

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Tuesday, June 25, 2019
WCWRPC Offices, Banbury Place
Eau Claire, WI**

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

Commissioners Absent: Steve Gerrish

Staff Present: Lynn Nelson, Lisa Ruth, Kim Zimmerman

1. **Call to Order:** Chair Frank called the meeting to order at 1:00 p.m.
2. **Review and Approve Minutes of May 9, 2019 Executive Committee Meeting:** Motion made by Mr. Johnson to approve the minutes as distributed, seconded by Mr. Waichulis; motion carried.
3. **2020 Preliminary Budget Review:** Ms. Nelson reviewed anticipated revenues and expenses for 2020. There was discussion regarding the amount of contractual revenue required to balance the budget and staffing needs. The draft budget will go before the full Commission in July for input, with final approval slated for the September Commission meeting.
4. **Staffing Updates:** Ms. Nelson noted that an individual has been selected for the Lending Specialist position. The candidate has a strong credit analysis background and will be starting on July 9th. Mr. Rasmussen moved to approve the new hire, seconded by Mr. Okey; motion carried.
5. **Staff Vehicle Purchase:** Ms. Nelson stated that bid packets were sent out to 18 dealerships in the seven-county region with eight submitting bids for 15 vehicles. After reviewing the bids, she narrowed it down to two best price quotes for a Chevy Malibu. After some discussion, Mr. Rasmussen moved to approve Option #1 if they can obtain the car within 7 days, otherwise Option #2, seconded by Mr. Okey; motion carried. Due to the condition of the vehicle being traded-in, it was suggested that Ms. Nelson request the dealership to deliver the new one and pick up the trade-in.
6. **Policy Regarding Replacement of Staff Vehicles:** The topic of putting in place a policy regarding when to replace staff vehicles was brought forward. Ms. Nelson noted that it has been the Commission's informal policy to consider the purchase of replacement vehicles when they start to approach the 100,000-mile mark. Commissioners discussed various scenarios, with safety of staff being the most important. It was decided that staff vehicles should have a bumper-to-bumper inspection before or at 80,000 miles. At that time a plan of action to either keep or replace the vehicle would be put in place.
7. **Auditor Selection:** Ms. Nelson explained that 20 Requests for Proposals (RFP's) were sent out to auditing firms from around the state. Three responded by submitting proposals. Mr. Okey moved to approve the hiring of Clifton, Larson Allen as the auditor for the next three years, seconded by Mr. Waichulis; motion carried.
8. **Discuss 2018 Audit Material Weaknesses and Use of Segregated Accounts:** At the May Commission meeting it was requested that the Executive Committee discuss ways to alleviate the material weaknesses detailed in the 2018 audit, and to determine if setting up segregated reserve accounts for specified uses would be beneficial. Committee members said that the particular weaknesses mentioned in the 2018 audit, and in previous audits, were a common problem for all small entities. It was suggested that consultation with the newly hired auditing firm on this topic take place. The Committee thought segregated accounts might also be useful, but again suggested consulting with the new auditors on this topic. Results of the consultation will be brought back to the Executive Committee for further discussion.

9. **Bylaw Update:** As discussed at a past Executive Committee meeting, it has been suggested by Commissioner Johnson that the Commission have in place a policy regarding minor revisions to Commission agreements that have previously been approved. A draft update to the Commission bylaws was presented. After reviewing the wording, Mr. Okey moved to approve the proposed revision and to have it brought before the Full Commission for final approval, seconded by Mr. Johnson; motion carried.
10. **Commission Sick Leave Conversion Policy:** The topic of the staff sick leave conversion was discussed. The current policy from the Employee Handbook was reviewed, as well as options provided by other Regional Planning Commissions in the state. After some discussion regarding different methods of payout, Chair Frank volunteered to draft a revised policy for discussion at the next Executive Committee meeting.
11. **Any Other Business:** There was no other business.
12. **Next Executive Committee Meeting Date:** To be determined.
13. **Next Commission Meeting Date:** Thursday, July 11, 2019 in St. Croix County.
14. **Motion to Adjourn:** Mr. Waichulis moved to adjourn, seconded by Mr. Weisenbeck; motion carried. Meeting adjourned at 2:08 p.m.

Prepared by Lisa Ruth