

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, September 23, 2021

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, WI 5318

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

James T. Dwyer, Chairman
Michael A. Crowley
Donna Brown-Martin
Jonathan Delagrave
Aloysius Nelson
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustave W. Wirth, Jr.

Thomas H. Buestrin
Charles L. Colman

Staff:

Kevin J. Muhs	Executive Director
Benjamin R. McKay	Deputy Director
Elizabeth Larsen	Director of 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. Chairman Dwyer indicated for the record that Commissioners Buestrin and Colman had asked to be excused.

APPROVAL OF MINUTES OF JULY 22, 2021, MEETING

Chairman Dwyer asked if there were any changes or additions to the July 22, 2021, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously, the minutes of the Administrative Committee meeting held on July 22, 2021, were approved as published.

APPROVAL OF DISBURSEMENTS

2021 Reporting Period No. 15

Copies of the Check Register for the 15th financial reporting period of July 5, 2021, to July 18, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Kairo Communications, LLP, (page 2), Ms. Larsen stated this was an initial payment for the services of Dr. Deborah Blanks. Dr. Blanks is evaluating the Commission's outreach efforts to not only determine the effectiveness of these efforts, but to also provide a qualitative evaluation for the Federal Highway Administration and the Federal Transit Administration.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 15th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 15th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 16

Copies of the Check Register for the 16th financial reporting period of July 19, 2021, to August 1, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Schmidt concerning payment to Lumibuild, Inc., (page 2), Ms. Larsen stated this payment was for the purchase of two additional speakers for the Commission's teleconference system.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 16th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 16th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 17

Copies of the Check Register for the 17th financial reporting period of August 2, 2021, to August 15, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to the United States Geological Survey (page 2), Ms. Larsen stated this payment was for the stream gaging program that is a long running program where 15 stream gages have been placed in various rivers throughout the Region. This is a cooperative program with the Commission acting as the fiscal agent. The USGS and the Milwaukee Metropolitan Sewerage District, the City of Delafield, the Kenosha Water Utility, the Racine Water Utility, Upper Nemahbin Lake Management District, and Waukesha County cost share this program.

In response to a second inquiry by Mr. Dwyer concerning payment to Catherine M. Pozum (page 2), Ms. Larsen stated that this payment was reimbursement to Ms. Pozum for an MATC accounting class that she had been requested to enroll in to give her a greater understanding of general accounting practices.

In response to an inquiry by Mr. Wirth regarding the Commission's accounting software, Ms. Larsen stated that the Commission has long used Microsoft Dynamics Solomon software, a project-based accounting software.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 17th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 17th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 18

Copies of the Check Register for the 18th financial reporting period of August 13, 2021, to August 29, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Dwyer concerning payment to Seiler Instrument and Manufacturing Company, Inc., (page 3), Ms. Larsen stated this was payment to update the software in the Commission's Trimble Surveying equipment.

In response to an inquiry by Mr. Crowley concerning payment to Northwoods Software Development, Inc., (page 2), Ms. Larsen stated staff is working with Northwoods to re-develop the Commission's website. This payment was for the "Explore Phase" of this project where users of the Commission's website will be asked a series of questions regarding their use and thoughts on the information the Commission provides on the website.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously, the Commission disbursements for the 18th reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 18th reporting period of 2021 (copy attached to Official Minutes).

REVIEW OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING AUGUST 29, 2021

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 18, ending on August 29, 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 65 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 July meeting.
2. The service agreement revenues remain unchanged from the report presented at the July meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of nearly \$100,000 for the continuing program projects. The surplus is expected to decline throughout the year with the payment of items such as the payment in lieu of

taxes to the City of Pewaukee, the balance due on the audit, an upgrade to the Commission's website, and the automobile replacement.

4. 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.
5. The Commission had on hand as of August 29, 2021, approximately \$6.37 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 0.05 percent interest, and certificate of deposit accounts.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Schmidt, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending August 29, 2021, was accepted to be placed on file (copy attached to Official Minutes).

CONSIDERATION OF HYBRID REMOTE WORK POLICY

Mr. Muhs distributed the Commission's proposed Hybrid Remote Work Policy and proceeded to discuss the Policy's key points.

During the discussion the following comments and questions were made:

Mr. Stroik stated the overall goal of the Commission is to provide seamless service to the Commission's clients. A general statement indicating as such should be added. In addition, it should be addressed that the burden is on the employee to contact their Division Head or the Executive Director if they are not able to comply with this policy.

In response to an inquiry by Mr. Crowley concerning the number of staff in the building on a given day, Mr. Muhs stated that the employee's Division Head is aware of their staff's in-office/remote-work schedule. If a situation arose and staff needed to be contacted in case of an emergency the Division Head would be able to determine what location their staff is working at on any given day.

In response to a second inquiry by Mr. Crowley, Mr. Muhs stated that in the event a fire or other disaster would occur within the building, the Division Head would have to be responsible for determining who was in the building. Mr. Muhs further stated that the Commission does not have an employee tracking system to know when staff leave the building. The current key fob system only tracks when staff enter the building.

Mr. Muhs also stated that Division Heads will be continuously evaluating their staff's work. If a staff member is not able to meet work expectations while working remote, they will be required to come into the office.

Mr. Pitts recommended that the Commission's attorney review this proposed policy.

On a motion by Mr. Delagrave, seconded by Ms. Brown-Martin, and carried unanimously, this policy was approved subject to review and comment by the Commission's attorney (copy attached to Official Minutes).

CORRESPONDENCE AND ANNOUNCEMENTS

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

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:00 p.m. on a motion by Mr. Stroik, seconded by Mr. Crowley, and carried unanimously.

Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

JD/KJM/BRM/EAL
#259216