

**Minutes of the Executive Committee Meeting of the  
West Central Wisconsin Regional Planning Commission (WCWRPC)  
10:00 a.m. – Thursday, June 28, 2018  
RPC Offices, Banbury Place, Eau Claire, WI**

**Commissioners Present:** Louie Okey, Steve Gerrish, Joe Waichulis, Steve Rasmussen, John Frank, William Johnson, Larry Weisenbeck

**Staff Present:** Lynn Nelson, Lisa Ruth, Kim Zimmerman

1. **Call to Order:** Chair Frank called the meeting to order at 10:00 a.m.
2. **Approval of Minutes of May 1, 2018 Executive Committee Meeting:** A motion was made by Mr. Johnson to approve the May 1, 2018 Executive Committee meeting minutes, seconded by Mr. Waichulis; motion carried.
3. **Dunn County Natural Hazards Mitigation Plan Update Agreement:** Dunn County is seeking assistance from WCWRPC to update their Natural Hazards Mitigation Plan. Mr. Rasmussen moved to approve the agreement, seconded by Mr. Okey; motion carried.
4. **Recap of Association of Wisconsin Regional Planning Commissions (AWRPC) Summit and Annual Meeting:** AWRPC held a Summit and Annual Meeting on June 14<sup>th</sup> and 15<sup>th</sup>. It was well attended and the reviews were generally very positive. Input from WCWRPC Commissioners indicated that they thought the event was beneficial. Discussion included liking the one-day format, panels could have fewer panelists, and topics were interesting and current.
5. **Conflict of Interest:** It had come to our attention that WCWRPC does not have a conflict of interest policy relating to Commissioners. Discussion centered around the need for such a policy. After much conversation by Executive Committee members, Mr. Okey moved that Mr. Frank draft a conflict of interest policy to be reviewed at the August Executive Committee meeting, seconded by Mr. Weisenbeck; motion carried with Mr. Frank abstaining from the vote. To avoid any potential conflict the print job that brought up the topic will be taken to the second lowest bidder.
6. **2019 Preliminary Budget Review:** Ms. Nelson gave the Commissioners three options for the 2019 preliminary budget based on three different staffing scenarios. The options include: 1) no staff changes, 2) hiring of one project employee in July based on grant funding availability, and 3) hiring of one project employee in July based on grant funding availability, plus hiring one additional planner. She noted that work has been increasing substantially and current staff is working hard to keep up with demand. She doesn't think this will change. Mr. Johnson moved to approve Option 3 and that it be presented to the Full Commission in July, seconded by Mr. Waichulis, motion carried. Other items for discussion in the budget include lease vs. buying a car, vacation purchases, and the sick leave payout.
7. **Vacation Policy for Part-Time Staff:** Ms. Nelson stated that the existing Employee Handbook does not allow paid vacation for part-time employees. Ms. Zimmerman, the Commission's only current part-time employee, has been with WCWRPC for four years and Ms. Nelson would like to offer her pro-rated vacation based on her employment status. Mr. Okey made a motion to approve pro-rated vacation for Ms. Zimmerman for 2018, with draft Employee Handbook wording relating to part-time employee vacation to be reviewed at the Executive Committee meeting in August. Seconded by Mr. Rasmussen; motion carried.
8. **Director's Update:** Ms. Nelson updated Commissioners on project, budget, and staffing activities. She distributed a list of County Board presentation meeting dates.
9. **Next Commission Meeting Date:** The next Commission meeting will be July 12, 2018 at Banbury Place in Eau Claire.
10. **Next Executive Committee Meeting Date:** The next meeting has been scheduled for August 16, 2018. Some topics of discussion asked to be included are global conversation on Commission bylaws and presenting levy earlier to the Commission.

11. **Motion to Adjourn:** Mr. Waichulis moved to adjourn, seconded by Mr. Weisenbeck. Motion carried.  
Meeting adjourned at 11:43 a.m.

Prepared by: Lisa Ruth