

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Wednesday, April 17, 2019
Omni Office Center, Banbury Place
Eau Claire, WI**

Commissioners Present: Joe Waichulis, Steve Rasmussen, John Frank, William Johnson, Larry Weisenbeck

Commissioners Absent: Louie Okey, Steve Gerrish

Staff Present: Lynn Nelson, Lisa Ruth

1. **Call to Order:** Chair Frank called the meeting to order at 1:30 p.m.
2. **Approval of Minutes of April 11, 2019 Executive Committee Meeting:** Motion made by Mr. Waichulis to approve the minutes as distributed, seconded by Mr. Johnson; motion carried.
3. **Motion to go into Closed Session: Pursuant to the Provisions of Section 19.85(1)(c) of Wisconsin Statutes to “Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over which the Governmental Body has Jurisdiction or Exercises Responsibility.** Mr. Rasmussen moved to go into closed session, seconded by Mr. Johnson; motion carried.
4. **Roll Call Vote to be Taken:** A roll call vote was taken; all Commissioners present voted in the affirmative.

Closed Session

5. **Executive Director Performance Evaluation:** The Executive Director evaluation was performed with only Executive Committee members present.
6. **Motion to Return to Open Session:** Mr. Johnson moved to return to open session, seconded by Mr. Weisenbeck; motion carried.
7. **Any Appropriate Motion/Action:** The Commissioners praised Ms. Nelson for the fine job she is doing. Mr. Rasmussen moved to give Ms. Nelson a 3% merit increase as of April 21, 2019, her anniversary date, seconded by Mr. Waichulis; motion carried without dissenting votes.
8. **Update/Approval of Lending Specialist Hire:** Ms. Nelson noted that interviews are still taking place so no Lending Specialist candidate was being presented for approval. Another Executive Committee meeting to approve a hire will take place when necessary at a future date.
9. **Staff Vehicle Purchase:** After discussion on the merits of keeping/replacing a staff vehicle, a motion was made by Mr. Waichulis to replace one vehicle this fall on or after September 1, 2019, seconded by Mr. Rasmussen; motion carried. Which car to replace will be at the discretion of the staff.
10. **Request for Proposal for Auditing Services:** Ms. Nelson stated that it had been ten years since a Request for Proposals was distributed for auditing services. Mr. Johnson moved to approve the preparation of a Request for Proposal for 2019 auditing services, seconded by Mr. Rasmussen; motion carried.
11. **Policy on Revisions to Previously Approved Commission Agreements:** Ms. Nelson explained that the Commission does not have a policy in place regarding minor changes to agreements previously approved by the Commission. She gave a couple of examples. It was decided that Chair Frank and Ms.

Nelson will draft a policy to be added to the bylaws and to be reviewed by the Executive Committee at a future meeting.

12. **Discuss Commission Sick Leave Conversion and Vacation Purchase Policies:** Ms. Nelson described the current sick leave conversion and vacation purchase policies. After much discussion on the value of each policy, it was decided to keep the vacation purchase policy due to its advantages in the employee recruitment/retention process, but changes could possibly be made to the sick leave conversation policy. Ms. Nelson and Executive Committee members will seek out additional information for further discussion and possible action at the next Executive Committee meeting.
13. **Next Commission Meeting Date:** Thursday, May 9, 2019 in Clark County.
14. **Next Executive Committee Meeting Date:** No date has been set for the next Executive Committee meeting, but there is a possibility of having one immediately following the Full Commission meeting on May 9 if approval of a person to fill the Lending Specialist position is needed.
15. **Motion to Adjourn:** Mr. Weisenbeck moved to adjourn, seconded by Mr. Wauchulis; motion carried. Meeting adjourned at 2:46 p.m.

Prepared by Lisa Ruth