

MINUTES
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

Thursday, August 16, 2012

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin 53187-1607

Present:

Excused:

Committee Members:

James Dwyer, Vice-Chairman
Thomas H. Buestrin
William R. Drew
Nancy L. Russell
Daniel S. Schmidt

Adelene Greene, Chair
Gilbert B. Bakke
David L. Stroik
Gustav W. Wirth, Jr.

Staff:

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

Executive Director
Business Manager
Executive Secretary

ROLL CALL

Vice-Chair Dwyer 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 Chair Greene, Mr. Bakke, Mr. Stroik, and Mr. Wirth had asked to be excused.

APPROVAL OF MINUTES OF JUNE 28, 2012, MEETING

Vice-Chair Dwyer asked if there were any changes or additions to the June 28, 2012, meeting minutes.

On a motion by Mr. Drew, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on June 28, 2012, were approved as published.

(Administrative Committee)
August 16, 2012

APPROVAL OF DISBURSEMENTS

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

2012 Reporting Period No. 14

Ms. Larsen distributed copies of the Check Register for the 14th financial reporting period of 2012, June 18 to July 1, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 2 of this report to Moody's Analytics, Inc., Ms. Larsen stated that this payment was for the purchase of employment projection data for use in the Regional Land Use and Transportation Plan Reevaluation update. Mr. Yunker added that every 10 years the Commission staff conducts a major review and extension of regional population and employment forecasts and the data provided by Moody Analytics will be considered in preparing employment projections.

In response to a second inquiry by Ms. Russell relative to a payment on page 3 of this report to Scrima, Kabitzke & Co., S.C., Ms. Larsen stated that this payment was for the Commission's 2011 audit and audit related services during the calendar year 2011.

There being no further questions or comments, on a motion by Ms. Russell, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 14th reporting period of 2012 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 14th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 15

Ms. Larsen distributed copies of the Check Register for the 15th financial reporting period of 2012, July 2 to July 15, 2012.

In response to an inquiry by Ms. Russell relative to a payment on page 2 of this report to Christopher Hiebert for capital outlay, Ms. Larsen stated that the Commission had previously purchased 100 global positioning system (GPS) devices for use in the regional travel survey. Mr. Hiebert then purchased the necessary equipment to charge the GPS units. Mr. Yunker noted that it is not common Commission practice to have staff purchase equipment on behalf of the Commission using a personal credit card. This was a unique circumstance, and thus, Mr. Hiebert has been reimbursed for the purchase.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously, the Commission disbursements for the 15th reporting period of 2012 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 15th reporting period of 2012 (copy attached to Official Minutes).

2012 Reporting Period No. 16

Ms. Larsen distributed copies of the Check Register for the 16th financial reporting period of 2012, July 16 to July 29, 2012.

(Administrative Committee)
August 16, 2012

In response to an inquiry by Ms. Russell relative to a payment on page 4 of this report to West Bend Mutual Insurance Co., Ms. Larsen stated that this payment is for the renewal of the Commission's business insurance policy that covers the period July 28, 2012, to July 28, 2013.

In response to an inquiry by Mr. Schmidt relative to a payment on page 1 of this report to Career Builders, Ms. Larsen stated that this payment was for placement of an employment advertisement for a transportation engineer/planner position that had become vacant due to a staff resignation.

In response to an inquiry by Mr. Dwyer relative to a payment on page 3 of this report to Positioning Solutions Company listed under capital outlay, Ms. Larsen stated that the account description Capital Outlay is the Commission's account code for the purchase of an asset such as computers, equipment, and furniture. Mr. Yunker noted, in this situation, the Commission purchased surveying equipment, from the Positioning Solutions Company, for use by the Commission's registered land surveyors to conduct county land surveyor program duties for the five counties that have authorized the Commission to act as the County Surveyor. Those Counties are Kenosha, Milwaukee, Ozaukee, Walworth, and Waukesha.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Drew, and carried unanimously, the Commission disbursements for the 16th reporting period of 2012 were approved.

