

# 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:** Friday, January 31, 2020

**Time:** 9:00 a.m. (Immediately preceding the Quarterly Commission meeting)

**Place:** Kaukauna Public Library, 207 Thilmany Rd, Kaukauna, WI 54915

### 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  
 Donna Kalata ..... Waushara County  
 Dick Koeppen ..... Waupaca County

### Committee Members Unexcused:

Dave Albrecht (Perm. Alt. for Shiloh Ramos)..... Winnebago County

### Staff /Others Present:

Eric Fowle ..... Executive Director  
 Walt Raith.....Assistant Director  
 Pam Scheibe-Johnson.....Controller  
 Melissa Kraemer-Badtke ..... Principal Transportation Planner  
 Kim Biedermann ..... Associate Planner – Regional Bicycle & Pedestrian Coordinator  
 Bob Sivick, Administrator..... Waushara County  
 Kevin Sturn..... Outagamie County  
 Kara Homan..... Outagamie County

### 1) Welcome & Introductions

Chair Farrell called the meeting to order and welcomed attendees to the meeting.

### 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, Ms. Kalata seconded the motion. The motion passed unanimously.

**5) Public Comment**

There was no public comment.

**6) Approval of November 18, 2019 and December 20, 2019 Steering Committee Meeting Summary of Proceedings**

Mr. Erdmann motioned to approve the Summaries of Proceedings, Mr. Koeppen seconded the motion. The motion passed unanimously.

**7) Announcements & Events**

Mr. Fowle shared Commissioner news with the Steering Committee.

**8) Informational/Discussion Items:**

**a) 4<sup>th</sup> Quarter, 2019 Financial Report**

Ms. Scheibe-Johnson provided an overview of the 4<sup>th</sup> quarter 2019 financial report. Items included in the overview were as follows: GASB 68 and 75 adjustments, balance sheet, accounts receivable, accounts payable, pass through, cash situation, deferred revenue, debt, total assets, statement of revenue and expenses, federal and state grants, comparison to budget on expenses, direct grant expenses, overhead expenses, annual surplus, previous annual deficit with GASB adjustments, salaries, wages, and adjusted employee fringe benefits.

There was discussion regarding grants, effects of staff vacancy, and effects of GASB.

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

**b) 4<sup>th</sup> Quarter, 2019 Work Program Progress Report**

Mr. Fowle provided a summary of the 4<sup>th</sup> quarter work program progress report. Items included in the summary were as follows: sewer service projects, transportation projects, overages, completion of deliverables, contracts, provisions in contracts regarding delays, comprehensive plan process, and carryover.

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

**c) 2019 Audit Update**

Ms. Scheibe-Johnson provided an overview of the 2019 audit. Items included in the overview were as follows: summary of the audit process, RFP, and peer review.

Chair Farrell also initiated discussion regarding changes to the audit process, including a meeting with the auditor, reviewing the Executive Director's expenses and time allocations, staff time allocations, monitoring and safeguards regarding agency financials.

**d) Property Insurance Deductible Change**

Ms. Scheibe-Johnson explained that the insurance coverage operates on a calendar year basis. Ms. Scheibe-Johnson met with the agent from Valley Insurance Agency and one of the items considered was increasing the deductible and the increase has moved forward to be processed. The new deductible will be \$1,000, which is a \$150 savings.

**e) Status of Recommendations on Future Levy Adjustments Related to Outagamie County Concerns**

Chair Farrell facilitated the discussion regarding recommendations on future levy adjustments related to Outagamie County concerns. Mr. Fowle provided a brief overview of the scenario materials and Mr. Farrell inquired with each County as to what their position might be moving forward. Ms. Connors stated that Calumet County would like to attempt to keep Outagamie County as a member. Mr. Koeppen agreed in a similar manner for Waupaca County. Ms. Kalata concurred with making attempts to keep Outagamie County as a member but asked if scenarios #1 or #2 would be sufficient to keep them in. Mr. Nooyen felt that Scenario #2 was a good start. Mr. Farrell stated that Fond du Lac County does not want to see Outagamie County leave the organization; however, he and other Fond du Lac County representatives had concerns with cuts being made to the local assistance program as that was the reason they re-joined. Mr. Johnson stated that Menominee County would like to see Outagamie County stay in the Commission but shares concerns on reductions to the local assistance program. Mr. Farrell stated that Fond du Lac County was looking to offset County costs in a number of areas by leveraging East Central's services noting that regionalism is all about avoiding duplication and taking advantage of pooled resources. Mr. Nooyen responded with concerns about Outagamie County essentially sharing the cost of Fond du Lac County and other counties reducing their County costs. Mr. Erdmann shared similar concerns on reductions to the local assistance program from Shawano County's perspective noting that limiting these services might start a downward spiral of dissatisfaction by the other counties.

Mr. Nooyen emphasized that these issues need to be resolved before June 30. Mr. Koeppen agreed but told the Committee that if these are negotiations, then Outagamie County should expect to receive every concession that is asked for and that there need to be some give and take.

The Committee members concurred that additional discussions and negotiations are in order and recommended that the Steering Committee continue to explore scenarios that might be accommodating to Outagamie County.

**f) Status Report on 2020-2023 ECWRPC Strategic Plan**

Mr. Fowle provided an update regarding the strategic plan status report. Mr. Fowle noted that a summary report will be provided that includes all of the standing committee feedback regarding potential program areas to cut in order to reduce the levy.

**9) New Business/Action Items:**

**a) Proposed Resolution No. 06-20: Adopting the Final 2020 Work Program and Budget for the East Central Wisconsin Regional Planning Commission**

Mr. Fowle provided a brief overview of the resolution. Items included in the overview were as follows: no staffing changes for 2020, levy, federal and state commitments, partner commitments on local contracts, budget overall, comparison to previous annual budget, new items, and removal of Economic Development item # 1528 regarding a project for the City of Berlin.

There was discussion regarding the approval of the work program and how that would affect the region with the pending withdrawal of Outagamie County. Mr. Fowle noted that the county IS a member for 2020, so it will not impact the 2020 budget unless specific changes are asked for during the calendar year.

Mr. Johnson motioned to approve the resolution, Ms. Kalata seconded the motion. The motion passed with 5 ayes, 1 abstention (Mr. Nooyen) and 1 nay (Ms. Connors).

**b) Proposed Resolution No. 07-20: Adoption of the Annual Affirmative Action Program for Equal Employment Opportunities**

Mr. Raith explained that the position of affirmative action officer title would be transitioned to Ms. Biedermann and provided an overview of the purpose of the affirmative action program. Ms. Biedermann provided a brief update regarding the affirmative action program, items included in the overview were as follows: equal employment opportunity policy statement, program for distribution of designation of responsibilities carried out, analysis of the agency's current utilization of minority/female work staff, analysis of personnel policies, establishment of hiring goals, preparation of program achievement goals, development of continuous monitoring system on the implementation of the program, current work composition in comparison to Fox Cities/Oshkosh Metropolitan Statistical Area (MSA), ability to attract job applicants, hiring and promotions, policy on harassment, program to issue the goals, annual analysis of staff changes,

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

**10) County Issue Sharing / Roundtable Discussion**

There was no roundtable discussion.

**11) Next Meeting Date & Agenda**

The next meeting of the Steering Committee will be Thursday, February 13<sup>th</sup> at 1:00 p.m.

**12) Adjourn**

Mr. Nooyen motioned to adjourn, Mr. Koeppen 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.*