

MEETING NOTICE
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission

COMMITTEE MEMBERS: *Dan Gabrielson, Alice Connors (Chair), Dean Will (Perm Alt for Steve Abel), Dave Morack, Thomas Kautza, Jeremy Johnson (Vice Chair), Nate Gustafson (Perm Alt for Tom Egan)*

Place: East Central Offices (400 Ahnaip Street, Suite 100; Menasha)

Date: Wednesday, January 22, 2025– In Person or Virtual Option

Time: 10:00 a.m.

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/760568517>

You can also dial in using your phone.

Access Code: 760-568-517

United States: [+1 \(408\) 650-3123](tel:+14086503123)

Members-Please contact the East Central office to confirm your attendance.

AGENDA

- 1. Welcome and Introductions**
- 2. Roll Call**
 - A. Introduction of Alternates, Staff and Guests
- 3. Approval of the Agenda/Motion to Deviate**
- 4. Public Comment**
- 5. Special Order of Business: Brand Refresh - Mr. Jeff Amstutz, A2Z Design**
- 6. Announcements and Discussion Items**
 - A. Director's Report
- 7. Meeting Minutes**
 - A. Approval of the Minutes November 20, 2024 Executive Committee
- 8. New Business/Action Items**
 - A. Fourth Quarter, 2024 Financial Report
 - B. Fourth Quarter, 2024 Work Program Performance Report
 - C. Proposed Resolution 01-25: Amending the 2025 Work Program and Budget for East Central Wisconsin Regional Planning Commission
 - D. Proposed Resolution 02-25: Amending Resolution No. 08-24 for the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission
 - E. Proposed Resolution 03-25: Authorizing the Executive Director to Enter into an Agreement for the Small Community Technical Assistance Grant with the National Association of Development Organizations (NADO)
 - F. Proposed Resolution 04-25: Authorizing the Executive Director to Enter into a Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission
- 9. Informational/Discussion Items**
 - A. County Roundtable Discussion (*as time permits*)
- 10. Establish Time and Place for Next Meeting(s)**
 - A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Wednesday, February 19, 2025 at 1:30 p.m. An agenda and meeting materials will be forthcoming.
 - B. **Commission Meeting:** The next Commission Meeting will be held on Thursday, January 30, 2025, which will be a virtual meeting. Agenda and meeting packet will be forthcoming.
- 11. Adjourn**

East Central Wisconsin Regional Planning Commission – January 22, 2025 Report

By Melissa Kraemer Badtke, Executive Director and Craig Moser, Deputy Director.

Administration

Grants Coordinator: The Grants Coordinator position has been posted. Staff is also working with the League of Municipalities and have secured a login for their Grants Finder Program, which is available to their members. Staff will be providing updates to the League of Municipality staff regarding which communities we are currently working with and which projects they are trying to secure funding for.

Economic Development

U.S. Department of Commerce Economic Development Administration Reauthorization: The U.S. Department of Commerce Economic Development Administration (EDA) has been authorized for the first time in 20 years. On January 4, 2024, the *Thomas R. Carper Water Resources Development Act of 2024* (S. 4367) was signed into law, following its passage in the House and Senate with overwhelming bipartisan support. This reauthorization of the EDA will strengthen and protect EDA's programs and will enhance the initiatives that are of paramount importance to NADO members and Economic Development Districts across the country.

NADO/USDA Grant - Small Community Technical Assistance Program: ECWRPC is pleased to announce that we have secured a grant from the USDA in partnership with the National Association of Development Organizations (NADO) to continue our **Small Community Technical Assistance Program** in 2025. As part of this partnership, NADO will assist with and observe ECWRPC's planning process, with the goal of using our program as a best-practice model that could potentially be expanded nationally.

Staff is currently collaborating with NADO to finalize the application process and prepare for the program's launch in **spring/early summer 2025**. The Small Community Technical Assistance Program will deliver high-quality "Plans in a Day" that communities can utilize to apply for grants and implement meaningful change. While final criteria are still being developed, examples of past projects include corridor plans, downtown revitalization plans, and park master plans.

