

MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

May 11, 2020 at 6:00 p.m.

Commissioners Present: Mark Geller, Kris Hampton, Larry Palm (Chair), David Pfeiffer, Peter McKeever (arrived 6:08pm); Ken Opin

Commissioners Absent: Maureen Crombie

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 6:03pm. Quorum was established.

2. Public Comment

No members of the public attended the meeting.

3. Review of CARPC Estimated 2020 Year End Income and Expense

Chair Palm reported that the County Executive's budget directions for 2021, which were published on May 11th, included a requested 2.5% reduction of expenses for small departments and a 5% reduction of expenses for large departments. These requested reductions do not include personnel costs. Mr. Steinhoff reviewed the 2020 budget changes, which included approximately \$36,000 reduction in personnel expenses; \$44,000 savings for budgeted expenses; an increase of \$22,000 in revenues; and a potential surplus of approximately \$66,000. It will not be necessary to go through the amendment process if there is no need to amend the budget. The staff recommendation is to not do an amendment at this time. [Note: After the meeting there was a clarification that the requested 2.5% reduction in expenses does include personnel costs.]

4. Review of Preliminary 2021 CARPC Budget

Mr. Steinhoff reviewed the preliminary 2021 budget, which was meant to include no increase of the levy charge from the 2020 amount. Commissioners felt that CARPC should consider a budget that includes a 2.5% reduction in operating expenses, to be applied to the levy amount, to be consistent with County offices.

5. Review of CARPC's COVID-19 Paid Time Off Policy

Mr. Steinhoff reviewed the current COVID-19 paid time off policy, and stated that the current policy was sufficient and working as intended. Discussion ensued regarding the need for additional future hours due to employees' childcare situations.

6. **Adoption of the Wisconsin Department of Administration Local Government Investment Pool Resolution (*actionable item*)**

Ms. Firestone reviewed why the resolution needed to be adopted.

Mr. Hampton moved to adopt the WDOA resolution; Mr. Pfeiffer seconded. The motion passed on a voice vote.

7. **Adoption of Whistleblower Protection Policy (*actionable item*)**

Ms. Firestone stated that the whistleblower protection policy was written by the online human resources company MRA and had been forwarded by SEWRPC.

Mr. Hampton moved to adopt the whistleblower protection policy; Mr. Pfeiffer seconded. The motion passed on a voice vote.

8. **Approval of May 2020 Disbursements and Treasurer's Report for April 2020 (*actionable item*)**

Mr. Geller moved to approve the May 2020 disbursements and the Treasurer's report for April 2020; Mr. McKeever seconded. The motion passed on a voice vote.

9. Future Agenda Items (Next meeting is June 8, 2020, location: this will be a virtual meeting)

- a. Insuring bank balance over the FDIC limit
- b. Retirement payout

10. Adjournment

Mr. Hampton moved to adjourn; Mr. Geller seconded. The motion passed on a voice vote. The meeting adjourned at 705pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary