

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 16, 2017

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  
William R. Drew  
Aloysius Nelson  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik  
Gustav W. Wirth, Jr.

Nancy Russell, Vice-Chair

Staff:

Michael G. Hahn	Executive Director
Kevin J. Muhs	Deputy Director
Elizabeth A. Larsen	Assistant Director - Administration

#### ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken and a quorum was declared present.

#### APPROVAL OF MINUTES OF OCTOBER 26, 2017, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 26, 2017, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Dawson, and carried unanimously, the minutes of the Administrative Committee meeting held on October 26, 2017, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2017 Reporting Period No. 22**

Mr. Hahn distributed copies of the Check Register for the 22<sup>nd</sup> financial reporting period of October 16, 2017, to October 29, 2017.

In response to an inquiry by Mr. Colman concerning payment to the American Society of Civil Engineers (ASCE), (page 1), Ms. Larsen stated this was payment for the annual membership dues which includes multiple journal subscriptions.

In response to an inquiry by Mr. Colman concerning payment to Heuer Law Offices, S.C., (page 1), Ms. Larsen stated this was payment for an employee wage garnishment.

In response to an inquiry by Mr. Colman concerning payment to Lucas & Company, LLC, (page 2), Ms. Larsen stated this was payment for assistance to the survey staff in preparing a report concerning the need for perpetuation of the U.S. Public Land Survey System within the Region.

In response to an inquiry by Mr. Colman concerning payment to Zijia Li, (page 2), Ms. Larsen stated this was an employee expense payment.

In response to an inquiry by Mr. Nelson concerning payment to Rev's Pre-Cast Concrete, Corp., (page 3), Ms. Larsen stated this payment was for 20 concrete survey monuments.

In response to an inquiry by Mr. Nelson concerning payment to Level (3) Communications (page 4), Ms. Larsen stated this payment is for the Commission's monthly telephone and internet access.

There being no further questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2017 were approved.

Chairman Dwyer, Mr. Drew, and Mr. Hahn then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2017 (copy attached to Official Minutes).

## **REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 29, 2017**

Copies of the Statement of Projected Revenues and Expenditures for reporting period 22 ending on October 29, 2017, were distributed for Committee review. Chairman 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 nearly 85 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 compared with the budgeted revenues, indicates a surplus of nearly \$169,000. The surplus is expected to decline to approximately \$100,000 by year-end.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2016 financial audit.
5. The Commission had on hand as of October 29, 2017, approximately \$5.4 million. This includes about \$223,842 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 1.03 percent interest, and various certificate of deposit accounts.

There being no inquiries or discussion, on a motion by Mr. Crowley, seconded by Mr. Drew, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 29, 2017, was accepted to be placed on file (copy attached to Official Minutes).

### **REPORT ON 2018 COMMISSION HEALTH INSURANCE ENROLLMENT**

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance enrollment for calendar year 2018.

Ms. Larsen stated that the Commission obtains medical insurance for staff through the State of Wisconsin Department of Employee Trust Funds (WDEF) Group Health Insurance Program, and that the Commission employees had completed their selection of health insurance coverage for calendar year 2018. A table summarizing the results of Commission staff's health insurance decisions had been 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 WDEF insurance program, with 4 employees declining coverage. In 2018, 25 employees have selected Network Health, with 15 employees selecting WEA Trust – East, both of which are qualified health plans and are available in all seven counties. In addition, 17 employees have selected either Dean Health Insurance, or Quartz Community, both are also qualified health plans, but only serve two of the seven counties. One person selected Mercy Care which primarily has clinics in Walworth County.

Overall the total cost to the Commission of health insurance for current employees should approximate \$785,000 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 the cost of health insurance for 2018 will be well within the amount budgeted for 2018.

Ms. Larsen further stated that the 2018 budgeted cost for health insurance was \$891,640, not including HRA costs. The 2018 budget assumed a 10 percent increase in health insurance costs. The difference between the budget to actual is a result of the increase in health insurance premiums being less than 10 percent, and employees switching to less costly plans.

### **CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Dwyer asked Mr. Hahn if there were any correspondence or announcements. Mr. Hahn noted there was no correspondence or announcements.

**ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:44 p.m. on a motion by Mr. Stroik, seconded by Mr. Dawson, and carried unanimously.

Respectfully submitted,

Michael G. Hahn  
Deputy Secretary

JTD/MGH/EAL  
#239815

Attachments