Transportation

Urban Area Boundaries and Functional Classification: ECWRPC staff have been working with the small urban areas throughout the region on adjusting the Census-defined Urban Area Boundaries. These adjusted boundaries have been sent to the Wisconsin Department of Transportation, and they are anticipating notification of approval of these boundaries in early 2025. The small urban areas in the region ECWRPC staff are assisting are as follows: Shawano, Waupaca, New London, and Ripon. The WisDOT Southeast Region worked to complete the Waupun adjustments. The 2020 US Census did not identify Kiel-New Holstein as an urban area.

County Meetings: ECWRPC staff have been meeting with county highway commissioners and planning directors to discuss transportation-related needs and issues. The purpose of these meetings is to identify where ECWRPC staff can assist counties and communities with projects and services. These services include conducting asset management inventories (such as conducting pavement ratings inventories (PASER)), performing traffic counts, and assisting with existing and future land use mapping.

NR-135 Non-Metallic Mining Reclamation Program

NR-135 Non-Metallic Mining Program: The Annual Operator Reports were sent out in early December and staff has been working to process the documents that are coming into the agency from the operators.

Water Quality Management Program

Staff will begin working on the Village of Sherwood Sewer Service Area Plan. This Plan was delayed due to staff turnover at the Village and Commission.

Contracts

Town of Black Wolf Comprehensive Plan Update: This was an additional project that the Commission staff began to work on late last year. The Town worked with Commission to finish the update to their Comprehensive Plan and that work is almost complete. It is anticipated the document will be completed by the end of January.

**MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
East Central Wisconsin Regional Planning Commission**

COMMITTEE MEMBERS: *Alice Connors (Chair), Dean Will (Perm Alt for Steven Abel), Jeremy Johnson (Perm Alt for Elizabeth Moses) (Vice Chair), Dan Gabrielson, Tom Kautza, Dave Morack, Nate Gustafson (Perm Alt for Tom Egan)*

Date: Wednesday, November 20, 2024 @ 1:30 p.m. (In Person) 400 Anhaip Street, Menasha 54952

1. Welcome and Introductions –Chair Connors called the meeting to order at 1:40 p.m.

2. Roll Call

A. Introduction of Alternates, Staff and Guests

Committee Members Present:

Alice Connors (Chair)..... Calumet County
 Dean Will (Perm Alt for Steve Abel).....Fond du Lac County
 Jeremy Johnson (Perm Alt for Elizabeth Moses) (Vice Chair).....Menominee County
 Dan Gabrielson Outagamie County
 Tom Kautza (virtual).....Shawano County
 Dave Morack (virtual)..... Waupaca County

Committee Members Absent (Excused):

Nate Gustafson (Perm Alt for Tom Egan) Winnebago County

ECWRPC Staff:

Melissa Kraemer Badtke Executive Director
 Sara Otting Controller
 Leann Buboltz Administrative Coordinator

3. Approval of the Agenda/Motion to Deviate - A motion was made by Mr. Will and a second by Mr. Gabrielson to approve of the agenda as presented. Motion carried.

4. Public Comment - None

5. Approval of the Minutes

- A. September 18, 2024 Executive Committee Minutes
- B. October 16, 2024 Executive Committee Minutes
- C. October 24, 2024 Executive Committee Minutes

Upon consensus of the members a motion was made by Mr. Kautza and a second by Mr. Will to consolidate the three listed meeting minutes into one recommendation, and to approve the minutes as presented. Motion carried unanimously.

