

MINUTES

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

Thursday, October 19, 2023

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
Thomas H. Buestrin
Charles L. Colman
Michael A. Crowley
Donna Brown-Martin
Robert W. Pitts
David L. Stroik

Jonathan Delagrave

Staff:

Stephanie Hacker	Executive Director
Benjamin McKay	Deputy Director
Elizabeth Larsen	Director of Administration
Alina Panasiuk	Accounting/HR Specialist

ROLL CALL

Commission Chairman Colman called the meeting to order at 1:31 p.m. Roll call was taken, and a quorum was declared present. Chairman Colman noted for the record Commissioner Delagrave had asked to be excused.

APPROVAL OF MINUTES OF AUGUST 17, 2023

Chairman Colman asked if there were any changes or additions to the August 17, 2023, 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 August 17, 2023, were approved as published.

APPROVAL OF DISBURSEMENTS

2023 Reporting Period No. 17

Copies of the Check Register for the 17th financial reporting period of July 31, 2023, to August 13, 2023, were distributed to the Committee.

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

- Affirm Agency (page 1); this payment was for marketing services conducted as part of the Commission's CommuteWISE program.
- Accunet (page 1); this payment was for consulting services and software implementation for the Commission's new accounting software program.
- WEX Bank (page 1); this payment was for the Exxon Mobil gasoline credit card expenses.
- InfoUSA Marketing (page 2); this payment was for the purchase of business and consumer data that is used for the land use and economic inventory update.

There being no additional questions or comments, on a motion by Mr. Stroik, seconded by Ms. Brown-Martin, and carried unanimously, the Commission disbursements for the 17th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 17th reporting period of 2023 (copy attached to Official Minutes).

Secretary's Note: [Chairman Dwyer arrived during the discussion of the Check Register for Reporting Period No. 18 and took over the duties of the meeting.]

2023 Reporting Period No. 18

Copies of the Check Register for the 18th financial reporting period of August 14, 2023, to August 27, 2023, were distributed to the Committee.

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

- ICLEI Local Governments for Sustainability (page 1); this payment was for data and technical assistance to be used in the preparation of the Metropolitan Milwaukee Climate Action Plan.
- James Imaging Systems (page 2); this payment was for the annual printer agreement for the Commission's six desktop printers, and quarterly usage charges for the Konica copiers.
- LindenMeyer Munroe (page 2); this payment was for the purchase of paper used for all Commission documents, correspondence, and office needs.

In response to an inquiry by Mr. Buestrin, Mr. McKay stated up to 10 staff may rotate through the Commission's office space at The Global Water Center on a weekly basis.

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 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 18th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 19

Copies of the Check Register for the 19th financial reporting period of August 28, 2023, to September 10, 2023, were distributed to the Committee.

In response to an inquiry by Mr. Colman concerning payment to Ozaukee County (page 2), Ms. Larsen stated this payment is a refund to the County. Ozaukee County had previously made this payment as the County had intended to participate in the U.S. Geological Survey Stream Gaging program. The County recently determined that it would no longer be feasible to participate and thus requested their funds be returned.

In response to an inquiry by Ms. Brown-Martin concerning payment to the National Association of Regional Councils (page 2), Ms. Larsen stated this payment was for the 2023 annual dues. Ms. Larsen further stated that the National Association of Regional Councils is an organization that supports regional planning commissions, councils of governments, and metropolitan planning organizations nationwide.

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 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 19th reporting period of 2023 (copy attached to Official Minutes).

2023 Reporting Period No. 20

Copies of the Check Register for the 20th financial reporting period of September 11, 2023, to September 24, 2023, were distributed to the Committee.

There being no questions or comments on a motion by Mr. Stroik, seconded by Mr. Colman, and carried unanimously, the Commission disbursements for the 20th reporting period of 2023 were approved.

Chairman Dwyer, Mr. Stroik, and Ms. Hacker then affixed their signatures to the Check Register for the 20th reporting period of 2023 (copy attached to Official Minutes).

REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING SEPTEMBER 24, 2023

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 20, ending on September 24, 2023, 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 nearly 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 August meeting. The November Report will show an increase in FHWA funds for the Chloride Impact Study. These funds were released from the Green Bay MPO and the Commission accepted receipt of these funds totaling \$80,000 with a match of \$20,000, pending Federal approval.
2. The service agreement revenues have an overall increase of \$8,750 as compared to the August report. A decrease of \$77,750 occurred in the Transportation Planning Program due to a number of comprehensive plan updates now scheduled for completion in 2024. The Water Quality Planning Program service agreement revenues decreased \$31,000 due to project completion dates extending into 2024 rather than in 2023 as originally budgeted. The Community Assistance service agreement revenues have increased by \$100,000 due to the addition of Climate Protection Reduction Grant funds the Commission received to assist with the Metropolitan Milwaukee Climate Action Plan.
3. The projection of expenditures through the end of the year compared with the budgeted revenues, as approved in the 2023 Overall Work Program, indicates a surplus of just over \$270,000 for the continuing program projects, with an overall surplus of just over \$48,000 due to the deficit in Chloride Impact Study. The deficit in the Chloride Impact Study will lessen by \$80,000 upon approval and acceptance of those funds. The surplus may be expected to decline further due to payment of items such as the payment in lieu of taxes to the City of Pewaukee and payments for replacement equipment.
4. The liability accounts reported in the Statement reflect the findings of the 2022 financial audit.
5. The Commission had on hand as of September 24, 2023, approximately \$6.80 million. This includes about \$381,000 of unearned revenue provided to the Commission in advance of expenditures.
6. The funds on hand are invested in the State of Wisconsin Local Government Investment Pool, which is presently paying 5.35 percent interest, certificate of deposit accounts, and money market accounts.
7. This Statement reflects the January 2022 approved Commission Reserves Policy. The minimum and maximum reserve fund have been noted. These numbers reflect the findings of the 2022 audit.

