

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, November 18, 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:

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

Jonathan Delagrave

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 Delagrave had asked to be excused.

APPROVAL OF MINUTES OF OCTOBER 21, 2021, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 21, 2021, meeting minutes. There were none.

On a motion by Mr. Stroik, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on October 21, 2021, were approved as published.

APPROVAL OF DISBURSEMENTS

2021 Reporting Period No. 21

Copies of the Check Register for the 21st financial reporting period of September 27, 2021, to October 10, 2021, were distributed to the Committee.

In response to an inquiry by Mr. Nelson concerning payment to James Imaging Systems (page 2), Ms. Larsen stated this payment reflects usage charges for the Commission copiers.

In response to a second inquiry by Mr. Nelson concerning payment to Remix Technologies, LLC (page 2), Ms. Larsen stated this payment was for transit planning software and a dataset that the Transportation Division uses to aid in the preparation of transit development plans.

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 21st reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 21st reporting period of 2021 (copy attached to Official Minutes).

2021 Reporting Period No. 22

Copies of the Check Register for the 22nd financial reporting period of October 11, 2021, to October 24, 2021, were distributed to the Committee.

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

- Miovision Technologies Inc (page 2); this payment was for analyzing traffic videos taken for three traffic studies.
- Renew Environmental Public Health Advocates (page 3); this payment was for the reimbursement to the Renew Environmental Public Health Advocates for assisting with the Regional Food System Plan public outreach.
- Total Mechanical, Inc (page 3); this payment was for work done to test for a leak in the evaporator coil on RTU5, which is the large HVAC unit for the building. A leak was found in the middle of the evaporator coil and the evaporator assembly will need to be replaced for a cost of approximately \$10,000.

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 22nd reporting period of 2021 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. Muhs then affixed their signatures to the Check Register for the 22nd reporting period of 2021 (copy attached to Official Minutes).

**REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES
FOR PERIOD ENDING OCTOBER 24, 2021**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 22, ending on October 24, 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 just over 80 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 October meeting.
2. The service agreement revenues have not changed since the October meeting.
3. The projection of expenditures through the end of the year compared with the budgeted revenues indicates a surplus of just under \$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 2020 financial audit.
5. The Commission had on hand as of October 24, 2021, approximately \$6.9 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. Schmidt, seconded by Mr. Pitts, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 24, 2021, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2022 COMMISSION HEALTH INSURANCE ENROLLMENT

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2022. Ms. Larsen referenced the "Total Cost to SEWRPC for 2022 Health Insurance" table. This table lists the Commission's Group Medical Insurance Premiums and staff health insurance selections for 2022 (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 Commission employees had recently completed their selection of health insurance coverage for calendar year 2022.

In reviewing this matter with the Committee, Ms. Larsen noted that 56 Commission employees participate in the WDETf insurance program, with four employees declining coverage. For 2022, 30 employees have selected Network Health and 12 employees have selected Dean Health Plan, both of which are qualified health plans. Network Health has clinics available in all seven counties, while Dean has major clinics and hospitals in Walworth and Waukesha Counties. In addition, 12 employees have selected WEA Trust, which also serves all seven counties, one employee selected Quartz Community, which serves Waukesha and

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Walworth Counties. Neither of these plans are qualified health plans. One employee has selected the State Maintenance Plan, which offers the flexibility to utilize out-of-state medical services.

Overall, the total cost to the Commission of health insurance for current employees should approximate \$820,300 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 2022 will be well within the amount budgeted for 2022.

Ms. Larsen further stated that the 2022 budgeted cost for health insurance was \$955,620, not including HRA costs. The 2022 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 for the qualified plans, and a greater cost shift to employees for the WEA Trust plan resulting in some employees selecting a less costly plan.

In response to an inquiry by Mr. Pitts, Ms. Larsen stated that if there is a surplus at the end of calendar year 2022, that surplus will be added to one of the Commission reserve accounts as directed by this Committee.

In response to an inquiry by Mr. Nelson, Ms. Larsen stated that four employees declined health insurance coverage.

SELECTION OF AUDITOR FOR CALENDAR YEAR 2021

Chairman Dwyer asked Mr. Muhs to make a recommendation regarding the selection of the Commission's auditor for the calendar year 2021. Mr. Muhs stated on October 21, 2021, the Administrative Committee received the calendar year 2020 audit, which was conducted by the certified public accounting firm of CliftonLarsonAllen, LLP (CLA). He noted that the cost to the Commission for the 2020 audit was \$27,278.

Mr. Muhs said it is the staff's recommendation that CLA be retained by the Commission to conduct the audit of the Commission's calendar year 2021 operations. He 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, worked cooperatively with staff, and completed the audit on schedule. The staff recommended that the Commission engage the firm CLA again at a cost not to exceed \$29,500.

There being no inquiries or discussion, it was moved by Mr. Crowley, seconded by Mr. Nelson, and carried unanimously, that the firm CliftonLarsonAllen, LLP, be retained to conduct the calendar year 2021 audit.

CORRESPONDENCE AND ANNOUNCEMENTS

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

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 1:47 p.m. on a motion by Mr. Stroik, seconded by Mr. Nelson, and carried unanimously.

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Respectfully submitted,

Kevin J. Muhs
Deputy Secretary

JD/KJM/BRM/EAL/cp
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