6. Announcements and Discussion Items presented by Ms. Kraemer Badtke

A. Directors Report:

Brand Refresh. East Central hired A2Z Design to work on a new brand for the Commission. Examples should be ready for Executive Committee review at the January 2025 meeting

Water Quality Management Program. Ms. Carmen Ebert joined the East Central team as Senior Environmental Planner responsible for the Water Quality Management Program. Ms. Ebert has over a decade of experience working in natural resources, including field work, policy implementation, and outreach and education to various stakeholder groups. Most recently, she worked as the Associate Laboratory Director and Water Quality Specialist at the University of Wisconsin Oshkosh Environmental Research and Innovation Center

NR135 Program. Mr. Scott Konkle successfully completed his recertification as the Drone Operator for the Commission. Ms. Kraemer Badtke informed the members that this recertification will create more opportunity to expand this program within our region.

Transportation Development Association. Ms. Kraemer Badtke reported that she has been selected to serve on the Board for a 3-year term with a commitment of attending 3 meetings per year. She noted that it is her vision to elevate the transportation infrastructure needs of local communities.

Contracts: Contract agreements for 2025 will be finalized by year-end. The Town of Neenah and Town of Hortonville will be meeting in early December to make final decisions on vendor selection for contract work in 2025. The City of Clintonville and City of Omro have both reached out to East Central inquiring about contract work in 2025.

Economic Development Contract: Staff continues to work with municipalities on a number of projects including: Menominee Economic Development, Village of Little Chute Northside Development, Village of Rosendale Future Land Use, City of Manawa Vibrant Spaces Grant and City of New Holstein Site Redevelopment.

USDA Grant. Staff will be coordinating with the NADO staff on the development the small community technical assistance program.

Menominee County Meeting Update. Staff along with Commission members; Chair Connors, Vice Chair Johnson and Commissioner Gabrielson, met with elected leaders from Menominee County to discuss what ECWRPC can provide for them going forward, as well as reporting what has been completed in the past. In collaboration with Mr. Johnson, Ms. Gilane and Mr. Caldwell of Menominee County along with East Central staff an action plan will be provided for their use. It was noted that this could be used as a pilot moving forward while working with other member municipalities within the Region and possibly with non-member Counties too. Vice Chair Johnson shared the background of where this discussion initially began. He noted that a Commissioner took it to the Menominee County Board inquiring as to why the County is a part of ECWRPC. Chair Connors shared that she felt that the joint meeting ended on a positive note and looks forward to the opportunity of working with the County and possibly the Tribal leaders as well.

7. New Business/Action Items

- A. Review and approval of the Draft 2025 Executive Committee and Commission Board Meeting Schedule

Executive Committee

January 15, 2025 at 1:30 pm

February 19, 2025 change time to 9:30 am (Tom Kautza-No)

August 20, 2025 change time to 9:30 am

(February 20th at 1:30pm) Staff directed to work out a date for February and August

March 19, 2025 (Menominee elections) Jeremy to chair – Alice unavailable

Commission Meeting

Move from January 23, 2025 to January 30, 2025 at 10am

Chair Connors noted that January 23, 2025 conflicts with the Ambassador Program. This is meeting with legislatives and elected official discuss matters at the same table.

Wisconsin Counties Association Annual Conference –September 21-23 in Baraboo

League of Municipalities Annual Conference – September 17-19 in Milwaukee

WI Towns Association Convention – October 12-14 in Wisconsin Dells

- B. **CLOSED SESSION:** The Committee will convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes to discuss strategy regarding ongoing negotiations with another entity so as not to compromise the Commission's bargaining position and Section

19.85(1)(c) of the Wisconsin Statutes to consider personnel matters, compensation, the 2024 staffing plan, and to conduct the annual performance evaluation for the Executive Director.

A motion by Mr. Will and a second by Mr. Gabrielson to go into closed session. Motion to approve was unanimous. Time noted at 2:03PM. Roll Call for all in attendance voted aye. Roll Call: Alice Connors (Chair), Jeremy Johnson (Vice Chair), Dean Will, Dave Morack, Tom Kautza, & Dan Gabrielson.

- C. **RECONVENE INTO OPEN SESSION:** The Committee will reconvene into open session pursuant to section 19.85(2) of the Wisconsin Statutes to act, if necessary, on the above matters.

