

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 17, 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:

James T. Dwyer, Chairman  
Charles L. Colman  
Thomas H. Buestrin  
Donna Brown-Martin  
Michael A. Crowley  
Jonathan Delagrave  
Robert W. Pitts  
Daniel S. Schmidt  
David L. Stroik

Gustave W. Wirth, Jr.

Guests: Brian E. Holt

Staff:

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

#### ROLL CALL

Chairman Dwyer called the meeting to order at 1:30 p.m. Roll call was taken, and a quorum was declared present.

#### APPROVAL OF MINUTES OF OCTOBER 20, 2022, MEETING

Chairman Dwyer asked if there were any changes or additions to the October 20, 2022, meeting minutes. There were none.

On a motion by Mr. Delagrave, seconded by Mr. Schmidt, and carried unanimously, the minutes of the Administrative Committee meeting held on October 20, 2022, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2022 Reporting Period No. 21**

Copies of the Check Register for the 21<sup>st</sup> financial reporting period of September 26, 2022, to October 9, 2022, were distributed to the Committee.

Mr. Colman inquired about a number of payments. Ms. Larsen responded as follows:

- Automatic Entrances of Wisconsin (page 1); this payment was for repair of the building's front door entrance.
- Carl Collective (page 1); 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.
- Spann & Associates, LLC (page 3); this payment was to a consulting firm that assists Commission staff with the Milwaukee County Surveyor program in the installation of survey monuments within Milwaukee County.

There being no additional questions or comments, on a motion by Mr. Crowley, seconded by Mr. Delagrave, and carried unanimously, the Commission disbursements for the 21<sup>st</sup> reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 21<sup>st</sup> reporting period of 2022 (copy attached to Official Minutes).

### **2022 Reporting Period No. 22**

Copies of the Check Register for the 22<sup>nd</sup> financial reporting period of October 10, 2022, to October 23, 2022, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Remix Technologies LLC (page 3), 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. Delagrave, seconded by Mr. Schmidt, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2022 were approved.

Chairman Dwyer, Mr. Stroik, and Mr. McKay then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2022 (copy attached to Official Minutes).

## **REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 23, 2022**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 22, ending on October 23, 2022, 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 over \$170,000. 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 2021 financial audit.
5. The Commission had on hand as of October 24, 2022, approximately \$6.7 million. This includes about \$282,000 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 2.42 percent interest, and certificate of deposit accounts. The Spring Bank CD renewed on November 13, 2022, for a period of three months at a rate of 2.23 per cent.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Ms. Brown-Martin, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 23, 2022, was accepted to be placed on file (copy attached to Official Minutes).

#### **REPORT ON 2023 COMMISSION HEALTH INSURANCE ENROLLMENT**

Chairman Dwyer asked Ms. Larsen to review with the Committee the group medical insurance enrollment for calendar year 2023.

Ms. Larsen referenced the "Total Cost to SEWRPC for 2023 Health Insurance" table. This table lists the Commission's Group Medical Insurance Premiums and staff health insurance selections for 2023 (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 2023.

In reviewing this matter with the Committee, Ms. Larsen noted that 57 Commission employees participate in the WDETf insurance program, with six employees declining coverage. For 2023, 35 employees have selected Network Health and 13 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, four employees have selected Common Ground, one employee has selected Quartz Community, and four employees have selected the All Access Plan. These plans are not considered qualified health plans by WDETf due to the high premium cost. However, these three plans have access to the Aurora Medical Network of doctors. Network Health and Dean Health Plan have their own provider doctors.

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Overall, the total cost to the Commission of health insurance for current employees should approximate \$839,400 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 2023 will be well within the amount budgeted for 2023. Ms. Larsen further stated that the 2023 budgeted cost for health insurance was \$1,027,270 not including HRA costs. The 2023 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 who selected the plans that participate with the Aurora medical network.

**CORRESPONDENCE AND ANNOUNCEMENTS**

Chairman Dwyer 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 1:45 p.m. on a motion by Mr. Pitts, seconded by Mr. Crowley, and carried unanimously.

Respectfully submitted,

Benjamin R. McKay  
Interim Deputy Secretary