

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Friday, March 10, 2023, 9:30 a.m.
800 Wisconsin Street
Eau Claire, WI**

Commissioners Present: Louie Okey, George Rohmeyer, Joe Waichulis, Steve Rasmussen, John Frank, Sharon Kelly, Ryan Sicard

Commissioners Absent: Ryan Sicard

Staff Present: Lynn Nelson, Lisa Ruth, Landon Profaizer

1. **Call to Order:** Chair Okey called the meeting to order at 9:32 a.m.
2. **Review and Approve Executive Committee Minutes of January 30, 2023:** A motion was made by Mr. Rasmussen to approve the January 30, 2023 Executive Committee meeting minutes as presented, seconded by Mr. Waichulis; motion carried.
3. **Report on Funding Set Aside Balance Relating to Sick Leave Inventory for WCWRPC Staff:** Executive Director Nelson noted that in 2019 the Executive Committee adopted a policy to calculate and set aside funds in a separate account for employee sick leave payouts. The Employee Handbook was updated at that time and states that the account balance shall be adjusted no later than March 1 of each calendar year to reflect changes that occurred during the previous calendar year. Finance Manager Kim Zimmerman provided a memo and spreadsheet detailing how the 2022 adjustment was calculated, resulting in adding \$5,163.15 to the account. Mr. Waichulis moved to approve the transfer of \$5,163.15, seconded by Mr. Rasmussen; motion carried.
3. **Any Other Business or Updates:** Executive Director Nelson said an additional Executive Director candidate would be added to the interviews on March 17th.
4. **Next Executive Committee Meeting Date:** Besides than the March 17th Executive Committee meeting, the Committee will also be meeting April 13th for the Executive Director performance evaluation. Both meetings will be held at the RPC Offices in Eau Claire.
5. **Next Commission Meeting Date:** Thursday, May 11, 2023 - Eau Claire Room, Banbury Place, Eau Claire
6. **Motion to Adjourn:** Meeting adjourned at 9:45 a.m.

Prepared by Lisa Ruth