A motion by Mr. Gabrielson and a second by Vice Chair Johnson to reconvene into open session. Motion to approve was unanimous. Time noted at 3:05PM. Roll Call for all in attendance voted aye. Roll Call: Alice Connors (Chair), Jeremy Johnson (Vice Chair), Dean Will, Dave Morack, Tom Kautza, & Dan Gabrielson.

A motion was made by Mr. Gabrielson and a second by Vice Chair Johnson to approve of Option 2 of staff proposals. The members went on record noting that Ms. Kraemer Badtke's performance evaluation exceeded all levels and expectations.

8. Informational/Discussion Items

- A. County Roundtable Discussion (*as time permits*) - None

9. Establish Time and Place for Next Meeting(s)

- A. **Executive Committee Meeting:** The next Executive Committee meeting will be on Wednesday, January 15, 2025 at 1:30 p.m. An agenda and meeting materials will be forthcoming.

- B. **Commission Meeting:** The next Commission Meeting will be held on Thursday, January 30, 2024 at 10:00 a.m. Location TBD. Agenda and meeting packet will be forthcoming.

10. Adjourn – Chair Connors adjourned the meeting with the time noted at 2:50 p.m.

Respectfully submitted by
Leann Buboltz – Administrative Coordinator
East Central WI Regional Planning Commission

EAST CENTRAL WIS.REG.PLANNING COMM. (ECW)

Balance Sheet

As of 12/31/2024

	12/31/2024	12/31/2023
ASSETS		
CASH & CASH EQUIVALENTS		
1000-01 CASH-AssocBank Main Checking	\$ 87,247.02	\$ 55,431.06
1000-03 CASH-Associated Benefit Account	6,064.95	10,759.10
1000-05 CASH-AssocBank Money Market	58,295.08	60,033.15
1000-07 Checking Aviation Fund	10,000.00	0.00
1010-00 STATE TREASURER-LOCAL GOVT PL	558,330.13	529,981.37
1020-00 PETTY CASH	100.00	100.00
Total CASH & CASH EQUIVALENTS:	720,037.18	656,304.68
RECEIVABLES		
1100-00 ACCOUNTS RECEIVABLE	415,763.64	380,763.69
1130-00 DEFERRED REVENUE/NR135 CARRYOVER	-6,246.23	-6,381.84
1140-00 OTHER DEFERRED REVENUE	-13,090.50	-2,838.68
Total RECEIVABLES:	396,426.91	371,543.17
PREPAIDS & DEPOSITS		
1200-00 PREPAID & DEPOSITS	21,582.04	28,300.26
1210-00 DEFERRED OUTFLOWS	1,300,477.02	1,093,313.10
Total PREPAIDS & DEPOSITS:	1,322,059.06	1,121,613.36
CAPITAL EQUIPMENT		
1400-00 COMPUTERS, EQUIPMENT & OTHER FIXED ASSETS	298,007.51	258,846.56
1405-00 ACCUM. DEPREC	-216,671.39	-168,351.38
1420-00 CAPITAL LEASE ASSET	264,836.04	42,805.86
1425-00 ACCUM. DEPREC. CAPITAL LEASE ASSET	-147,155.87	-73,381.56
Total CAPITAL EQUIPMENT:	199,016.29	59,919.48
OTHER ASSETS		
1500-00 NET PENSION ASSET	0.00	530,175.94
Total ASSETS:	\$ 2,637,539.44	\$ 2,739,556.63
LIABILITIES		
ACCOUNTS PAYABLE		
2000-00 ACCOUNTS PAYABLE	\$ 56,428.18	\$ 74,437.51
ACCRUED LIABILITIES		
2110-00 PAYROLL TAXES PAYABLE	17,491.48	15,370.14
2160-00 ACCRUED ANNUAL LEAVE	23,296.23	21,058.39
2178-00 FLEX SPENDING ACCOUNT (FSA) PAYABLE	2,502.16	144.86
2210-00 DEFERRED INFLOWS	821,559.00	1,359,836.00
Total ACCRUED LIABILITIES:	864,848.87	1,396,409.39
NOTES PAYABLE		
2305-00 CAPITAL LEASE PAYABLE	8,614.80	15,098.17
2310-00 BUILDING LEASE PAYABLE	113,573.84	-0.00
Total NOTES PAYABLE:	122,188.64	15,098.17
OTHER LIABILITIES		
2400-00 NET OTHER POST-EMPLOYMENT BENEFIT	93,602.00	130,409.00
2410-00 NET PENSION LIABILITY	330,493.06	0.00
Total LIABILITIES:	1,467,560.75	1,611,654.34
NET POSITION		
2900-00 Retained Earnings-Current Year	104,722.22	1,789.47
2900-00 RETAINED EARNINGS - PRIOR	988,764.47	1,030,843.03
2910-00 INVESTMENTIN FIXED ASSETS	76,492.00	94,149.00
Total NET POSITION:	1,169,978.69	1,123,202.56
Total LIABILITIES & NET POSITION:	\$ 2,637,539.44	\$ 2,739,556.63

