

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, April 22, 2021

1:30 p.m.

Meeting Occurred Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Thomas H. Buestrin
Michael A. Crowley
Charles L. Colman
Jonathan Delagrave
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustave W. Wirth, Jr.

Donna Brown-Martin

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Catherine Pozum	Human Resources Assistant/Bookkeeper

ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken, and a quorum was declared present. Chairman Dwyer indicated for the record that Commissioner Brown-Martin had asked to be excused.

APPROVAL OF MINUTES OF FEBRUARY 18, 2021, MEETING

Chairman Dwyer asked if there were any changes or additions to the February 18, 2021, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Wirth, and carried unanimously, the minutes of the Administrative Committee meeting held on February 18, 2021, were approved as published.

APPROVAL OF DISBURSEMENTS

2021 Reporting Period No. 4

Ms. Larsen distributed copies of the Check Register for the 4th financial reporting period of February 1, 2021, to February 14, 2021.

In response to an inquiry by Mr. Nelson concerning payment to Grimm Book Bindery, Inc., (page 1), Ms. Larsen stated this payment was for binding Commission meeting minutes and publications into hardcover books.

In response to an inquiry by Mr. Colman concerning payment to Oak Ridge Contracting, Inc., (page 2), Ms. Larsen stated this payment was for plowing, salting, and snow removal for the Commission parking lot. She further stated that staff will be requesting quotes for snow removal for the 2021-2022 winter season due to the high cost of this contractor.

In response to an additional inquiry by Mr. Colman concerning payment to Great West Financial (page 3), Ms. Larsen stated this payment 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. Nelson, and carried unanimously, the Commission disbursements for the 4th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 4th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 5

Ms. Larsen distributed copies of the Check Register for the 5th financial reporting period of February 15, 2021, to February 28, 2021.

In response to an inquiry by Mr. Nelson concerning payment to NIC Wisconsin (page 2), Ms. Larsen stated this is a bi-annual payment for inventory information used to produce traffic forecasts.

In response to a second inquiry by Mr. Nelson concerning payment to The Hartford (page 3), Ms. Larsen stated the portion of this payment in the amount of \$1,148.97 represents the employee cost of the GAP insurance for the month of March. Commission employees have the option to select Accident, Critical Illness, or Hospital Indemnity coverages at their own expense. The premium amount is deducted from their payroll check on their behalf.

In response to an inquiry by Mr. Colman concerning a portion of the payment to Cardmember Service, (page 1), Ms. Larsen stated that the portion of this payment in the amount of \$1,594.68, was for four months of AT&T invoices that had not been paid due to lost checks.

There being no additional questions or comments, on a motion by Mr. Schmidt seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 5th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 5th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 6

Ms. Larsen distributed copies of the Check Register for the 6th financial reporting period of March 1, 2021, to March 14, 2021.

Mr. Nelson inquired about several payments. Ms. Larsen responded as follows:

- Avaya, Inc., (page 1); this payment is for the annual maintenance contract for the Commission's telephone system.
- CDW Government, Inc., (page 1); this payment was for the purchase of a SAN hard drive used for the daily and weekly backups of the Commission's network including the back up of two terabytes of transportation forecast data.
- Geographic Information Services, Inc., (page 2); this payment was for technical support in the development of a backup system for transportation data.
- Pictometry International Corporation (page 2); this payment was for Kenosha County 2020 aerial orthophotography.
- Zimmerman Architectural Studios, Inc., (page 3); this payment was for an assessment of the Commission building and grounds to determine ADA compliance. Mr. Muhs further stated that as part of the Quadrennial Certification Review conducted by the Federal Highway Administration in August 2020, it was noted that all facilities owned by any recipient of Federal transportation funds, including the Commission, needed to have a publicly-available plan to bring all facilities and assets into compliance with the latest ADA standards.

There being no additional questions or comments, on a motion by Mr. Nelson, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 6th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 6th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 7

Ms. Larsen distributed copies of the Check Register for the 7th financial reporting period of March 15, 2021, to March 28, 2021.

