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## Public Meeting Notice

Executive Committee of the  
West Central Wisconsin Regional Planning Commission (WCWRPC)  
10:00 a.m., Thursday, February 12, 2026

Banbury Place, 800 Wisconsin Street, Building D, 4<sup>th</sup> Floor, Suite 405 H  
Eau Claire, Wisconsin 54703  
(Down the Hall from the WCWRPC Offices)

Remote attendance option:  
Telephone Dial In: (269) 888-1480  
Meeting ID: 908920970

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### Agenda

1. **Call to Order** – Chair John Frank
2. **Review and Approve Minutes of December 11, 2025, Executive Committee Meeting** – Frank
3. **Discuss Recommended Appointment to the Regional Business Fund, Inc. (RBF) Board of Directors** – Frank  
*Background:* WCWRPC makes an appointment to the RBF Board of Directors every three years. With the term of the current appointment having expired in March 2025, discuss potential reappointment to be recommended to the full Commission at the March 19, 2026, meeting. Staff recommends continuing for one final term the reappointment of Dan Lytle.  
*Potential Action:* Any appropriate motion/action.
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, Finance Manager Kim Zimmerman, and Chair Frank have prepared a revised draft policy for review and discussion that incorporate changes and suggestions from the December 11, 2025, Executive Committee meeting.  
*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 and have incorporated changes and suggestions from the December 11, 2025, Executive Committee meeting.

*Potential Action:* Review and potentially approve a modification to the Office Procedures Manual to update the Meal Allowance While Traveling policy.

- 6. Motion to go into Closed Session – 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” and “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.” – Frank**

**7. Roll Call Vote to be Taken – Frank**

Closed Session

**8. Discussion of Open Associate Planner Position – Allen/ Frank**

*Background:* As approved in the 2026 budget, recruitment is pending to fill the vacancy created by the retirement of Associate Planner Edwin Rothrock. Executive Director Allen will outline the proposed staffing updates and recruitment process.

*Potential Action:* Informational only.

Open Session

**9. Any Appropriate Motion/Action – Frank**

**10. Preview of Annual Levy for 2027 Budget – Allen/Frank**

*Background:* A preview of options will be presented and discussed for the annual levy amounts to be charged member counties for the 2027 calendar year.

*Potential Action:* Provide guidance to staff for March 19, 2026, Commission meeting.

**11. Report on Funding Set-Aside Balance Relating to Sick Leave Inventory for WCWRPC Staff – Allen/Frank**

*Background:* A policy was adopted in 2019 to calculate and set aside funds for sick leave payouts and report the yearly amount to the Executive Committee.

*Potential Action:* Informational only.

**12. Community Needs Survey – Allen**

*Background: With the pending implementation of both a new Comprehensive Economic Development Strategy and a new Long Range Transportation Plan, staff have been reviewing opportunities to broaden our outreach efforts throughout the region's communities. One tool under consideration is a basic community needs survey, of which staff requests feedback from the Executive Committee prior to launch.*

*Potential Action: Discussion only.*

**13. Any Other Business or Updates – Allen/Frank**

**14. Next Commission Meeting Date – Thursday, March 19, 2026 – Chippewa County Highway Department, 801 E. Grand Ave., Chippewa Falls, WI**

**15. Next Tentative Executive Committee Meeting Date – Thursday, April 9, 2026 – Location TBD**

**16. Adjournment**