

## Public Meeting Notice

Executive Committee of the  
West Central Wisconsin Regional Planning Commission (WCWRPC)  
10:00 a.m., Thursday, December 11, 2025

Remote attendance only:  
Telephone Dial In Option: 269-888-1480  
Meeting ID: 601055911

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## Agenda

1. **Call to Order** – Chair John Frank
2. **Review and Approve Minutes of August 14, 2025, Executive Committee Meeting** – Frank
3. **Resolution Authorizing Commitment of Matching Funds for EDA 2026-2028 Partnership Planning Grant Application** – Executive Director Scott Allen/Frank  
*Background:* Adoption of a resolution authorizing commitment of matching funds for a \$210,000 planning grant request made to EDA for the years 2026, 2027, and 2028 is required as part of the application packet.  
*Potential Action:* Review and approve Resolution 2025-07.
4. **Update to WCWRPC Employee Handbook to Add a Generative Artificial Intelligence Policy** – Allen/Frank  
*Background:* With the rapid rise in the global use of generative artificial intelligence (A.I.) from document preparation to computer coding, regional planning commissions throughout the U.S. are taking steps to build a framework and guardrails for the implementation of this technological tool. In concert with fellow RPCs in Wisconsin, Executive Director Allen and Finance Manager Kim Zimmerman have prepared a draft policy for review and discussion.  
*Potential Action:* Review and provide feedback on a modification to the Employee Handbook to adopt a generative A.I. policy.
5. **Update to WCWRPC Office Procedures Manual to Revise the Meal Allowance While Traveling Policy** – Allen/Frank  
*Background:* Last revised in 2017, dollar amounts and expense guidelines are recommended to be updated going into 2026. Finance Manager Kim Zimmerman has prepared a draft revision for consideration.  
*Potential Action:* Review and potentially approve a modification to the Office Procedures Manual to update the Meal Allowance While Traveling policy.

6. **Any Other Business or Updates** – Allen/Frank
7. **Next Commission Meeting Date** – Thursday, January 8, 2026 – Banbury Place, Eau Claire, WI
8. **Next Tentative Executive Committee Meeting Date** – Thursday, February 12, 2026 – Location TBD
9. **Adjournment**