

**Minutes of the Executive Committee Meeting of the  
West Central Wisconsin Regional Planning Commission (WCWRPC)  
Thursday, June 10, 2021  
10:00 a.m.  
In-Person or Conference Call Meeting**

**Commissioners Present In Person:** Louie Okey, Don Hauser, Joe Waichulis, Steve Rasmussen, John Frank, Larry Weisenbeck

**Commissioners Present by Conference Call:** Tracy LaBlanc

**Staff Present In Person:** Lynn Nelson, Lisa Ruth

1. **Call to Order:** Chair Frank called the meeting to order at 10:02 a.m.
2. **Approval of Executive Committee Minutes of May 13, 2021:** A motion was made by Mr. Okey to approve the May 13, 2021 Executive Committee meeting minutes as presented, seconded by Mr. Waichulis; motion carried.
3. **Review of Staff Salary Schedule:** Ms. Nelson presented WCWRPC staff pay scales along with comparable pay scales collected from several sources. It was noted that the WCWRPC's pay scales were mostly "in the middle" of those presented. Ms. Nelson explained how the position hires and pay scales are handled. There was discussion around the cost-of-living (COL) percentage. It was determined that the current salary structure stay the same. It was also requested that the Executive Director and top salary of the Senior Planner be looked at for future adjustments.
4. **2022 Preliminary Budget Review:** Ms. Nelson noted that this budget review is for informational purposes and discussion. The full Commission will be approving the preliminary budget at the September meeting, with the final budget being approved in January. She explained that the Commission finances looked good for 2021 and going into 2022. She proposed and explained two budget options dependent on funding availability and project demand. After some discussion, Mr. Rasmussen moved to recommend Option 2 to the Full Commission, seconded by Mr. Hauser; motion carried.
5. **Approval of Candidates to Fill Open Staff Positions:** A candidate is being proposed for approval to fill the Safe Routes to School position. The new hire will be starting on July 6<sup>th</sup>. Interviews for the Associate Planner position will be taking place next week with the candidate approval coming before the Executive Committee in the near future. Motion made by Mr. Okey to approve the hire of the candidate for the Safe Routes to School Planner position, seconded by Mr. Waichulis; motion carried.
6. **Any Other Business or Updates:** Ms. Nelson distributed a summary of application submittals for the Microenterprise Grant Program. A meeting with the Executive Committee will be taking place as soon as submittals have been vetted for eligibility, following the June 15<sup>th</sup> submission cutoff date. The Executive Committee will be making final application approvals. Ms. Nelson updated Commissioners on other current projects.
7. **Next Commission Meeting Date –** Thursday, July 8, 2021 – Zoom. A suitable location for an in-person meeting in September will be pursued.
8. **Next Executive Committee Meeting Date –** To be determined
9. **Motion to Adjourn:** Mr. Waichulis moved to adjourn, seconded by Mr. Rasmussen; motion carried. Meeting adjourned at 11:34 a.m.