

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Thursday, October 13, 2022, 10:00 a.m.
Suite 405H, Building D, Banbury Place, Eau Claire, WI**

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

Commissioners Absent: Ryan Sicard

Staff Present: Lynn Nelson, Susan Badtke, Kim Zimmerman

1. **Call to Order:** Chair Louie Okey called the meeting to order at 10:00 a.m.
2. **Review and Approve Executive Committee Minutes of September 9, 2022:** A motion was made by Mr. Waichulis to approve the August 11, 2022 Executive Committee meeting minutes, noting that an edit should be made to reflect that George Rohmeyer joined the meeting at 9:40 a.m., seconded by Mr. Rasmussen; motion carried.
3. **Motion to go into Closed Session:** Pursuant to the Provisions of Section 19.85(1) (e) and (g) of Wisconsin Statutes to “review loan applications, negotiate the terms for investment of public funds, and confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved”. Motion by Mr. Waichulis to go into closed session, seconded by Mr. Rohmeyer; motion carried.
4. **Roll Call Vote to be Taken:** All Commissioners present voted in the affirmative.

Closed Session

5. **Review of Main Street Bounceback Applications:** Applications were reviewed by the Executive Committee.
6. **Return to Open Session:** Mr. Rasmussen moved to return the meeting to open session, seconded by Mr. Waichulis; motion carried.

Open Session

7. **Any Appropriate Motion/Action:** The Main Street Bounceback Program has received another 38 applications which were brought before the Executive Committee for review and approval. Senior Planner Susan Badtke noted that with these 38 applications, a total of 674 will have been reviewed for approval. Questions raised by Commissioners regarding the applications and processes were answered by staff.

Prior to the meeting, applications were reviewed by two staff members and when necessary, addresses were physically inspected by staff members for compliance. The completed applications met all program requirements and guidelines, all businesses applying are eligible according to Wisconsin Economic Development Corporation standards, applications displayed a proper use of funds, and are being recommended by staff for approval. They were additionally reviewed by the Executive Committee prior to the meeting and in closed session. Mr. Rohmeyer moved to approve the 38 applications, seconded by Mr. Waichulis; motion carried.

8. **City of Barron Outdoor Recreation Plan Agreement:** The City of Barron is requesting WCWRPC assistance in preparing an Outdoor Recreation Plan. Work on the plan will start this fall and will be complete by May of 2023. Mr. Rasmussen moved to approve the agreement, seconded by Mr. Frank; motion carried.
9. **Approval of Hires to Fill Open Staff Positions:** There are currently two open staffing positions; a Loan Processor position and an Associate Planner position. A candidate was presented for approval to fill the

Loan Processor position. No candidates are being brought forth to fill the Associate Planner position at this time. Ms. Kelly moved to approve the Loan Processor candidate, seconded by Mr. Rasmussen; motion carried.

10. **Resolution to Participate in the Wisconsin Public Employers Income Continuation Insurance Program:** WCWRPC is eligible to join the Wisconsin Public Employers Income Continuation Insurance Program. The program is authorized by the Group Insurance Board and available to employers participating in the Wisconsin Retirement System. The program offers continued income for employees on leave of absence due to illness or injury of extended duration. Due to the successful operation of the program by the state, for the past twelve years there has been a premium holiday for both employers and employees meaning that no payment has been required from either to participate. To join participants must commit to a minimum of two years. Because it is possible that the premium holiday could end in the future, it was discussed that the Executive Committee should revisit participation in two years. It was noted that the Commission cost should the premium holiday end would be 25% of the total premium for participating employees based on their annual salary. Mr. Rasmussen moved to approve WCWRPC's participation in the program, seconded by Mr. Waichulis; motion carried.
11. **2023 Staff Vacation Policies:** Staff vacation policies have not been reviewed for a long time. To assist with both recruitment and retention, a proposal was put forth to update policies as follows: allow new staff to start with three weeks of vacation instead of two weeks; provide for accrual of four hours of vacation per year versus adding half a week at five year increments; provide a maximum of six weeks of vacation at 30 years versus a maximum of five weeks at 30 years; allow new staff members to start to use vacation at three months instead of six months; and allow new staff to use personal days (3) right away instead of at six months. The Executive Committee discussed the pros and cons of the updates. Mr. Frank moved to approve the updates with the condition that the existing staff vacation purchase policy be reduced from a maximum of 64 hours to a maximum of 40 hours. Second by Mr. Rasmussen. Motion carried.
12. **2023 Changes to WCWRPC Staff Health Insurance under the State of Wisconsin Group Health Insurance Program:** Early estimates provided to WCWRPC Finance Manager Kim Zimmerman on staff health insurance costs under the Wisconsin Group Health Insurance Program for 2023 indicated a 5.4% increase to participants statewide. The preliminary 2023 budget approved at the September 8, 2022 Commission meeting included a 5.4% health insurance increase from 2022 based on the provided information. Final regional costs received following the September 8, 2022 Commission meeting now verify a 20% health insurance increase for our region of the state. In looking at alternatives available in this situation, Ms. Zimmerman put together four options for consideration. After much discussion, and a recognition that further conversation relating to a potential deductible may be needed in the future, Ms. Kelly moved to adopt Option 2 with the Commission covering 88% of the lowest cost no deductible health insurance option. Second by Mr. Rasmussen. Motion carried.
13. **Other Personnel Updates:** Ms. Nelson provided an update on future staffing needs and revised position descriptions for some staff/positions in the future.
14. **Any Other Business or Updates:** There was no other business.
15. **Next Executive Committee Meeting Date:** The next Executive Committee meeting will be on Thursday, November 10, 2022 at the St. Croix Valley Business Innovation Center in River Falls starting at 9:30 a.m.
16. **Next Commission Meeting Date:** The next Commission meeting will be on Thursday, November 10, 2022 at the St. Croix Valley Business Innovation Center in River Falls starting at 10:00 a.m.
17. **Motion to Adjourn:** The meeting adjourned at 11:20 a.m.