

## MINUTES

### SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

#### ADMINISTRATIVE COMMITTEE

Thursday, November 16, 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  
Charles L. Colman  
Jonathan Delagrave  
Robert W. Pitts

Donna Brown-Martin  
Thomas H. Buestrin  
Michael A. Crowley  
David L. Stroik

Staff:

Stephanie Hacker  
Benjamin McKay  
Elizabeth Larsen  
Alina Panasiuk

Executive Director  
Deputy Director  
Director of Administration  
Accounting/HR Specialist

#### ROLL CALL

Chairman Dwyer called the meeting to order at 1:45 p.m. Roll call was taken, and a quorum was declared present. Chairman Colman noted for the record Commissioners Brown-Martin, Buestrin, Crowley, and Stroik had asked to be excused.

#### APPROVAL OF MINUTES OF OCTOBER 19, 2023

Chairman Dwyer asked if there were any changes or additions to the October 19, 2023, meeting minutes. There were none.

On a motion by Mr. Pitts, seconded by Mr. Colman, and carried unanimously, the minutes of the Administrative Committee meeting held on October 19, 2023, were approved as published.

## **APPROVAL OF DISBURSEMENTS**

### **2023 Reporting Period No. 21**

Copies of the Check Register for the 21<sup>st</sup> financial reporting period of September 25, 2023, to October 8, 2023, were distributed to the Committee.

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

- WEX Bank (page 1); this payment is for the Commission's fleet gasoline charges incurred at Exxon Mobil gas stations.
- Northwest Regional Planning Commission (page 2); this payment was the registration fee for one staff member to attend the annual State MPO Directors Conference in Spooner, WI.
- Wisconsin Department of Transportation (page 4); this payment is for the annual license registration fee for the 2012 Chevrolet Traverse.

There being no additional questions or comments, on a motion by Mr. Colman, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 21<sup>st</sup> reporting period of 2023 were approved.

Chairman Dwyer, Mr. Colman, and Ms. Hacker then affixed their signatures to the Check Register for the 21<sup>st</sup> reporting period of 2023 (copy attached to Official Minutes).

### **2023 Reporting Period No. 22**

Copies of the Check Register for the 22<sup>nd</sup> financial reporting period of October 9, 2023, to October 22, 2023, were distributed to the Committee.

There being no questions or comments on a motion by Mr. Crowley, seconded by Mr. Pitts, and carried unanimously, the Commission disbursements for the 22<sup>nd</sup> reporting period of 2023 were approved.

Chairman Dwyer, Mr. Colman, and Ms. Hacker then affixed their signatures to the Check Register for the 22<sup>nd</sup> reporting period of 2023 (copy attached to Official Minutes).

## **REVIEW AND CONSIDERATION OF STATEMENT OF REVENUES AND EXPENDITURES FOR PERIOD ENDING OCTOBER 22, 2023**

Copies of the Statement of Projected Revenues and Expenditures as of reporting period No. 24, ending on October 22, 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 State revenue entries remain unchanged from the report presented at the October meeting. The Federal revenue has increased by \$80,000 due to a release of these funds from the Green Bay MPO. These funds were applied to the Chloride Impact Study.
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, as approved in the 2023 Overall Work Program, indicates a surplus of just over \$235,000 for the continuing program projects, with an overall surplus of just over \$125,000 due to the deficit in Chloride Impact Study. The influx of FHWA PL funds from the Green Bay MPO lessens the deficit in the Chloride Impact Study by \$80,000.

Ms. Larsen noted that of the \$235,000 surplus for the continuing program projects, the Transportation Study projected a surplus of nearly \$176,000. Of this amount, staff has requested approximately \$120,000 of the FHWA PL funds be moved to calendar year 2024 for the development of a Transportation Improvement Program website and attendant database.

4. The liability accounts reported in the Statement reflect the findings of the 2022 financial audit.
5. The Commission had on hand as of October 22, 2023, approximately \$7.39 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 5.37 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 amounts have been noted. These numbers reflect the findings of the 2022 audit.

There being no questions or comments, on a motion by Mr. Delagrave, seconded by Mr. Colman, and carried unanimously, the Statement of Projected Revenues and Expenditures for the period ending October 22, 2023, was accepted to be placed on file (copy attached to Official Minutes).

#### **REPORT ON 2024 COMMISSION HEALTH INSURANCE**

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 2024 Health Insurance" table. This table lists the Commission's Group Medical Insurance Premiums and staff health insurance selections for 2024 (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 2024.

In reviewing this matter with the Committee, Ms. Larsen noted that 59 Commission employees participate in the WDETf insurance program, with six employees declining coverage. For 2024, 37 employees have selected Network Health Plan, the only qualified health plan available to staff in Waukesha County.

In addition, 12 employees have selected Dean Health Plan, four employees have selected Common Ground, one employee has selected Quartz Community, and five employees have selected the All Access Plan. These plans are not considered qualified health plans by WDETf due to the high premium cost or lack of providers in the County.

Ms. Larsen then noted the differences between the health plan options. Network Health Plan providers are part of the Ascension and Froedtert Medical Groups. Common Ground and Quartz Community providers are part of the Aurora Medical Group. The All Access Plan does not restrict enrollees to a specific medical network group, and Dean Health Plan is part of the Pro-Health Care provider network.

Overall, the total cost to the Commission of health insurance for current employees should approximate \$996,000 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 2024 will be well within the amount budgeted for 2024. Ms. Larsen further stated that the 2024 budgeted cost for health insurance was \$1,109,343 not including HRA costs. The 2024 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.

### **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. Pitts, seconded by Mr. Colman, and carried unanimously.

Respectfully submitted,

Stephanie Hacker  
Deputy Secretary