

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: Wednesday, October 9, 2019

Time: 10:00 a.m.

Place: ECWRPC Offices, 400 Ahnaip Street, Menasha, WI

Committee Members Present:

Martin Farrell (Chair) Fond du Lac County
 Jerry Erdmann Shawano County
 Jeremy Johnson (Perm. Alt. for Laure Pecore) Menominee County
 Jeff Nooyen (Vice Chair) Outagamie County
 Alice Connors Calumet County
 Dave Albrecht (Perm. Alt. for Shiloh Ramos) Winnebago County
 Donna Kalata Waushara County

Committee Members Excused:

Dick Koeppen Waupaca County

Staff /Others Present:

Eric Fowle Executive Director
 Walt Raith Assistant Director
 Pam Scheibe-Johnson Controller
 Melissa Kraemer-Badtke Principal Transportation Planner

Agenda

1) Welcome & Introductions

The meeting was called to order by Chair Farrell.

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

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

5) Public Comment

Mr. Albrecht briefly commented on a message left on his answering machine by Commissioner Robl.

6) Approval of August 28, 2019 Steering Committee Meeting Summary of Proceedings

Mr. Erdmann motioned to approve the summary of proceedings, Mr. Albrecht seconded the motion. The motion passed unanimously.

7) Announcements

a) SRTS Position/Hiring Status

Ms. Kraemer Badtke provided an update regarding the SRTS employment position. The position has not been filled at this time and will be reopened for applications.

There was brief discussion regarding talent acquisition in the planning field.

b) 2019 Appleton TMA Certification Report

Mr. Fowle noted that the Appleton TMA Certification report was included in the meeting materials packet and provided an overview of the certification process: background, review process, draft report, upcoming final report, and overall summation of the review process. Ms. Kraemer Badtke commented on the letter received from the Federal Highway district administrator and that the final report has been submitted, approved, and is now available. Ms. Kraemer Badtke also commented on the updates to the transportation work program that would be made as a result of the certification review. Mr. Raith commented on the review process and noted the thoroughness of the process.

c) October 25, 2019 Mini-Conference / Quarterly Commission Meeting

Mr. Fowle noted the October Mini-Conference on October 25th and explained the theme of resiliency and focus areas of the conference. Mr. Fowle also provided an overview of the upcoming quarterly meeting and announced that several guests would be addressing the Commission at the October meeting.

d) Other

Mr. Fowle noted that correspondence has been received from a number of different agencies regarding financial matters. The Department of Defense OEA grant is in the final closeout for that program, there is nothing outstanding. The disaster recovery grant is also in closeout phase. An acceptance letter was also received from the Department of Transportation regarding the audit.

There was discussion regarding grant funding, time length and interest rate, revision of manual criterion, funding allocations, and time invested in the program.

8) New Business/Action Items:

a) 3rd Quarter Financial Report

Ms. Scheibe-Johnson provided an overview of the third quarter financial report. Items included in the overview were as follows: balance sheet, cash position, accounts receivable, accounts payable, net pension asset, liabilities, net position, statement of revenue and expenses, percent of budget, state grants, contracts, expenses, salaries, fringe benefits, program expenses, overhead expenses, and projected surplus/deficit.

There was brief discussion regarding percent interest rate for unfunded pension liability, transportation budget and carryover, and the strong third quarter.

Mr. Johnson motioned to receive the third quarter financial report and place on file, Ms. Kalata seconded the motion. The motion passed unanimously.

b) 3rd Quarter Work Program Progress Report

Mr. Fowle provided an overview of the work program progress report. Items included in the overview were as follows: ongoing tasks, agency management, completed/closed out projects, items nearing completion, on pace projects, underspent items, monitored items, overages, and delayed projects.

Brief discussion took place regarding delayed projects and overage projects.

Mr. Erdmann motioned to receive the third quarter work program progress report and place on file, Ms. Kalata seconded the motion. The motion passed unanimously.

c) GASB 75 Actuarial Table Updates

Ms. Scheibe-Johnson provided an overview of the GASB 75 Actuarial Table updates. Items included in the overview were as follows: other post-employment benefits, required audited financial reporting, report from Q Benefit Concepts, actuarial process, liability, and other post-employment benefit expense.

