brief discussion then ensued. In response to a question by Ms. Greene, Mr. Evenson indicated that one of the advantages of the more expensive standard plan is the ability of an employee to see any health care provider of choice. In response to an inquiry by Mr. Stroik, Mr. Dwyer indicated that Waukesha County instituted a health savings plan in connection with its employee health insurance program.

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

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Evenson reported that he had recently signed-off on a new sign proposal by the tenant in the Rockwood Drive building -- Medical Associates. The new signage comes about because of the acquisition of Medical Associates by ProHealth Care.

A brief discussion ensued relative to the existing lease with ProHealth Care/Medical Associates. Mr. Dwyer suggested that perhaps it would not be too early to discuss with ProHealth Care representatives an extension of the current lease arrangements. Mr. Buestrin concurred in this suggestion, noting that some discussion with the tenant concerning the lease likely would occur around the first of the year.

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. Schmidt, seconded by Mr. Wirth, and carried unanimously.

Respectfully submitted,

Philip C. Evenson
Deputy Secretary

PCE/lw
#140915 v1 - AdmNov08Min
Attachments