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, April 18, 2019
Time:  10:00 a.m.
Place:  Menasha Public Library Gegan Room (Basement) 440 1st St, Menasha, WI

Committee Members Present:
Martin Farrell (Chair) .......................................................... Fond du Lac County
Jerry Erdmann ................................................................. Shawano County
Jeremy Johnson (Perm. Alt. for Beth Moses) .............................. Menominee County
Jeff Nooyen (Vice Chair) ....................................................... Outagamie County
DuWayne Federwitz (Alt. for Dick Koeppen) ...................................... Waupaca County

Committee Members Excused:
Alice Connors .................................................................. Calumet County
Donna Kalata .................................................................... Waushara County

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

Staff/Others Present:
Walt Raith ........................................................................... Assistant Director
Pam Scheibe-Johnson ............................................................ Controller
Tom Baron, AICP ................................................................. Principal Economic Development Planner
Amber Danielski ................................................................. Schenck

Agenda

1) Welcome & Introductions

Chair Farrell welcomed everyone and introductions were made.

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

Chair Farrell 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 / Motion to Deviate**

Mr. Nooyen motioned to approve the agenda/deviate, Mr. Johnson seconded the motion. The motion passed unanimously.

5) **Public Comment**

No members of the public were present.

6) **Special Order of Business/Action Item**

   a) **Presentation and Approval of the Draft 2018 Annual Audit – Ms. Amber Danielski, Senior Mgr., Schenck**

   Mr. Nooyen noted that a correction should be made to accept the audit versus approve the audit. Mr. Farrell responded that the edit should be to receive and place on file and explained the difference of the definition.

   Ms. Danielski provided an overview of the draft annual audit. Items included in the overview were as follows: independent auditor’s report, change in accounting principle, statement of net position, total assets, accounts receivable, deferred outflows/resources, net pension asset, liabilities, deferred inflows, net position and capital assets, restricted net position for pension assets, ending total net position. Ms. Danielski also provided an overview of the income statement, items included in the overview were: total operating revenues, federal grants, operating expenses, and cumulative effect for change in accounting principle. Ms. Danielski and Ms. Scheibe-Johnson also provided an explanation of the new accounting statement for other post-employment benefit plans, and reviewed the long-term obligations of East Central, capital leases, and budget-to-actual statement. Ms. Danielski finished with a brief presentation of the single audit statement.

   There was brief discussion regarding the definitions, clarification, and explanations of some terminology listed above.

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

7) **Approval of January 24, 2019 Meeting Summary of Proceedings**

Mr. Johnson motioned to approve the summary of proceedings, Mr. Nooyen seconded the motion. The motion passed unanimously.

8) **Announcements**

   a) **April 26, 2019 Miniconference/Quarterly Commission Meeting & Annual Meeting**

   Mr. Raith provided an overview of the April 26th mini-conference, quarterly and annual meetings.

   b) **“The Board’s Role in Human Resource Management” Article**
Ms. Scheibe-Johnson provided a summary of the article which was provided by Eric Fowle. Items included in the summary were: management of the organization vs. governing of the organization, roles of board or steering committee, responsibilities of executive director and steering committee, performance evaluation, grievance policy, and other policies.

There was brief discussion regarding the usefulness of the article, and whistleblower provisions.

c) Other

Ms. Scheibe-Johnson noted the handout provided regarding the Nominating Committee results and stated that the results would be reviewed at the Quarterly Meeting. There was brief discussion regarding the results and election changes.

9) New Business/Action Items

a) Proposed Resolution No. 15-19: Adopting the 2019 Cost Allocation Plan and Certificate of Indirect Cost Rate for the East Central Wisconsin Regional Planning Commission

Ms. Scheibe-Johnson provided an overview of the cost allocation plan. Items included in the overview were: annual occurrence of the plan, allocation of administrative and overhead expenses, and certificate of indirect cost rate.

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

b) Approving a Proposed Amendment to Current WEDC Business Disaster Recovery Microloan Program Funding Allocation to include the City of Fond du Lac Businesses.

Mr. Baron provided an overview of the proposed amendment. Items included a brief background of the program, severe flooding in the Fond du Lac area, amending the contract to include Fond du Lac businesses as an eligible recipient of funds, and proposed amendment update.

Brief discussion took place regarding the following: pending approval, advertising to businesses in Fond du Lac; and clarification of aid requests.

Mr. Nooyen motioned to approve the amendment, Mr. Federwitz seconded the motion. The motion passed unanimously.

10) Informational/Discussion Items:

a) 1st Quarter, 2019 Financial Report

Ms. Scheibe-Johnson provided an overview of the financial report. Items included in the overview were as follows: balance sheet, items related to GASB, cash position, net
accounts receivable, accounts payable, deferred revenue, restricted funds, total assets, liabilities, accrued annual leave, Winnebago County loan, statement of revenue and expenses, federal and state grants, direct program expenses, salaries, wages, employee fringe benefits, audit, overhead expenses, and surplus through first quarter.

There was brief discussion regarding NR-135 funds and transit sub-awards.

b) 1st Quarter, 2019 Work Program Performance Report

There were no questions regarding the work performance report handout provided.

c) AWRPC March 21, 2019 Meeting Summary

Ms. Scheibe-Johnson noted that there was a memorandum that was distributed and a state law change is being contemplated which would have a biannual budget process for counties instead of the current annual process. AWRPC recognized that could greatly impact the levies because of the fact that the levy is assessed annually. AWRPC will be working with WCA legislative staff to make sure that the implications for the RPCs are recognized.

Chair Farrell read the direct statement and there was discussion regarding the potential change to biannual budgets.

d) County Issue Sharing / Roundtable Discussion

Roundtable discussion included the following topics: new Waupaca County highway garage, sunset provision on county sales tax, employment growth and business expansion, talent attraction and retention, and highway system upgrades.

11) Next Meeting Dates & Agenda

*Future meetings will need to be scheduled in the general timeframes shown below:*
- May – Personnel Policies / Bylaws / Fee Schedule / Levy Strategy / 2020 Prelim Budget / Succession Planning / Strategic Plan Update
- July – Continuation of Discussion/Adoption of Above Items as Ready.

12) Adjourn

Mr. Erdmann motioned to adjourn, Mr. Nooyen seconded the motion. The motion passed unanimously. The meeting adjourned at 11:11 a.m.