SUMMARY OF PROCEEDINGS

STEERING COMMITTEE

COMMITTEE MEMBERS: Martin Farrell (Chair), Jeff Nooyen (Vice-Chair), Jerry Erdmann, Dick Koeppen, David Albrecht (Perm. Alt. for Shiloh Ramos), Donna Kalata, Alice Connors, Jeremy Johnson

Date: Thursday, January 24th, 2019
Time: 1:30 p.m.
Place: ECWRPC Offices, 400 Ahnaip Street, Menasha, WI 54915

Committee Members Present:
Martin Farrell (Chair) .................................................................Fond du Lac County
Jerry Erdmann ...........................................................................Shawano County
Jeremy Johnson (Perm. Alt. for Beth Moses) ...............................Menominee County
Alice Connors ...........................................................................Calumet County
Donna Kalata ..............................................................................Waushara County
Jeff Nooyen (Vice Chair) ................................................................Outagamie County

Committee Members Excused:
Dick Koeppen ..............................................................................Waupaca County

Committee Members Unexcused:
Dave Albrecht (Perm. Alt. for Shiloh Ramos) .................................Winnebago County

Staff/Others Present:
Eric Fowle ..................................................................................Executive Director
Pam Scheibe-Johnson ....................................................................Controller
Melissa Kraemer Badtke .................................................................Principal Transportation Planner
Tom Baron ..................................................................................Principal Economic Development Planner

1) Welcome & Introductions

Chair Farrell called the meeting to order at 1:32 p.m.

2) Statement of Compliance with Wis. Stats. Sec. 19.84 Regarding Open Meetings Requirement - quorum

Mr. Fowle noted that the agenda was posted/distributed as required and that a quorum of members was present.

3) Pledge of Allegiance
4) Approval of Agenda

Ms. Kalata motioned to approve the agenda, Mr. Nooyen seconded the motion. The motion passed unanimously.

5) Public Comment

There was no public comment.

6) Approval of November 20, 2018 and December 10, 2018 Steering Committee Meeting Summary of Proceedings

Mr. Johnson motioned to approve the summaries and proceedings, Mr. Erdmann seconded the motion. The motion passed unanimously.

7) Announcements & Events

Mr. Fowle announced the change of venue for the Quarterly Commission Meeting, Commissioner updates, and upcoming 2019 election items.

8) Informational/Discussion Items:

a) Update on Initiative 41/DoD-OEA Grant Completion

Mr. Fowle noted that the grant ended at the end of 2018. The following items were discussed: final reporting, year-end narratives, project overall, and remaining unspent funding.

b) Update on GASB 75 Compliance & Hiring of Actuary

Ms. Scheibe-Johnson provided an update on the hiring of an actuary. ECWRPC has hired an actuary, Key Benefit Concepts (KBC), after a recommendation from Brian Massey of Outagamie County. KBC has all of the information that they requested and it takes 10 weeks to run the numbers. The amount KBC calculates as East Central’s obligation under GASB 75 might be immaterial in which case the auditors from Schenck will waive the required recording under GASB.

c) Hiring of Attorney for Sewer Service Area Issues

Mr. Fowle noted that an attorney had been hired for sewer service area concerns. An attorney was hired to provide a review regarding a negotiated settlement between the Town of Clayton and the Department of Natural Resources that involves the Commission. The agreement may affect the decision-making abilities of the Commission moving forward so an attorney has been elected to review that. There was difficulty locating an attorney that did not have a conflict of interest. Mr. Timm Speerschneider in Madison, is willing to take on the work. There is an arrangement with the attorney that costs are not to exceed $4,000 for the review. This is a proactive and preventative measure.
d) **2018 Fourth Quarter Financial Report – Pam Scheibe-Johnson, Controller**

Ms. Scheibe-Johnson provided an overview of the quarterly financial report. Items included in the overview were as follows: final balance sheet before implementation of GASB 68 and GASB 75, cash position, Safe Routes to School billings, accounts receivable, accounts payable, deferred revenue under the NR-135 program, statement of revenue and expenses before the GASB requirements, Initiative 41 sub-awards, federal grants, local district contracts, staffing changes, salaries, fringe benefits, and deficit.

