

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
10:00 a.m. - Thursday, August 11, 2016
WCWRPC Offices, Eau Claire, WI**

Commissioners Present: Jess Miller, Jason Bergeron, Joe Waichulis, Richard Creaser, John Frank, William Johnson, Larry Weisenbeck

Staff Present: Lynn Nelson, Lisa Ruth, Kim Zimmerman

1. **Call to Order:** Chair Miller called the meeting to order at 10:00 am.
2. **Approval of Minutes of June 9, 2016 Executive Committee Meeting:** A motion was made by Mr. Johnson to approve the minutes, seconded by Mr. Creaser; motion carried.
3. **Agreement with City of Rice Lake for Management of the Request for Proposal Process for Shared-Ride Taxi Service:** Ms. Nelson explained that the City of Rice Lake is requesting administrative assistance from WCWRPC in managing the Request for Proposals (RFP) process for solicitation of vendors for the community's Shared-Ride Taxi Service. Mr. Frank moved to approve the agreement, seconded by Mr. Waichulis; motion carried.
4. **Director's Report:** Ms. Nelson updated the Commissioners on 2016/2017 financials, application awards/denials, program updates, and ongoing/upcoming Executive Director work activities.
5. **Bylaw Review:** At the June 9, 2016 Executive Committee meeting, Commissioners reviewed and updated WCWRPC organizational bylaws for future approval by the full Commission. At this meeting Ms. Nelson stated she wanted to go back and review one change previously made at the meeting relating to approval of disbursements. After some discussion, a minor change to Article VIII, Section 4 was suggested – changing “and/or approved by the Commission” to “and approved by the Commission”. Mr. Frank moved to approve the change, seconded by Mr. Weisenbeck; motion carried. Approval of the updated bylaws will be on the agenda for the September meeting for full Commission approval.

At this time, Mr. Frank asked that Agenda Item 12, 2017 Budget Review, be discussed and reviewed prior to the closed session. All Commissioners agreed to this change. Ms. Nelson went over the 2017 preliminary budget that needs to be approved by the full Commission before October 1st (according to State Statutes). She noted ongoing revenue sources, increases in expense line items, and a minor change in bookkeeping reporting relating to holiday pay/vacation/& personal holiday. Commissioners asked if there were enough contracts to cover “Other Contractual Revenue” and Ms. Nelson indicated incoming revenue was looking very good for next year.

6. **Motion to go into Closed Session Pursuant to the Provisions of Section 19.85(1) (c) of Wisconsin Statutes to “Consider Employment, Promotion, Compensation and/or Performance Evaluation Data of any Public Employee over Which the Governmental Body has Jurisdiction or Exercises Responsibility”**
7. **Roll Call Vote to be Taken:** Mr. Waichulis moved to go into closed session, seconded by Mr. Johnson; motion carried. Roll call vote was taken, all responses in the affirmative.

Closed Session

8. **Staff Compensation**
9. **Motion to Return to Open Session:** Mr. Johnson moved to return the meeting to open session, seconded by Mr. Waichulis; motion carried.

Open Session

10. **Any Appropriate Action/Motion:** Mr. Johnson moved to approve an increase in the maximum “top annual salary” point for the Senior Planner position from \$77,437 to \$83,000 and the changes suggested by Ms. Nelson regarding the overtime and compensatory time section in the WCWRPC Personnel Manual, seconded by Mr. Waichulis; motion carried.

Mr. Frank also moved to include a one-time only current fiscal year amendment in the amount of \$2,000 for compensation to Lynn Nelson for her diligent work with the AWRPC, seconded by Mr. Waichulis; motion carried unanimously.

11. **Sick Leave Conversion Policy and Funding:** Ms. Nelson wanted to bring to the attention of the Committee that currently there are no monies set aside to cover this expense. Currently it is included as an expense line item in the annual budget. Options are being investigated on how these funds could be best set aside including assigning a portion of our reserve funding to cover these costs or utilizing an outside third party for management of the conversation funds and payouts. There are also some IRS changes being proposed that could impact options. This item will be further investigated and discussed at the December Executive Committee meeting as part of the review of the existing Personnel Policy Manual. No action was required or requested.
12. **2017 Budget Review:** This item was reviewed earlier in the meeting.
13. **Motion to Adjourn:** Mr. Weisenbeck moved to adjourn, seconded by Mr. Waichulis; motion carried. Mr. Frank requested that the December Executive Committee start at 10:15 am due to a class he has until 10:00 am.

Prepared by: Lisa Ruth