

MINUTES
BAY-LAKE REGIONAL PLANNING COMMISSION
SPECIAL EXECUTIVE COMMITTEE MEETING
October 30, 2009
Commission Offices
Green Bay, WI

COMMITTEE MEMBERS PRESENT: Bill Clancy, Paul DeWitt, Mike Hotz, Cheryl Maxwell, Val Mellon, Lois Trever, Yvonne Van Pembrook and Chuck Wagner

OTHER COMMISSIONERS PRESENT: Don Glynn and Toni Loch

STAFF PRESENT: Brenda Rehberg, Jim Van Laanen and Mark Walter

1. Chairperson Cheryl Maxwell called the meeting to order at 10:02 a.m.
2. **Moved** by Paul DeWitt and seconded by Lois Trever to approve the agenda. Motion carried, with all voting aye on a voice vote.
3. **Moved** by Chuck Wagner and seconded by Yvonne Van Pembrook that the minutes of the October 9, 2009, Executive Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
4. **Moved** by Val Mellon and seconded by Bill Clancy that the minutes of the October 21, 2009, Personnel Committee meeting be approved. Motion carried, with all voting aye on a voice vote.
5. There was no public input.
6. Mark Walter presented the following communication to the Executive Committee:
 - (a) An October 29, 2009, letter to Angela Pierce from Jessica Whitehead, SC/NC Sea Grant Regional Climate Extension Specialist, providing information on the *Climate Adaptation in Coastal Communities: A Network Approach to Outreach* Workshop being held November 9 – 11 in Charleston, SC. Angela Pierce will be serving as a panel member at the workshop. All costs associated with this workshop will be reimbursed by Sea Grant. **Moved** by Yvonne Van Pembrook and seconded by Lois Trever to approve Angela Pierce's attendance at this workshop. Motion carried, with all voting aye on a voice vote.
 - (b) Chuck Wagner announced that he was selected to receive a *Champions in Conservation Environmental Award* from the Lakeshore Natural Resource Partnership for his efforts in water resource protection.
7. **Moved** by Chuck Wagner and seconded by Bill Clancy that the Executive Committee move into closed session to discuss the Commission's staffing levels for 2010. A roll call vote was taken: Bill Clancy-aye, Paul DeWitt-aye, Mike Hotz-aye, Cheryl Maxwell-aye, Val Mellon-aye, Lois Trever-aye, Yvonne Van Pembrook-aye and Chuck Wagner-aye. Motion carried. Staff included in closed session included Mark Walter.

Moved by Chuck Wagner and seconded by Lois Trever that the Committee return to Open Session at 10:53 a.m. Motion carried, with all voting aye on a voice vote.

Moved by Chuck Wagner and seconded by Val Mellon that the Executive Committee approve the recommendation of the Personnel Committee regarding the following cost savings measures for 2010:

- (a) That there be no Cost of Living Adjustment to salaries in 2010;
- (b) that there be no Merit increases for 2010;
- (c) that the employee share of health insurance increase from 5% to 7.5%;
- (d) that the staff be furloughed for two weeks (ten days) in 2010 and that the Commission offices be closed on those days. The furlough days will be scheduled for those days having the smallest impact on the public (i.e. the day after Thanksgiving, federal holidays not observed by the state, etc.);
- (e) that the Commission change the employee dental plan from a full plan to a supplemental dental coverage.

Motion carried, with all voting aye on a voice vote.

Moved by Yvonne Van Pembroke and seconded by Lois Trever that the Executive Committee regretfully approve the recommendation of the Personnel Committee to lay off three staff in order to meet 2010 budget. Chuck Wagner requested a roll call vote: Bill Clancy-aye, Paul DeWitt-aye, Mike Hotz-aye, Cheryl Maxwell-aye, Val Mellon-aye, Lois Trever-aye, Yvonne Van Pembroke-aye and Chuck Wagner-aye. Motion carried.

The commissioners discussed the manner in which to inform staff of the lay-offs. The Committee discussed meeting with staff with all Commissioners present or with just the Executive Director and the Chairs of the Commission and Personnel Committee. **Moved** by Toni Loch and seconded by Paul DeWitt that Mark Walter, Cheryl Maxwell and Mike Hotz meet with each staff person individually to inform them of the Commission's decision regarding lay-offs. Motion carried 5-2 with Mike Hotz and Cheryl Maxwell voting Nay.

8. The next meetings of the full Commission are November 13 and December 11, 2009, in Green Bay. The Personnel Committee will next meet on December 11, 2009, after the full Commission meeting to conduct an evaluation of the Executive Director.

9. **Moved** by Mike Hotz and seconded by Paul DeWitt to adjourn. The meeting adjourned at 11:41 a.m.

Respectfully submitted,

Brenda Rehberg and Mark Walter
Recording Secretary