

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, November 15, 2018

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
Mike Dawson, Vice-Chairman
Thomas H. Buestrin
Michael A. Crowley
William R. Drew
Robert W. Pitts
Daniel S. Schmidt
Gustav W. Wirth, Jr.

Charles L. Colman
Aloysius Nelson
David L. Stroik

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 1:31 p.m. Roll call was taken and a quorum was declared present. Mr. Hahn noted that for the record Commissioner's Colman, Nelson, and Stroik, had asked to be excused.

APPROVAL OF MINUTES OF OCTOBER 18, 2018, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 18, 2018, meeting minutes. Mr. Wirth noted that he had moved that the discussion regarding the Commission's network and storage upgrade be moved to "time certain" until the November 15, 2018, Committee meeting.

On a motion by Mr. Pitts, seconded by Mr. Dawson, and carried unanimously, the minutes of the Administrative Committee meeting held on October 18, 2018, were approved as published.

APPROVAL OF DISBURSEMENTS

2018 Reporting Period No. 21

Ms. Larsen distributed copies of the Check Register for the 21st financial reporting period of October 1, 2018, through October 14, 2018.

In response to an inquiry by Mr. Dwyer concerning payment to CliftonLarsonAllen, LLP (page 1), Ms. Larsen stated this was the final payment due for the calendar year 2017 audit.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 21st reporting period of 2018 were approved.

Chairman Dwyer, Mr. Crowley, and Mr. Hahn then affixed their signatures to the Check Register for the 21st reporting period of 2018 (copy attached to Official Minutes).

2018 Reporting Period No. 22

Ms. Larsen distributed copies of the Check Register for the 22nd financial reporting period of October 15, 2018, through October 28, 2018.

In response to an inquiry by Mr. Crowley concerning payment to Great West Financial (page 4), Ms. Larsen stated this was the employee contribution to the Wisconsin Deferred Compensation Program.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 22nd reporting period of 2018 were approved.

Chairman Dwyer, Mr. Crowley, and Mr. Hahn then affixed their signatures to the Check Register for the 22nd reporting period of 2018 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 28, 2018

Copies of the Statement of Projected Revenues and Expenditures for reporting period 22 ending on October 28, 2018, 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 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 have decreased slightly due to shifting funds in the Water Quality program area from calendar year 2018 to 2019.

3. The projection of expenditures through the end of the year compared with the budgeted revenues, indicates a surplus of nearly \$148,500 for the continuing program projects. The surplus is expected to decline to approximately \$80,000 by year end.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2017 financial audit.
5. The Commission had on hand as of October 28, 2018, approximately \$6.3 million. This includes about \$360,000 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 2.20 percent interest, and various certificate of deposit accounts.

There being no additional questions or discussion, on a motion by Mr. Pitts, seconded by Mr. Buestrin, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 28, 2018, was accepted to be placed on file (copy attached to Official Minutes).

SELECTION OF AUDITOR FOR CALENDAR YEAR 2018

Chairman Dwyer asked Mr. Hahn to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2018. Mr. Hahn stated on August 16, 2018, the Administrative Committee received the calendar year 2017 audit which was conducted by the certified public accounting firm of CliftonLarsonAllen, LLP, (CLA). He noted that the cost to the Commission for the 2017 audit was \$25,440.

Mr. Hahn said it is the staff's recommendation that CLA be retained by the Commission to conduct the audit of the Commission's calendar year 2018 operations. Ms. Larsen reported that Mr. Jordan R. Boehm, the accountant assigned to the Commission by the firm, conducted a thorough audit; Mr. Boehm makes himself available to the Commission staff throughout the year to provide guidance and advice on financial accounting matters; and Mr. Boehm and his team at CLA have performed well, works cooperatively with staff, and have completed the audit on schedule. The staff recommended that the Commission engage the firm CliftonLarsonAllen, LLP, again at a cost not to exceed \$27,000.

There being no further inquiries or discussion, it was moved by Ms. Schmidt, seconded by Mr. Drew, and carried unanimously, that the firm CliftonLarsonAllen, LLP, be retained to conduct the calendar year 2018 audit.

CONSIDERATION OF NETWORK SERVER UPGRADE

Chairman Dwyer asked Mr. Muhs to review with the Committee the Commission's computer network server system and to discuss an upgrade. Mr. Muhs stated that staff has reached out to Mr. Eric Stelter of ETS Advisory Services and has received a recommendation for a network upgrade that diverges from the Lemans Tech network upgrade quote received in October. Given the differing advice regarding the network, the staff wants to ensure the investments that are made in the network infrastructure will be the best for the Commission in the long term. Staff is requesting that the consideration of the network server upgrade be held over to the December meeting, and to future meetings as it is expected that the determination of the Commission's network upgrade needs will take some months for consideration.