Discussion took place regarding the ability to discontinue with GASB 75 based on number of retired employees on agency health insurance, and stability of insurance options.

d) Amend 2019 Budget to include Capital Expenditure of up to \$8,000 for Sage Accounting Software Upgrade

Ms. Scheibe-Johnson explained that both Mr. Fowle and Ms. Scheibe-Johnson were aware that a signification update to the Sage accounting software was needed; this was discussed when preparing the budget for 2019. At that time, it was possible to wait until 2020 to go through the upgrade, so it was not included in the 2019 budget. There was a

note on the 2020 budget to make sure that the update was included. Since that time, there have been changes in tax laws and that has affected reporting that will need to be done. The Software is Sage and they are not going to run the change through the version of software that East Central currently has. The reporting must be done for 2019. The software must be updated in order to complete the new reporting format that will be required by the IRS. As a result, Competitive Strategies has proposed the following option: to upgrade the software and for an additional \$150 provide support and training through the required set-up. In moving from the 2016 software to the 2019 software, Sage has reduced the functionality of the time card module which is used significantly to view hourly projections regarding which staff are working on levy funded projects versus revenue generating projects. In the new version of Sage, that functionality will be reduced. Competitive Strategies acknowledged this change and have created their own program called Time Connect Module which replaces the Sage 100 Time Card. This will allow for automatic entry of staff timesheets into Sage, which will reduce the amount of time spent on data entry. This will all be evaluated once the Sage 2019 software has been installed. Three programs: Safe Routes to School, Job Cost, and Job Cost Monthly are Microsoft Access Database programs and would need to be rewritten due to the major upgrade. Sage has provided a quote for the cost to update the database programs to be compatible with the new version of Sage. The Safe Routes to School item would be run through the Safe Routes to School Program, but the Job Cost and the Job Cost Monthly would be overhead expenses. If the \$3,300 option is chosen, which is Option #1, Competitive Strategies will need to install the Time Connect Module which brings the cost to \$5,800 and then the additional \$2,100 for the Safe Routes, Job Cost, and Job Cost Monthly. Then the Time Track versus Time Connect can be evaluated, which is optional. This will need to be done before the end of the year due to the reporting requirement. If approved, the budget will need to be amended for 2019 and add that as a capital expenditure. In 2020 it is listed as a removed capital expenditure. What this means for the bottom line because this is a capital expenditure is that does not run through the statement of revenue and expenses, it would be listed on the balance sheet as capitalized software. The only item would be additional depreciation and that would be miniscule because it would be \$8,000 over 3 years, and if done in November it would only be for one month, so that would not be a significant depreciation expense.

Discussion took place regarding whether this was the first agency upgrade since 2016, clarification on the motion to approve up to \$80,000, and whether Windows software was currently in use and standard verbiage.

Ms. Kalata motioned to amend the 2019 budget, Mr. Johnson seconded the motion. The motion passed unanimously.

e) Approval of 2020 Premium Sharing for Employee Health Insurance & Dental Coverage

Ms. Scheibe-Johnson provided a summary of the 2020 premium sharing for employee health insurance and dental coverage. There is the requirement of a maximum employer share of 88 percent of the premium. That was part of Act 10. The 88 percent is based on the average of the tier 1 insurance carriers that are covered under the plan. Calculation scenarios of employee share were reviewed by the committee. Using the minimal amount of employee share, the health insurance cost to the Commission was almost a 9 percent increase. Ms. Scheibe-Johnson did research on the agency plan versus other small

business plans being used by employers. The agency has what used to be called a Cadillac plan, which along with the Cadillac tax has been discontinued. The agency definitely has a plan that by today's standards has a low deductible and good coverage. The premiums are slightly higher than the average which is about \$1,700 for family and without dental, Network Health is \$1,973, and WEA Trust without dental is just over \$2,000. Dean Prevea 360 is significantly less with a caveat that this plan has very limited providers in the area. Ms. Scheibe-Johnson was not comfortable proposing a 9 percent increase in cost to the Commission. Network Health, which is what most employees have elected, is a tier 1 plan. WEA Trust is also tier 1 plan this year, which is determined by the Department of Employee Trust Funds. As most employees have elected Network Health, the 88 percent calculation was run on only the Network Health Plan as the tier 1 plan and that is where the proposed employee share stems from and by doing that it drops the overall cost to the Commission to 4.4 percent as an increase over 2019. Ms. Scheibe-Johnson stated that she still feels that the premiums are still a very reasonable cost to employees. On average, a single employee plan costs \$104 per month and under the proposed agency options plans range from \$96-\$100 for Network and \$113 for WEA Trust. Family plans on the nation's average are approximately \$500 per month for the employee share. The Commission family plans range from \$236 (Network Health) to \$280 (WEA Trust). The agency is still offering very reasonable premium costs to the employees compared to local and national averages even by increasing it to the 12 percent minimum share to the proposed current share.