December 31, 2024 PROJECT UPDATE

Project	Start Date	End Date	Approved Budget	Total \$ Budget	Total \$ Spent	% Remain	Total Hrs Budget	Hrs Spent	Hrs Remain	% Remain	Total Hrs Budget	Hrs Spent	% Remain
1140-024: Regional Comprehensive Plan Update	1/1/2024	12/31/2024	50,000	50,000	12,796	74.41%	507.00	128.25	378.75	74.70%			
1205-024: Community Facilities Committee Coordination	1/1/2024	12/31/2024	6,950	124,000	105,968	14.54%	64.00	50.75	13.25	20.70%	1438.00	1121.50	22.01%
1231-024: Sewer Service Area Plan Promotion, Implementation	1/1/2024	12/31/2024	117,050				1374.00	1070.75	303.25	22.07%			
1311-024: FC/Osh Program Administration and Support	1/1/2024	12/31/2024	145,000				957.00	1267.50	-310.50	-32.45%	9880.00	8738.75	11.55%
1312-024: FC/Osh Fox Cities/Oshkosh LRTLUP	1/1/2024	12/31/2024	150,000				1965.00	1780.25	184.75	9.40%			
1313-024: NE Region Travel Demand Model Implementation	1/1/2024	12/31/2024	55,000				853.00	260.75	592.25	69.43%			
1321-024: FC/Osh - Short Range/Congestion Management	1/1/2024	12/31/2024	230,000				1713.00	1355.75	357.25	20.86%			
1322-024: FC/Osh - Transportation Improvement	1/1/2024	12/31/2024	50,000	935,173	795,047	14.98%	551.00	917.25	-366.25	-66.47%			
1323-024: FC/Osh Multi-modal/Transportation Alternatives	1/1/2024	12/31/2024	66,019				809.00	411.00	398.00	49.20%			
1324-024: FC/Osh Transit	1/1/2024	12/31/2024	30,000				613.00	426.25	186.75	30.46%			
1324-024F: FC/O FTA SATO	1/1/2024	12/31/2024	194,148				2145.00	2121.75	23.25	1.08%			
1324-024S: FC/O FHWA 2.5% SATO	1/1/2024	12/31/2024	15,006				274.00	198.25	75.75	27.65%			
1312-024A: FC/Osh LRTP	1/1/2024	12/31/2024	97,039	350,320	351,458	-0.32%	369.00	1193.75	-824.75	-223.51%	1261.00	2056.00	-63.05%
1313-024A: FC/Osh Travel Demand Model	1/1/2024	12/31/2024	97,039				307.00	364.25	-57.25	-18.65%			
1321-024A: FC/Osh Short Range/CMP	1/1/2024	12/31/2024	156,242				585.00	498.00	87.00	14.87%			
1331-024: Regional Transportation Administration	1/1/2024	12/31/2024	16,555	89,661	91,648	-2.22%	141.00	165.50	-24.50	-17.38%	964.00	1021.00	-5.91%
1332-024: Regional Transportation Tech Assistance	1/1/2024	12/31/2024	58,259				678.00	705.25	-27.25	-4.02%			
1333-024: Regional Comprehensive Planning	1/1/2024	12/31/2024	14,846				145.00	150.25	-5.25	-3.62%			
1341-024: FDL - Prgm Administration and Support	1/1/2024	12/31/2024	24,000				370.00	360.50	9.50	2.57%	2718.00	2605.25	4.15%
