

**MINUTES**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

Thursday, November 18, 2010

1:30 p.m.

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

Present:

Excused:

Committee Members:

James Dwyer, Vice-Chairman  
Gilbert B. Bakke  
Thomas H. Buestrin  
Nancy Russell  
Daniel S. Schmidt  
David L. Stroik  
John F. Weishan, Jr.  
Gustav W. Wirth, Jr.

Adelene Greene, Chair  
Richard A. Hansen

Staff:

Kenneth R. Yunker  
Elizabeth A. Larsen  
Debra A. D'Amico

Executive Director  
Business Manager  
Executive Secretary

**ROLL CALL**

Vice-Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum declared present. Mr. Yunker noted that Chair Greene, and Mr. Hansen had asked to be excused.

**APPROVAL OF MINUTES OF OCTOBER 21, 2010 MEETING**

Vice-Chairman Dwyer asked if there were any changes or additions to the October 21, 2010, meeting minutes.

On a motion by Mr. Wirth, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on October 21, 2010, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

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

### **2010 Reporting Period No. 22**

Ms. Larsen distributed copies of the Check Register for the 22<sup>nd</sup> financial reporting period of 2010, October 11, 2010 to October 24, 2010.

In response to an inquiry by Ms. Russell relative to the payment listed on page 3 of the register to the Milwaukee County Department of Public Works, Ms. Larsen indicated that the payment was reimbursement to the County for the 20 percent for the match of the Federal Transit Administration (FTA) Section 5307 planning funds. The Continuing Land Use and Transportation Planning Program budget is in part funded with \$150,000 of Milwaukee urbanized area FTA Section 5307 funds. Milwaukee County applies to FTA for these funds on behalf of the Commission. At Milwaukee County's request, the Commission invoices the County for the \$150,000 of Federal funds and also the necessary 20 percent matching funds of \$37,500 for a total of \$187,500. The Commission then reimburses the County for the \$37,500 of matching funds.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Bakke, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2010 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2010 (copy attached to Official Minutes).

### **2010 Reporting Period No. 23**

Ms. Larsen distributed copies of the Check Register for the 23<sup>rd</sup> financial reporting period of 2010, October 25, 2010 to November 7, 2010.

There being no questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 23<sup>rd</sup> reporting period of 2010 were approved.

Vice-Chairman Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 23<sup>rd</sup> reporting period of 2010 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING NOVEMBER 7, 2010**

Copies of the Statement of Projected Revenues and Expenditures for the period ending November 7, 2010, were distributed for Committee review. Vice-Chairman Dwyer asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period. Ms. Larsen commented that the period covered represented about 85 percent of the calendar year. She then called attention to the following items:

1. Federal and State revenues remain unchanged from the report presented at the October meeting.
2. Service agreement revenues also remain unchanged from the report presented at the October meeting.
3. The expenditure data on the statement reflects 23 reporting periods, or 44 weeks of the calendar year. The projection of expenditures through the end of the year reflects a surplus of about \$105,000.

4. The liability, operating, and reserve accounts reported on the statement remain unchanged from the October report and reflect the findings of the 2009 Annual Audit.
5. The Commission had on hand as of November 7, 2010, about \$3.6 million, including about \$94,000 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 0.22 percent interest; a certificate of deposit, and two money market accounts at local banks.

In response to an inquiry by Ms. Russell, Ms. Larsen responded that the Commission's money market account at the Legacy Bank was no longer at the 2 percent interest rate. The current rate is 1.10 percent.

On a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending November 7, 2010, was accepted to be placed on file (copy attached to Official Minutes).

#### **REPORT ON ENROLLMENT IN 2011 GROUP MEDICAL INSURANCE PROGRAM**

Vice-Chairmen Dwyer asked Ms. Larsen to review with the Committee the enrollment in the group medical insurance program for the calendar year 2011.

Ms. Larsen reported that the Commission employees had completed their choice of health insurance coverage for calendar year 2011, and she distributed a table summarizing the results of their decisions. (copy attached to Official Minutes).

In reviewing this matter with the Committee, Ms. Larsen noted that eight Commission employees declined medical insurance coverage. As expected, most Commission employees have selected United Healthcare as their HMO of choice in 2011, with that plan having the lowest cost of those plans having a substantial presence of providers in the Waukesha-Milwaukee area. In addition, three employees opted for coverage with other HMO's. Overall, the total cost to the Commission of medical insurance should approximate \$787,400 for the year. The adopted 2011 budget included about \$855,990 for this purpose.

In response to Mr. Wirth's suggestion at the October meeting of potentially offering a deductible health insurance program where the Commission would reimburse employees for the deductible, Mr. Yunker stated that the staff examining this option and including the State health insurance program requirements concerning such an option. He also noted that the deductible health insurance program option would not be available until 2012. The staff will report on health insurance coverage options at a later meeting date.

In response to an inquiry by Mr. Wirth, Mr. Yunker stated that the staff will also contact the Wisconsin Department of Employee Trust Funds Group Health Insurance staff to determine how that program validates that the individuals listed on employees health insurance policies are eligible for such coverage, specifically that the employees opting for family coverage are indeed covering eligible family members.

#### **DISCUSSION OF BANKING SERVICES**

Ms. Larsen stated that the staff is still evaluating banking service alternatives.

**CORRESPONDENCE/ANNOUNCEMENTS**

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee. Mr. Yunker announced that the next Quarterly Commission Meeting will be Wednesday, December 1, 2010.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:46 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker  
Executive Director

KRY/dad  
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Attachments