In response to an inquiry by Mr. Nelson, concerning payment to Cardmember Service, Ms. Larsen stated that the portion of this payment in the amount of \$3,286.80, was for the purchase of 10 computer hard drives purchased for additional data storage working in conjunction with the large SAN hard drive purchased from CDW Government, Inc.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Nelson, and carried unanimously, the Commission disbursements for the 7th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then approved the affixing of their signatures to the Check Register for the 7th reporting period of 2021 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING MARCH 28, 2021

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 7 ending on March 28, 2021, 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 25 percent of the calendar year. She then called attention to the following items:

1. The Federal and State revenue entries remain unchanged from the report presented at the February meeting.
2. The service agreement revenues remain unchanged from the report presented at the February meeting.
3. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2019 financial audit. These accounts will be adjusted upon completion of the audit for 2020.
4. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2021 Overall Work Program, indicates a surplus of just over \$416,000 for the continuing program projects. This is a typical pattern encountered in the early stages of carrying out the Commission's annual work program. The surplus may be expected to decline to less than \$150,000 throughout the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for business insurance and audit, replacement equipment, and the 2021 automobile replacement.
5. The Commission had on hand as of March 28, 2021, approximately \$6.43 million. This includes about \$390,310 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 0.06 percent interest, and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Wirth, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending March 28, 2021, was accepted to be placed on file (copy attached to Official Minutes).

DISCUSSION OF HYBRID AND REMOTE WORK POLICIES

Chairman Dwyer asked Mr. Muhs to discuss staff considerations concerning hybrid and remote work policies.

Mr. Muhs stated that prior to COVID-19, Commission staff did not work remote, and no policy was in place. Immediately upon closing the Commission in March 2020, most staff began working fully remote and have been doing so since that time. As part of a return-to-work plan, staff were surveyed to determine their work preference, that being remote, in the office, or a hybrid of remote and in office days. As a result of the survey, it was found that most staff would prefer to work remote two to three days per week, with some staff preferring to work fully remote. Due to the survey results, two possible policies are being considered: any staff whose work can be done partially remotely will be permitted to work at home up two days a week, maintaining the same remote/in office schedule each week; or, any staff whose work can be done partially remotely will be permitted to work at home up to five days a week, maintaining the same

remote/in office schedule each week, with the possibility that those who are working from home three days a week or more will not have a dedicated office or workspace.

Mr. Muhs stated that he will soon send an e-mail to staff stating that those who are fully vaccinated will be able to return to the office without occupancy restrictions. The e-mail will ask staff to commit to a remote work/hybrid work schedule of their choice starting in July. A formal remote work policy would then be developed starting in September for the Commission's consideration later this year.

Mr. Dwyer commented that staff should look at collaborative workflows and how does that best fit the work that needs to get done and ensure that delivery of services continues.

Mr. Delagrave asked about staff productivity and whether it has increased or decreased. He further stated that flexibility is important to staff and they want a say in their schedules, and the Commission will need to maintain its attractiveness for staff. He noted, however, that the chosen remote work policy ultimately needs to focus on ensuring efficient delivery of the Commission's work product.

Mr. Muhs stated that a remote work policy is part of the drive toward maintaining the Commission as an attractive workplace. He acknowledged that productivity on many smaller projects seems to have been maintained or improved during the pandemic, but noted that some work is slower due to issues with staff access to Commission materials and spaces that have caused some delays in routine services provided. Staff has worked to resolve these problems and overall productivity is similar to or better than in-office productivity.

Mr. Delagrave asked that a fluid flexible remote work policy be developed, and that the Commission review this policy in the fall.

Mr. McKay stated that the Commission's investment in Teams allows for successful remote collaborative meetings.

Mr. Colman voiced a concern that remote work may reduce entry level staff's ability to interact with peers and senior level staff.

Mr. Muhs agreed with Mr. Colman's concern, noting that remote work has required managers and senior staff to be more intentional about mentoring and communication with entry level staff, and that he was still concerned that this may not be happening as effectively as it did in person.

Mr. Colman stated that Mr. Muhs should follow the hybrid remote work plan as outlined.

CORRESPONDENCE AND ANNOUNCEMENTS

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

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:05 p.m. on a motion by Mr. Pitts, seconded by Mr. Wirth, and carried unanimously.

-6-
(Administrative Committee)
April 22, 2021

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

CLC/KJM/BRM/EAL/II
#257576