

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday November 17, 2016

1:30 p.m.

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

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Mike Dawson
Nancy Russell
Daniel S. Schmidt
David L. Stroik
Gustav W. Wirth, Jr.

William R. Drew

Staff:

Kenneth R. Yunker
Elizabeth A. Larsen

Executive Director
Assistant Director-Administration

Guest:

Robert Pitts

SEWRPC Commissioner

ROLL CALL

Chairman 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 Mr. Drew asked to be excused.

APPROVAL OF MINUTES OF OCTOBER 26, 2016, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 26, 2016, meeting minutes.

On a motion by Mr. Schmidt, seconded by Mr. Dawson, and carried unanimously, the minutes of the Administrative Committee meeting held on October 26, 2016, were approved as published.

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APPROVAL OF DISBURSEMENTS

2016 Reporting Period No. 23

Mr. Yunker distributed copies of the Check Register for the 23rd financial reporting period of October 17, 2016, to October 30, 2016.

In response to an inquiry by Ms. Russell concerning a payment on page 1 to CliftonLarsonAllen, Ms. Larsen stated this was the second payment due for the conduct of the Commission's 2015 Audit.

In response to an inquiry by Ms. Russell concerning a payment on page 1 to Associated Sales & Bag Company, Ms. Larsen stated this was payment for mailing supplies.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Milwaukee County Zoo Group Sales, Ms. Larsen stated this was the room rental fee for the Public Transit-Human Services Coordination meeting to be held on Tuesday, November 29th.

In response to an inquiry by Ms. Russell concerning payment on page 4 to Laura Fields-Sommers, Ms. Larsen stated this was payment for a vacation payout as Ms. Fields-Sommers had left the Commission's employ and moved out of State.

In response to an inquiry by Ms. Russell concerning payment on page 3 to Milwaukee Transport Services, Ms. Larsen stated this payment was for the consultant working with Milwaukee County and Commission staff on the Bus Rapid Transit Study.

In response to an inquiry by Mr. Colman concerning payment on page 4 to Root-Pike Watershed Initiative Network (WIN), Ms. Larsen stated that the Root Pike WIN conducts public outreach for the Oak Creek Watershed Restoration Plan under an agreement between Root Pike WIN and the Commission.

In response to an inquiry by Mr. Colman concerning payment on page 4 to River Run Computers, Inc., Ms. Larsen stated that this payment was for an all-staff training session on the Commission's document management software.

There being no further questions or comments, on a motion by Mr. Colman, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 23rd reporting period of 2016 were approved.

Chairman Dwyer, Mr. Colman, and Mr. Yunker then affixed their signatures to the Check Register for the 23rd reporting period of 2016 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 30, 2016

Copies of the Statement of Projected Revenues and Expenditures for reporting period 23 ending on October 30, 2016, were distributed for Committee review. Ms. Russell asked Ms. Larsen to review with the Committee the financial status of the Commission accounts as of the end of that period.

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In reviewing the Statement with the Committee, Ms. Larsen commented that the period covered represented just over 80 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 October meeting.
2. The service agreement revenues remain unchanged from the report presented at the October meeting.
3. The projection of expenditures through the end of the year indicates a deficit of \$39,500.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2014 financial audit and will be adjusted to reflect the 2015 financial audit.
5. The Commission had on hand as of October 30, 2016, approximately \$4.7 million. This includes about \$234,250 of unearned revenue provided to the Commission in advance of expenditures. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 0.43 percent interest and various money market accounts.

There being no inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 30, 2016, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2017 COMMISSION HEALTH INSURANCE ENROLLMENT

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance enrollment for the calendar year 2017.

Ms. Larsen reported that the Commission obtains medical insurance for staff through the State of Wisconsin Department of Employee Trust Funds (WDETf) Group Health Insurance Program, and that the Commission employees had completed their choice of health insurance coverage for calendar year 2017. A table summarizing the results of Commission staff's health insurance decisions was distributed for review (copy attached to Official Minutes).

In reviewing this matter with the Committee, Ms. Larsen noted that 58 Commission employees participate in the WDETf insurance program, with 7 employees declining coverage. In 2017, 34 Commission employees have selected the WEA Trust – East, a qualified health plan that serves five of the seven counties. The remaining qualified health plans are the Dean Health Insurance, United HealthCare, and Unity Health Insurance-Community. In addition, 22 employees opted for coverage with the other three qualified plans. Overall, the total cost to the Commission of health insurance for current employees should approximate \$771,300 for the year. Ms. Larsen noted that the Health Reimbursement Account (HRA) amount to be reimbursed to employees is not included in this estimated cost. She added that it is expected that the cost of medical insurance for 2017 will be well within the amount budgeted for 2017.

[Secretary's Note: The 2017 budgeted cost for health insurance was \$937,840, not including HRA costs. The 2017 budget assumed a 10 percent increase in health insurance costs. The difference between the budget to actual is a result

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of a less than 10 percent increase in health insurance premiums. Three current staff vacancies, and one employee budgeted for health insurance has now opted out of the health insurance program.]

AUDIT UPDATE

Mr. Stroik asked Mr. Yunker to update the Committee on the audit findings and management responses.

Mr. Yunker noted at the October 26, 2016, Committee meeting that representatives from the firm CliftonLarsonAllen (CLA) presented the 2015 audit report along with a review of the audit findings. At the conclusion of that discussion, staff was to work with CLA staff to review the findings and management responses.

Mr. Yunker stated that staff has worked with Mr. Jordan Boehm of CLA to further clarify the audit findings. The first finding is due to regulations pertaining to Governmental Accounting Standards Board Statement Number 68 which calls for all governmental audits to comply with the financial reporting of the Wisconsin Retirement System pension. This is a new requirement beginning with the 2015 Audit.

The second finding is due to access to the accounting software and the need for the Executive Director to review adjustments made to the general ledger during the year. The Executive Director will be provided a listing of general ledger journal entries to review throughout the year.

CORRESPONDENCE AND ANNOUNCEMENTS

Mr. Dwyer asked Mr. Yunker if there were any correspondence or announcements.

Mr. Yunker stated there was no correspondence or announcements.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:57 p.m. on a motion by Mr. Wirth, seconded by Mr. Stroik, and unanimously carried.

Respectfully submitted,

Kenneth R. Yunker
Deputy Secretary