

Southwestern Wisconsin Regional Planning Commission Executive Committee Meeting

March 24, 2020
Meeting Minutes

1. Call to order, roll call and introductions

The meeting of the Southwestern Wisconsin Regional Planning Commission's (SWWRPC) Executive Committee was called to order by Kirkpatrick at 9:30 AM.

Members Present:	Art Carter Bob Keeney Jeanetta Kirkpatrick Kris Marion John Meyers
Others Present:	

2. Confirmation of notice of meeting

The agenda was noticed as required and posted with county clerks.

3. Approval/Amendment of Agenda

The agenda was distributed for review and discussion by Commissioners.

- *Motion to approve the agenda as presented – Marion/Keeney, Motion Carried.*

4. Acceptance of Minutes of September 25, 2019

- *The Minutes were adopted as presented.*

5. Discussion on SWWRPC response to COVID-19

a. Discussion of SWWRPC office protocol

Troy shared the SWWRPC office protocol with the Committee. Most staff are working from home, most days, coming in only when necessary. Troy's in frequent communication with them and they're staying productive. SWWRPC is working to serve as a resource to communities and businesses on information as it becomes available.

b. Discussion of revised county needs and services

SWWRPC is creating a list of services that may be needed by communities as COVID-19 continues, or when it recedes. This includes generating practices for managing similar events, conducting workforce readiness assessments, and other support work. Committee members will send Troy thoughts and practices they have so he can serve as a clearinghouse.

6. Financial Report

a. Discussion and action on signing authority during Chair transition period

Chair Kirkpatrick's time as Chair sunsets with her departure from the Richland County Board on April 20th. Officer elections for SWWRPC are not until the May 26th meeting. During this period, SWWDB needs two signers for checks.

- *Motion to assign Keeney and Meyers as signees until officer elections – Carter/Kirkpatrick, Motion Carried.*

b. Discussion of 2021 county contributions

A draft county contribution request should be presented to the Commission in May. The Committee recommended holding the 3.5% increase for presentation and discussion at the May meeting.

7. Program and Operations Report

a. Discussion of HR and personnel issues

Troy shared his analysis of SWWRPC turnover issues with the Committee. The Committee stated that many of the counties are in the same boat. SWWRPC is managing this through improved hiring processes and improved retention efforts.

8. Outreach and Marketing

a. Discussion on on-boarding new Commission members

The initial plan had been to meet in-person with new members between the April elections and May Commission meeting. The Committee supported this. They also discussed on-boarding new county supervisors to economic development activities. SWWRPC and the county E.D.s will work together on this, with financial support from Prosperity Southwest.

9. General Commission Business

a. Discussion and possible action on future SWWRPC meeting locations

Dodgeville is becoming more and more difficult to manage as a meeting location. The courthouse no longer permits meetings in their large conference room since its turning back to a courtroom. The HHS building is frequently booked and unreliable. The senior center takes substantial set-up. Troy is proposing moving all meetings to Platteville. Three locations were discussed. Any location would cut down mileage and hours of staff travel and setup. The Committee supported meeting at the Platteville Library.

b. Discussion on Chair Kirkpatrick's final meeting – Farewell and thoughts

10. Adjourn

- *Motion to adjourn – Meyers/Marion, Motion Carried.*