

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Thursday, April 8, 2021, 10:00 a.m.
Zoom Video or Dial-In Meeting**

Commissioners Present by Phone/Video: Louie Okey, Don Hauser, Joe Waichulis, Steve Rasmussen, John Frank, Tracy LaBlanc

Commissioners Absent: Larry Weisenbeck

Staff Present: Lynn Nelson, Lisa Ruth

1. **Call to Order:** Chair Frank called the meeting to order at 10:03 a.m.
2. **Approval of Executive Committee Minutes of November 12, 2020:** A motion was made by Mr. Waichulis to approve the November 12, 2020 Executive Committee meeting minutes as presented, seconded by Mr. Okey; 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.** Ms. LaBlanc moved to go into closed session, seconded by Mr. Waichulis; 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. **Return to Open Session:** The meeting returned to open session.

Open Session

7. **Any Appropriate Motion/Action:** Due to the Executive Director’s salary being at the top of the range, the Executive Committee approved to increase the Executive Director’s upper salary range by 3% and award that increase to the Executive Director as of April 21, 2021. Motion made by Mr. Okey to approve the increase, seconded by Mr. Rasmussen; a roll call vote was taken and all voted in the affirmative.

The Committee asked that salary ranges of other positions be reviewed. It was also suggested that a potential mix of flat and percentage increases be considered.

8. **Approval of Agreement with Chippewa County for Administration of the Community Development Block Grant (CDBG) Coronavirus (CV) Regional Small Business Grant Program:** Chippewa County is requesting that WCWRPC administer proceeds of a recently awarded CDBG-CV award. The Commission will manage the CDBG-CV program and work with County staff to ensure administrative compliance with all grant requirements. Chair Frank noted that an edit, as forwarded by Ms. Nelson prior to the meeting, was made to the agreement providing a sentence under the Financial Payment section stating that the fee to be paid to WCWRPC will be covered in full by the CDBG-CV grant. Mr. Rasmussen moved to approve the agreement with the noted edit, seconded by Mr. Hauser; motion carried.

9. **Report on Funding Set Aside Balance Relating to Sick Leave Inventory for WCWRPC Staff:**
Ms. Nelson explained the sick leave set aside inventory summary prepared by Ms. Zimmerman, Finance Manager. The calculations for the year 2020 showed a slight increase and that amount has been added to the set-aside account. Mr. Hauser moved to approve the report, seconded by Mr. Waichulis; motion carried.
10. **Discussion on Future Commission and Executive Committee Meeting Locations and Protocols:**
Chair Frank opened this item up for thoughts. Executive Committee members present felt they preferred in-person meetings, but with precautions. After some discussion, it was agreed to have the options of attending in person or by phone/video at the next Executive Committee meeting as a test. Safety measures of wearing masks and safe distance would be established. The next Full Commission meeting would be in-person when allowable.
11. **Any Other Business or Updates:** Ms. Nelson updated Commissioners on county board presentations, the associate planner position, and discussions on the draft 2022 budget.
12. **Next Commission Meeting Date – Thursday, May 13, 2021 – Zoom**
13. **Next Executive Committee Meeting Date – Thursday, June 10, 2021 – Banbury Place**
14. **Motion to Adjourn:** Mr. Rasmussen moved to adjourn, seconded by Mr. Okey; motion carried. Meeting adjourned at 11:08 a.m.

Prepared by Lisa Ruth