Vice-Chair Dwyer, Ms. Russell, and Mr. Yunker then affixed their signatures to the Check Register for the 16th reporting period of 2012 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING JULY 29, 2012

Copies of the Statement of Projected Revenues and Expenditures for reporting period 16 ending July 29, 2012, were distributed for Committee review. Vice-Chair Dwyer 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 about 60 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 June meeting.
2. The Service Agreement Revenues remain unchanged from the report presented at the June meeting.
3. The projection of expenditures through the end of the year compared with budgeted revenues indicates a surplus of about \$647,000. The surplus may be expected to decline to about \$200,000 throughout the year with the payment of items such as the payment to the City of Pewaukee for the payment in lieu of taxes, replacement of equipment, and the contractor for the Milwaukee County Surveyor program.
4. The liability, operating, and reserve accounts have been adjusted to reflect the findings of the 2011 financial audit.
5. The Commission had on hand as of July 29, 2012, approximately \$4.5 million. This includes about \$32,000 of unearned revenue provided to the Commission in advance of expenditures. The

(Administrative Committee)
August 16, 2012

funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.15 percent interest, and various money market accounts.

There being no inquiries or discussion, on a motion by Ms. Russell, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending July 29, 2012, was accepted to be placed on file (copy attached to Official Minutes).

SELECTION OF AUDITOR FOR CALENDAR YEAR 2012

Vice-Chair Dwyer asked Ms. Larsen to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2012. Ms. Larsen recommended that the certified public accounting firm of Scrima, Kabitzke & Co., S.C. be retained by the Commission to conduct the audit of the Commission's calendar year 2012 operations. Ms. Larsen reported that given the Commission had gone through a selection process several years ago relative to auditing services, that Mr. Kabitzke has always made himself available to staff throughout the year for questions and meetings, that the firm Scrima, Kabitzke & Co., S.C. has performed well and the cost of the audit performed by Scrima, Kabitzke & Co., S.C. was substantially below that of other firms, the staff recommends that the Commission engage the firm Scrima, Kabitzke & Co., S.C. again at a cost not to exceed \$15,500.

In response to an inquiry by Mr. Schmidt, Ms. Larsen stated that Mr. Kabitzke has informed staff that he is not planning to retire for another few years. Mr. Dwyer suggested that Commission staff request that Mr. Kabitzke notify the Commission staff well in advance of any change in his status so that the Commission staff has time to select another auditor. Ms. Larsen assured the Committee that she will work with Mr. Kabitzke concerning this matter.

There being no further inquiries and discussion, on a motion by Mr. Schmidt, seconded by Mr. Buestrin, and carried unanimously, the firm of Scrima, Kabitzke & Co., S.C. was retained to conduct the calendar year 2012 audit.

CORRESPONDENCE/ANNOUNCEMENTS

Mr. Yunker reported that there was no correspondence to be brought to the attention of the Committee.

Ms. Larsen stated that she had received information concerning the health insurance programs available for 2013. The State will again offer the HMO deductible plan, which staff currently participates in, and is working well with respect to lowering premiums and Commission costs in exchange for a \$500 single and \$1,000 family deductible. She noted that when the Commission first selected this plan in 2012, the Commission elected to reimburse the deductible for the employees. The HMO deductible plan with deductible reimbursement provided a savings to the Commission of about 4 percent compared to an HMO plan without a deductible. She stated that in 2013, the HMO deductible plan will continue to be the lowest cost plan offered by the State, and the State will offer as well an HMO plan without a deductible and a new co-insurance/deductible HMO plan. She added that the staff recommends that the Commission stay with the current HMO deductible plan for 2013, as it is the lowest cost plan available from the State for local governments, and has worked well. She noted that the specific changes in 2013 over the 2012 premium and an analysis of the annual health insurance cost for 2013 will be reported when available to this Committee at a subsequent meeting.

Ms. Russell inquired as to how the 2012 HMO deductible plan has been received by Commission staff. Ms. Larsen stated that generally it has been working well; however, it has taken time for staff to adjust to the challenges of finding the appropriate paperwork on the individual HMO websites.

(Administrative Committee)
August 16, 2012

There being no further inquiries and discussion, on a motion by Ms. Russell, seconded by Mr. Buestrin, and carried unanimously, the Commission will continue with the deductible reimbursement health insurance program that is in place in 2012 for the year 2013.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:51 p.m. on a motion by Mr. Schmidt, seconded by Ms. Russell, and carried unanimously.

Respectfully submitted,

Kenneth R. Yunker
Executive Director

KRY/EAL/dad
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Attachments