

**Minutes of the Executive Committee Meeting of the
West Central Wisconsin Regional Planning Commission (WCWRPC)
Thursday, April 11, 2024; 10:00 a.m.**

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

Commissioners Absent: Jeremy Hall

Staff Present: Scott Allen, Erin Whyte

1. **Call to Order:** Chair Okey called the meeting to order at 10:00 a.m.
2. **Review and Approve Minutes of March 14, 2024, Executive Meeting** - A motion to approve the March 14, 2024, minutes was made by Rasmussen, seconded by Waichulis; motion carried.
3. **Approval of Agreement with the Wisconsin Department of Natural Resources (WDNR) for the Funding of an Updated Chippewa-Eau Claire Metropolitan Planning Organization (MPO) Sewer Service Area (SSA) Plan-** (This item was postponed from the meeting of March 14, 2024.) Allen informed the committee that the agreement has been signed and submitted by WDNR, however the agreement has the Executive Director's signature listed for approval. A motion to approve the WDNR agreement and authorize Allen as Executive Director to sign on behalf of WCWRPC was made by Frank, seconded by Rohmeyer; motion carried.
4. **Report on WCWRPC Employee Handbook's Remote Work Policy** - Allen provided an interim report on the policy's implementation. This will be revisited at the July Commission meeting with a formal full report. After discussion on individual exceptions to the new policy, a motion was made by Frank to amend the Sick Leave policy on page 13 and insert a new item #8 that states, "If able, employees are authorized to work remotely while on sick leave." This was seconded by Sicard, motion carried.
5. **Review and Consideration of Adding a Deputy Director Role** - Allen explained to the committee that at the meeting of February 8, 2024, it was requested to review and discuss the possibility of adding a Deputy Director role to WCWRPC staff. This could take the form of an incidental, temporary designation (e.g., in the case of the Executive Director's absence), or as a new title and job description (e.g., a full-time, ongoing role). This topic will be discussed further at the June 13, 2024, meeting; a description of the job and how to best fill the role will need to be defined before a decision can be made.
6. **Motion to go into Closed Session**, made by Rasmussen, seconded by Sicard. Pursuant to the Provisions of Section 19.85(1)(c) of Wisconsin Statutes to "Consider Employment, Promotion, Compensation 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** – Okey took roll call for the closed session: Rohmeyer-yes, Frank-yes, Rasmussen-yes, Sicard-yes, Waichulis-yes, Okey-yes.

Closed Session

8. **Executive Director Performance Evaluation** – At this time Allen and Whyte left the session so that Chair Okey and the committee could tabulate the paper evaluations from the Commission and staff, for Director Allen's annual performance evaluation.

9. **Motion to Return to Open Session** – After the performance evaluations were read through and discussed among the committee, a motion was made to return to open session by Frank, seconded by Sicard; motion carried. Allen and Whyte returned to the open session at this time.

Open Session

10. **Any Appropriate Motion/Action** – Okey discussed Director Allen's performance review and gave him the written evaluations to read and review. A motion was made by Frank for a merit increase on his one-year anniversary; seconded by Waichulis; motion carried.
11. **Any Other Business or Updates** – Allen gave updates on current and upcoming events and topics to be discussed in the near future such as office holiday changes, new phones, and mailing the commissioner meeting packets.
12. **Next Commission Meeting Date** – Thursday, May 23, 2024 – Banbury Place, Eau Claire, WI
13. **Next Executive Committee Meeting Date** – Thursday, June 13, 2024 – Location TBD
14. **Motion to Adjourn:** The meeting was adjourned at 12:21 p.m.

Prepared by Erin Whyte