

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 21, 2021

1:30 p.m.

SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, WI 53188

Meeting Occurred in Person and Virtually via Video and Telephone Conference

Present:

Excused:

Committee Members:

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

James T. Dwyer, Chairman
Donna Brown-Martin
Jonathan Delagrave

Staff:

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

ROLL CALL

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

APPROVAL OF MINUTES OF SEPTEMBER 23, 2021, MEETING

Chairman Colman asked if there were any changes or additions to the September 23, 2021, meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on September 23, 2021, were approved as published.

PRESENTATION OF THE 2020 COMMISSION AUDIT REPORT

Chairman Colman welcomed Mr. Jordan Boehm, CPA, and Mr. Michael Anderson, CPA, both of the firm CliftonLarsonAllen (CLA), to present the Draft 2020 Commission Audit Report to the Committee.

Mr. Boehm referenced the summary document of the Commission's 2020 Audit and then presented a summary of the findings. He noted no audit entries or past adjustments were made, and all year-end balances are appropriately stated.

There being no financial statement findings and no single audit findings, a clean audit opinion will be issued. Mr. Boehm further stated that the Commission will be considered a low-risk auditee for the conduct of the 2021 audit.

In response to an inquiry by Mr. Nelson concerning the Change in Net Position table and the Net Position table as shown on page 5 of the presentation, Mr. Anderson stated the Change in Net Position table reflects the cash position of the Commission for Calendar Year 2020, while the Net Position table shows the accumulated cash and physical assets from Calendar Year 2019 to Calendar Year 2020.

In response to a second inquiry by Mr. Nelson concerning how a donation would affect the Commission's audit, Mr. Anderson stated that if funds were donated with no restrictions, the budget would reflect that donation and the funds would be recognized as revenue.

In response to an inquiry by Chairman Colman concerning the Commission's assets, specifically the building, Ms. Larsen stated that the Revenue & Expenditure statement reflects the cash assets and does not show an amount for the building or other assets. Those are reflected in the annual audit.

There being no further questions or comments, on a motion by Mr. Pitts, seconded by Mr. Nelson, and carried unanimously, the 2020 Commission Audit Report was approved and placed on file.

APPROVAL OF DISBURSEMENTS

2021 Reporting Period No. 19

Copies of the Check Register for the 19th financial reporting period of August 30, 2021, to September 12, 2021, were distributed to the Committee.

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

- Professional Interpreting Enterprise (page 2); this was payment for a sign language interpreter for the August 25, 2021, Regional Food System Plan public meeting.
- Southern Lakes Newspapers LLC (page 2); this payment was for the Regional Food System Plan public meeting advertisement.
- Total Mechanical, Inc. (page 2); this payment is for the replacement of the air conditioning unit that is in the Commission's IT Server Room.

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 19th reporting period of 2021 were approved.

Chairman Colman, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 19th reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 20

Copies of the Check Register for the 20th financial reporting period of September 13, 2021, to September 26, 2021, were distributed to the Committee.

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

- CliftonLarsonAllen, LLP (page 1); this payment was a progress payment for the Commission's 2020 calendar year audit.
- InfoUSA Marketing, Inc. (page 2); this payment was for the purchase of business and consumer data. These data will be used for the land use and economic inventory update.
- Milwaukee Journal Sentinel (page 2); this payment was for the placement of the Regional Food System Plan public meeting advertisement.
- Quadient Leasing USA, Inc. (page 2); this payment was for the lease of the postage meter for one quarter.
- United States Geological Survey (page 3); this payment was for the stream gaging program, which 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.

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 20th reporting period of 2021 were approved.

Chairman Colman, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 20th reporting period of 2021 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 26, 2021

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 20, ending on September 26, 2021, were distributed for Committee review. Chairman Colman 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 75 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 September meeting.
2. The service agreement revenues on the Statement have decreased approximately \$60,000. Decreases occurred in the Transportation and Community Assistance planning programs, with

slight increases in the Land Use and Water Quality planning programs. The increases and decreases are the result of project completion dates extending into 2022 and projects being completed in 2021, rather than 2022 as originally budgeted.

3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of just over \$100,000 for the continuing program projects. The surplus is expected to decline through the end of the year with the payment of items such as the payment in lieu of taxes to the City of Pewaukee and an upgrade to the Commission's website.
4. The liability, operating, and reserve accounts reported on the Statement reflect the findings of the 2019 financial audit. These accounts will be adjusted to reflect the approval of the audit for 2020.
5. The Commission had on hand as of September 26, 2021, approximately \$6.33 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. Crowley, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 26, 2021, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2022 COMMISSION HEALTH INSURANCE

Chairman Colman asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2022. Ms. Larsen distributed Table 1, which shows the Commission's Group Medical Insurance Premiums for 2022, and a 2022 Health Insurance Analysis Table. (Copy attached to Official Minutes).

Ms. Larsen stated that the Commission participates in the Wisconsin Public Employees Group Insurance Program. That program is governed by the State of Wisconsin Group Insurance Board and is administered by the Wisconsin Department of Employee Trust Funds (WDETf). She noted that the Commission staff has been informed of the group health insurance rates for calendar year 2022.

Ms. Larsen then recalled that the Deductible Health Maintenance Organization (HMO) option for the Group Health Insurance Program was selected by Committee action on September 29, 2011. At the same meeting it was also determined that the employee deductible would be reimbursed to each employee through the establishment of a Health Reimbursement Account plan.

Ms. Larsen noted that in Calendar Year 2021 employees primarily selected either Network Health or WEA Trust-East. The difference between the two plans is the provider network.

In Calendar Year 2022, there are two Tier 1 qualified health plans available to Commission employees: Dean Health Insurance and Network Health. In Calendar Year 2021, there were four Tier 1 qualified health plans available to employees. The State of Wisconsin considers a qualified health plan as a plan that has providers within the geographic area serving the majority of the employees of the organization. In 2022, there are also two Tier 3 plans: Quartz Community and WEA Trust - East. These plans are high-cost health insurance plans.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2022 with the enrollment period ending October 22, 2021. She noted that the Commission staff will be responsible in 2022 for at least 20 percent of the premium costs, and that the State program has a requirement that the Commission pay no more than 88 percent of the average premium cost of the qualified Tier 1 health plans within Waukesha County. Those qualified plans again are Dean Health Insurance and Network Health.

Ms. Larsen then directed the Commissioners to the “2022 Health Insurance Analysis” table. This table provides the detailed cost breakdown for each health plan by the employee and employer cost. She then noted that due to the 88 percent rule, combined with the negative to low-cost increases for both Network Health and Dean Health Insurance, the employee share of WEA-Trust increased over 45 percent over Calendar Year 2021, or nearly \$78.00 per month for single coverage and \$198.00 per month for family coverage. WEA Trust is the second most popular health option for staff. She also noted that the SEWRPC cost share has increased less than 2 percent for WEA-Trust and decreased for Quartz Community.

Ms. Larsen concluded by stating that she will give a report on results of the Commission staff health insurance selections and the budget impact of the selection process at the next Administrative Committee Meeting.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Colman asked Mr. McKay if there were any correspondence or announcements. Ms. Larsen stated that as requested by this Committee, the Remote Work Policy was reviewed by the Commission’s legal counsel, Attorney Daniel J. Habeck, she noted that Mr. Habeck made minor technical edits to the document. Mr. Muhs will inform the Division Heads of this Policy and then transmit the policy to the staff.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:15 p.m. on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Benjamin R. McKay
Acting - Deputy Secretary