Brief discussion took place regarding the deficit.

Mr. Nooyen motioned to receive and place on file, Ms. Kalata seconded the motion. The motion passed unanimously.

e) **2018 Work Program Performance Report**

Mr. Fowle provided an overview of the work program performance report. Items included in the overview were as follows: completed projects, carryover projects, unplanned project work, percent of budget achieved, and reasons why percent of budget was not achieved.

There was brief discussion regarding funding and improvements to the planning process moving forward, number of projects completed, reasons for carryover items, and edits to be made to the performance report.

Mr. Johnson motioned to receive and place on file, Mr. Erdmann seconded the motion. The motion passed unanimously.

f) **2018 Audit Schedule & Board Communication**

Mr. Fowle confirmed that the auditors are coming in next week and the first week of March to do the majority of the work. There is a communication piece that will be distributed at the January Quarterly Commission Meeting regarding engagement, auditor’s responsibilities, etc.

g) **Five Year Budget Projections & 2020/Future Levy Strategy**

Mr. Fowle provided an overview of the budget projections and future levy strategy. Items included in the overview were as follows: assumptions made, reduction of staffing level, five-year projection, revenues and expenditures, one scenario with no levy increase, one scenario with a 2 percent levy increase, Department of Transportation and Federal Highway Transportation funds, Safe Routes to School Program ending in 2023 and potential reapplication, contractual assumptions in revenue, recurring contracts, expense assumptions, continued salary increases, health insurance, decline in revenue beginning in 2019, future opportunities in planning and project work, and cash balance.

Brief discussion took place regarding: budget outlook status, upcoming staff transitions, succession planning, and levy increase.
9) New Business/Action Items:

a) Proposed Resolution No. 06-19: Adopting the Final 2019 Work Program and Budget for the East Central Wisconsin Regional Planning Commission

Mr. Fowle noted that all standing committees have approved their respective sections of the work program. Mr. Fowle provided an overview of the budget summary handout, staffing plan, salary adjustments, tax levy, levy table, assumptions on federal and state program revenues and matches.

Brief discussion took place regarding how the government shutdown would affect the work program and budget and correction updates to be made to the document.

Mr. Erdmann motioned to approve the resolution, Ms. Kalata seconded the motion. The motion passed unanimously.

b) Proposed Resolution No. 07-19: Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities

Mr. Fowle explained that this document is done on an annual basis and is a federal requirement. The document tracks and acknowledges changes in employment and staffing with respect to average figures related to demographic information. The hiring goals are also included. With the documented changes for 2018, the agency is closer to the preferred goals of male and female hiring. No positions are anticipated as being available to fill this year. Compliance has been met regarding requirements for this program.

Ms. Kalata motioned to approve the resolution, Mr. Johnson seconded the motion. The motion passed unanimously.

c) Proposed Resolution No. 08-19: Adopting a Loan Underwriting Manual and Policies for the WEDC Disaster Recovery Microloan Program

Mr. Fowle provided an overview of the resolution. The application has been approved to be a part of the program and receive funding from Marquette County. Procedures need to be established for administration of the program and distributing funding and this document is serving that need. It is important to document parts of the program, procedures for providing loans, and the checklist that is needed to do that. There are a number of items listed that come from the program requirements. There are only two areas where the Commission could alter the program: the maximum term of the loan and the ability to give forgivable loans.

Brief discussion took place regarding forgivable loans, seeking assistance regarding the loans, and monitoring of loan payments.

Mr. Erdmann motioned to approve the resolution, Mr. Nooyen seconded the motion. The motion passed unanimously.
10) County Issue Sharing / Roundtable Discussion

The following topics were discussed: concerns about housing development funding, effects of government shutdown, Appleton International Airport, UW-Extension, and Outagamie County Legislative Session.

11) Next Meeting Date & Agenda

Next meeting date and time is TBD and tentatively scheduled for March.

12) Adjourn

Mr. Erdmann motioned to adjourn, Mr. Nooyen seconded the motion. The motion passed unanimously.

Committee adjourned by 2:45 p.m.