There being no questions or comments, on a motion by Mr. Pitts, seconded by Mr. Stroik, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending September 24, 2023, was accepted to be placed on file (copy attached to Official Minutes).

REPORT ON 2024 COMMISSION HEALTH INSURANCE

Chairman Colman asked Ms. Larsen to review with the Committee the group medical insurance rates for calendar year 2024. Ms. Larsen recalled Table 1 had been provided in the meeting materials and shows the Commission's Group Medical Insurance Premiums for 2024. Table 2 was distributed during the meeting (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 had been informed of the group health insurance rates for calendar year 2024. 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 2023 employees primarily selected Network Health with 12 employees selecting Dean Health Insurance, four employees selecting Common Ground Insurance, one employee selecting Quartz Community, and four employees selecting the All Access Plan administered by Dean Health Plan. The difference between these plans are the provider networks and cost. In Calendar Year 2024, there is one Tier 1 qualified health plan available to Commission employees: Network Health. In Calendar Years 2023 and 2022 there were two Tier 1 qualified health plans available to Commission 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 2024, there is one Tier 2 plan, Dean Health Plan; along with four Tier 3 plans: Quartz Community, Common Ground, HealthPartners Southeast, and the Access Plan-Dean. 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. She reiterated that the only Tier 1 qualified health plan, Network Health, is also the only plan available that allows insureds to go to Children's Hospital in Wauwatosa, and Froedtert Hospital, the regional trauma center. The table also indicates Dean Health Plan is a low cost plan, however it is not a Tier 1 plan as the doctor network covers primarily western Waukesha County and the Madison area. 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 employee share of the premium cost 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. The Tier 3 health plans are the only plans that cover doctors and hospitals within the Aurora network, but not Children's or Froedtert Hospitals.

Ms. Larsen indicated that the staff is currently in the process of selecting plans for 2024 with the enrollment period ending on October 20, 2023. A report on the 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 also noted that as the premium cost between the two doctor groups in Southeastern Wisconsin becomes greater, it is hoped that the WDETf will begin to receive pushback on the 88 percent rule.

REVIEW AND CONSIDERATION OF PURCHASING NEW OFFICE COPIERS

Ms. Larsen stated the Commission's four Konica Minolta Copiers were purchased between 2012 and 2014. She further stated that all four copiers will be obsolete, meaning replacement parts will no longer be available as of December 2023.

Staff obtained quotes from three vendors ranging in cost from \$5,250 for a Canon copier, \$6,230 for a Xerox copier, and \$10,630 for a Kyocera copier from our current vendor James Imaging Systems. All copiers offer similar copies per minute and functionality.

Staff recommends replacing the four copiers with three Canon copiers purchased through Gordon Flesch, a vendor currently used to maintain the Commission plotters.

On a motion by Mr. Buestrin, seconded by Ms. Brown-Martin, and carried unanimously, staff are approved to purchase three Canon copiers for general use by the Commission staff at a cost of \$5,250 for each copier.

REVIEW AND CONSIDERATION OF PURCHASING NEW TELEPHONE SYSTEM

Ms. Larsen stated the Commission's current phone system was installed in 1987 and has been upgraded four times; in 1998, 2003, 2014, and 2018. The 1998 upgrade was a major software upgrade, and the 2003, and 2018 upgrades were minor software upgrades. The 2014 upgrade was a major software upgrade that allowed all staff to have direct dial phone numbers and new desk phones.

Ms. Larsen further stated the telephone system has become obsolete, no additional software or hardware upgrades may be made. As such staff have been exploring options for a new telephone system.

Staff received three quotes from a telephone systems consultant that has completed three of the four prior upgrades. Option 1, \$60,935 to install a new AVAYA On-Premises telephone system, similar to the current telephone system. Option 2, \$41,208 to install an AVAYA Cloud telephone system, using IP phones running through the Commission's computer network. Option 3, \$52,638 for the Microsoft Teams IP phone system, with the equipment purchased and installed using the Consultant's staff. Option 3 would be offset by the cancellation of an annual AVAYA maintenance agreement in the amount of \$6,200, and the cancellation of the T1 cable line dedicated to incoming and outgoing telephone calls, which will result in an annual savings of \$6,200. For total annual savings of \$12,400.

The Commission's IT staff researched the Microsoft Teams IP Phone environment and determined that they would be able to install and manage the Microsoft Teams phone system internally. Installing and purchasing IP desk phones would cost the Commission approximately \$20,000. There is an additional annual cost of \$10,000 in licensing fees to migrate to a Teams voice option for all staff. However, that cost is less than the total combined annual cost of the dedicated voice T1 line and the annual AVAYA maintenance cost.

On a motion by Ms. Brown-Martin, seconded by Mr. Crowley, and carried unanimously, staff are approved to purchase and install equipment necessary for the Microsoft Teams IP telephone system.

CORRESPONDENCE AND ANNOUNCEMENTS

Chairman Dwyer asked Ms. Hacker if there were any correspondence or announcements. Ms. Hacker stated there were none.

ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 2:20 p.m. on a motion by Mr. Crowley, seconded by Mr. Stroik, and carried unanimously.

Respectfully submitted,

Stephanie Hacker
Deputy Secretary

CLC/SRH/BRM/EAL
#270505