Mr. Farrell asked what the deductible was. Ms. Scheibe-Johnson replied that there was a \$500 single deductible and \$1,000 family deductible. Mr. Fowle added that the deductible base plan was changed approximately 9 years ago. Mr. Farrell replied that in asking for more premiums for the employees, the total increase cost to the Commission was a 4.4 percent increase. Ms. Scheibe-Johnson stated that was correct and Mr. Fowle noted that he did not anticipate the increase to be a problem amongst the agency staff.

Ms. Connors motioned to approve the proposed 2020 health insurance premiums, Mr. Erdmann seconded the motion. The motion passed unanimously.

Ms. Scheibe-Johnson also noted that very few changes occurred to the health insurance plan. An additional benefit is the offering of a supplemental dental plan by Delta Dental that previously was only offered to state employees has now been offered to local employers. There is no cost associated with this plan to the Commission. The premium expense will be paid by the employee only if they opt to participate in the plan. Ms. Scheibe-Johnson thinks that this will be well received as the dental coverage that comes with the medical coverage is minimal; there is zero coverage for more expensive dental work. The new supplemental insurance has coverage for that and the premiums are reasonable. This plan will be offered to employees for participation in 2020. No action is needed on this item as there is no cost to the Commission for this item.

- f) **CLOSED SESSION: The Committee will convene into closed session pursuant to section 19.85(1) of the Wisconsin Statutes to: review and discuss 2020 staffing plan and promotion proposal.**

Mr. Nooyen motioned to move into closed session, Mr. Albrecht seconded the motion. The motion passed unanimously.

- g) RECONVENE INTO OPEN SESSION: The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to take action, if necessary, on the above matters:**

A roll call vote was taken to approve the staffing plan and salary increases for 2020, the roll call vote passed unanimously.

Ms. Connors motioned to approve the two staff promotions as proposed, Ms. Kalata seconded the motion. The motion passed unanimously.

9) Informational/Discussion Items

a) Update on 2020-2023 ECWRPC Strategic Plan

Mr. Fowle provided an update on the strategic plan process. Items included in the update were as follows: progress on the strategic planning exercises, assessment of the commentary received, update to be provided at the Quarterly Commission Meeting, next steps for Steering Committee and upcoming follow-up strategic planning meetings, local government survey results, and next steps in the strategic planning process.

b) Review/Update on 2020 Technical Assistance Program Project Requests

Mr. Fowle reviewed the 2020 technical assistance project requests with the committee. Items included in the review were as follows: number of projects requested, types of projects requested, designation of projects and how projects will be categorized and funded, capacity to complete project requests, project selection process and allocations, and time commitments.

Discussion took place regarding specific project requests, and member vs. non-member county project requests.

c) Update on 2020 Budget - Draft Work Program Elements (2000 - Local Assistance / 5000 – Administration / 6000 - Overhead)

Mr. Fowle provided an update of the draft 2020 budget. Items included in the update were as follows: updated budget summary, draft work program elements, updates to draft elements, overhead, and projected timelines.

10) County Issue Sharing / Roundtable Discussion (as time permits)

Items included in the county roundtable discussion were as follows: county sales tax, building and infrastructure projects.

11) Next Meeting Date & Agenda

The next meeting of the Steering Committee will be Monday, November 18, ²⁰¹⁹.

12) Adjourn

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

Any person wishing to attend this meeting or hearing, who, because of a disability, requires special accommodations should contact the East Central Wisconsin Regional Planning Commission at (920) 751-4770 at least three business days prior to the meeting or hearing so that arrangements, within reason, can be made.