In response to an inquiry by Mr. Wirth, Ms. Larsen stated that as part of the network upgrade, staff will review Microsoft Office 365. Presently Microsoft Office 365 does not interact with all of the software platforms the Commission staff utilize for their daily work, which is a limitation of the product.

In response to an inquiry by Mr. Dwyer, Ms. Larsen clarified that Mario Jesmanowicz, of the firm Lemans Tech, is the Commission's current network consultant. Staff has worked with Mr. Jesmanowicz for over twenty years.

Concerning an additional inquiry by Mr. Dwyer, Ms. Larsen responded that staff has had contact with the GIS staff at Waukesha County, but has not contacted the IT staff at the County or any of the other Counties within the Region. Staff will work with the IT staff at Waukesha County for computer network advice.

REPORT ON 2019 COMMISSION HEALTH INSURANCE ENROLLMENT

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2019. Ms. Larsen distributed Table 1 which shows the Commission's Group Medical Insurance Premiums for 2019 (copy attached to Official Minutes).

Ms. Larsen stated 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 selection of health insurance coverage for calendar year 2019. 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 56 Commission employees participate in the WDETf insurance program, with 7 employees declining coverage. In 2019, 25 employees have selected Network Health and 17 employees have selected WEA Trust – East, both of which are qualified health plans and are available in all seven counties. In addition, 13 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 \$728,000 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 2019 will be well within the amount budgeted for 2019.

Ms. Larsen further stated that the 2019 budgeted cost for health insurance was \$921,624, not including HRA costs. The 2019 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.

Ms. Larsen stated that the health insurance through the State has limitations. As an example, WEA Trust insurance does not cover Children's Hospital or Froedert Hospital, the regional trauma center. WEA Trust does cover physicians within the Aurora network and the Columbia St. Mary's/Ascension network. Network Health insurance only covers physicians within the Columbia St. Mary's/Ascension network, and Children's Hospital and Froedert Hospital. However Network Health insurance coverage does not cover physicians within the Aurora network. Dean Health Plan insurance, and Quartz Community insurance also do not cover Children's Hospital or Froedert Hospital. Should an employee need to see a physician that is considered out of network for their insurance coverage, they are responsible for an out of network deductible, in addition to a greater percentage of a cost share on bills.

Ms. Larsen then stated that she has received a quotation from Allstate Insurance for voluntary gap insurance coverage. Gap insurance coverage is solely at the employee's expense. Offering gap insurance coverage

would round out the employee benefits package and creates a comprehensive offering that could aid in attracting and retaining employees. The Commission would not contribute to such a policy. Ms. Larsen is also in the process of reviewing similar coverage from The Hartford and Aflac. The Hartford currently holds the Commission's disability insurance policy. Ms. Larsen will work toward obtaining the best policy for the employees. It is anticipated that such a policy could be implemented early in 2019.

CONSIDERATION OF VEHICLE PURCHASE

Ms. Larsen stated that staff is proposing to purchase an additional Commission vehicle for use by the Executive Director. The Commission currently has six vehicles available for staff use, with a seventh vehicle, the 2015 Ford Taurus, exclusively used by the current Executive Director. Currently, one of the six vehicles, a Chevrolet Traverse, is being used exclusively for the chloride impact study. That use will extend over the next two years. Staff is recommending to add the 2015 Ford Taurus to the vehicles available for staff use and to purchase a vehicle for the incoming Executive Director, bringing the Commission's fleet of vehicles to a total of eight.

Staff is recommending the purchase of a 2019 Chevrolet Bolt. This is an all-electric vehicle that offers up to a 238 mile range on a full charge. The Bolt is expected to incur minimal maintenance and fuel costs. This vehicle will be purchased with a State of Wisconsin municipal discount from Ewald Automotive Group, which holds the State contract for automobile purchases. Ms. Larsen stated the cost to the Commission will be \$36,662, noting that the normal list price of this vehicle is \$42,530.

Discussion ensued concerning vehicle safety features and automatic braking.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated that as the cost for the Bolt is over budget, the cost overage will be taken out of the Commission's Equipment Reserve Account.

On a motion by Mr. Pitts, seconded by Mr. Dawson, for the vehicle purchase to include an upgrade to a safety package, and carried unanimously, the Commission staff was authorized to purchase the 2019 Chevrolet Bolt.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Mr. Hahn if there were any correspondence or announcements. Mr. Hahn stated there were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:13 p.m. on a motion by Mr. Wirth, seconded by Mr. Drew, and carried unanimously.

Respectfully submitted,

Michael G. Hahn
Deputy Secretary