

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 20, 2022

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
Donna Brown-Martin
Michael A. Crowley
Robert W. Pitts
Daniel S. Schmidt
David L. Stroik
Gustave W. Wirth, Jr.

James T. Dwyer, Chairman
Jonathan Delagrave
Aloysius Nelson

Staff:

Benjamin R. McKay	Interim Executive Director
Elizabeth Larsen	Director of Administration
Catherine M. Pozum	Accounting/Human Resources Specialist

ROLL CALL

Commission Chairman Colman called the meeting to order at 1:36 p.m. Roll call was taken, and a quorum was declared present.

APPROVAL OF MINUTES OF AUGUST 18, 2022, MEETING

Chairman Colman asked if there were any changes or additions to the August 18, 2022, 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 August 18, 2022, were approved as published.

APPROVAL OF DISBURSEMENTS

2022 Reporting Period No. 17

Copies of the Check Register for the 17th financial reporting period of August 1, 2022, to August 14, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Carl Collective (page 1), Ms. Larsen stated this payment was for media, public relations, and social media marketing for the FlexRide Milwaukee project. This payment will be reimbursed by the University of Wisconsin- Milwaukee as part of the National Science Foundation contract.

In response to a second inquiry by Mr. Colman concerning payment to InfoUSA Marketing, Inc. (page 2), Ms. Larsen stated this payment was for the purchase of business and consumer data. This data will be used for the land use and economic inventory update.

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 17th reporting period of 2022 were approved.

Chairman Colman, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 17th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 18

Copies of the Check Register for the 18th financial reporting period of August 15, 2022, to August 28, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to James Imaging Systems (page 2), Ms. Larsen stated this payment was for the annual printer agreement for the Commission's six desktop printers, and usage charges for the Konica copiers.

There being no additional questions or comments, on a motion by Mr. Schmidt, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 18th reporting period of 2022 were approved.

Chairman Colman, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 18th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 19

Copies of the Check Register for the 19th financial reporting period of August 29, 2022, to September 11, 2022, were distributed to the Committee.

In response to an inquiry by Ms. Brown-Martin concerning payment to Dell Marketing L.P. (page 1), Ms. Larsen stated this payment was for a replacement battery for a Commission laptop.

There being no additional questions or comments, on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 19th reporting period of 2022 were approved.

Chairman Colman, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 19th reporting period of 2022 (copy attached to Official Minutes).

2022 Reporting Period No. 20

Copies of the Check Register for the 20th financial reporting period of September 12, 2022, to September 25, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Crowley concerning payment to National Association of Regional Councils (NARC) (page 2), Ms. Larsen stated this payment was for conference registration fees for three staff to attend the annual NARC Executive Directors Conference in Kansas City, MO.

In response to an inquiry by Mr. Colman concerning payment to Spann & Associates, LLC (page 2), Ms. Larsen stated this payment was to a consulting firm that assists Commission staff with the Milwaukee County Surveyor program in the installation of survey monuments within for Milwaukee County.

There being no additional questions or comments, on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously, the Commission disbursements for the 20th reporting period of 2022 were approved.

Chairman Colman, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 20th reporting period of 2022 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 25, 2022

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 20, ending on September 25, 2022, 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 State revenue entries remain unchanged from the report presented at the August meeting. Federal revenue reflects the addition of FHWA PL funds set for approval at the Executive Committee meeting. These were funds the Green Bay MPO was not able to use and offered to the Transportation Management Area, who all declined these monies. The Commission accepted receipt of the funds totaling, \$64,864 with a match of \$16,216.
2. The service agreement revenues have increased \$19,200. A slight decrease occurred in the Transportation Planning Program, with increases in the Land Use, Floodland Management, and Community Assistance Planning Programs. The decrease and increases are the result of project completion dates extending into 2023 and projects being completed in 2022, rather than 2023 as originally budgeted.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2022 Overall Work Program, indicates a surplus of just over \$170,000 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, an upgrade to the Commission's website, and the replacement of a Commission vehicle.
4. The liability accounts reported on the Statement reflect the findings of the 2021 financial audit.

There being no additional 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 September 25, 2022, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2023 COMMISSION HEALTH INSURANCE

Chairman Colman asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2023. Ms. Larsen distributed Table 1, which shows the Commission's Group Medical Insurance Premiums for 2023, and Table 2 Medical Insurance Plan Summary. (Copies 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 2023.

Ms. Larsen then explained 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 2022 employees primarily selected Network Health with 13 employees selecting Dean Health Insurance and 12 employees selecting WEA Trust-East. The difference between these plans are the provider networks.

In Calendar Year 2023, there are two Tier 1 qualified health plans available to Commission employees: Dean Health Insurance and Network Health. These same plans were also the qualified health plans in 2022. 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 2023, there are also three Tier 3 plans: Quartz Community, Common Ground, and HealthPartners Southeast. These plans are high-cost health insurance plans and are the only plans that cover the Advocate Aurora medical network.

Ms. Larsen then referred the Committee to Table 2. The highlighted rows indicate the Tier 1 qualified health plans, the medical networks, counties served and costs. The remaining rows are considered the Tier 3 qualified plans with all these plans having an employee cost share far greater than the 20 percent share of the premium costs that is budgeted due to the State 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 indicated that the staff is currently in the process of selecting plans for 2023 with the enrollment period ending October 21, 2022. A report on results of the Commission staff health insurance selections and the budget impact of the selection process will be provided at the next Administrative Committee Meeting

Following Ms. Larsen's report, a discussion ensued concerning the State law that limits local employers to a maximum and minimum contribution toward the employee health insurance premium. Under this law, employers may pay no more than 88 percent of the average premium cost of the qualified tier-one health plans in the service area (county) of the employer.

Ms. Larsen indicated she would like to contact other local government agencies who participate in the WDETf Health Insurance to determine if they are having issues with the extraordinary employee cost shares that are a result of the 88 percent rule and Tier rating system that the WDETf uses to determine qualified health plans.

Mr. Buestrin suggested that Ms. Larsen work with the Commission Attorney to send a Freedom of Information Act letter to the WDETf requesting contact information for local government agencies that participate in the WDETf health insurance program. Ms. Larsen would then be able to contact these local government agencies to determine the next appropriate action.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Colman asked Mr. McKay if there were any correspondence or announcements. Mr. McKay stated there were none.

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. Schmidt, and carried unanimously.

Respectfully submitted,

Benjamin R. McKay
Interim Deputy Secretary