1342-024: FDL LRTLUP	1/1/2024	12/31/2024	64,500				808.00	804.00	4.00	0.50%			
1343-024: FDL Short Range/Congestion Mngmt	1/1/2024	12/31/2024	30,500				373.00	313.50	59.50	15.95%			
1344-024: FDL Transportation Improvement Program	1/1/2024	12/31/2024	25,500	213,225	214,583	-0.64%	309.00	378.50	-69.50	-22.49%			
1345-024: FDL - Transit	1/1/2024	12/31/2024	8,500				113.00	77.50	35.50	31.42%			
1346-024: FDL Travel Model Improvement Program	1/1/2024	12/31/2024	13,127				178.00	35.25	142.75	80.20%			
1346-024F: FDL FTA SATO	1/1/2024	12/31/2024	44,425				535.00	599.50	-64.50	-12.06%			
1346-024S: FDL FHWA 2.5% SATO	1/1/2024	12/31/2024	2,674				32.00	36.50	-4.50	-14.06%			
1381-024: Regional SRTS	1/1/2024	12/31/2024	375,000				5178.00	4525.00	653.00	12.61%	5439.00	4762.75	12.43%
1383-024: Events and Programs	1/1/2024	12/31/2024	85,000				0.00	0.00	0.00	#DIV/0!			
1384-024: Communications and Education Materials	1/1/2024	12/31/2024	8,000	488,200	499,512	-2.32%	0.00	0.00	0.00	#DIV/0!			
1386-024: Youth Engagement Program	1/1/2024	12/31/2024	14,500				196.00	198.00	-2.00	-1.02%			
1390-024: Workshops	1/1/2024	12/31/2024	1,000				0.00	0.00	0.00	#DIV/0!			
1391-024: Evidence Based Practices and Research	1/1/2024	12/31/2024	4,700				65.00	39.75	25.25	38.85%			
1511-024: Planning Partnership Grant Administration	1/1/2024	12/31/2024	27,500				270.00	183.25	86.75	32.13%	900.00	969.75	-7.75%
1512-024: CEDS Implementation	1/1/2024	12/31/2024	27,000				178.00	372.50	-194.50	-109.27%			
1513-024: Annual Comprehensive Economic Development Strategy	1/1/2024	12/31/2024	17,167	116,667	97,721	16.24%	81.00	128.50	-47.50	-58.64%			
1516-024: EMSI Analysis Services	1/1/2024	12/31/2024	15,400				129.00	103.25	25.75	19.96%			
1517-024: Support/Participation in Local/Regional Meetings	1/1/2024	12/31/2024	14,800				129.00	146.50	-17.50	-13.57%			
1520-024: EDA Technical Assistance - To be Determined	1/1/2024	12/31/2024	14,800				113.00	35.75	77.25	68.36%			
1621-024: NR-135 Non-Metallic Mine Reclamation	1/1/2024	12/31/2024	165,340	165,340	161,255	2.47%	1554.50	1235.00	319.50	20.55%			
2454-024: T Greenville Mining Inspection	1/1/2024	12/31/2024	1,000	1,000	-	100.00%	8.00	0.00	8.00	100.00%			
2462-024: New North	1/1/2024	12/31/2024	24,751	24,751	15,147	38.80%	220.00	153.50	66.50	30.23%			
2463-024: C of Shawano Open Space Recreation	1/1/2024	12/31/2024	13,316	13,316	15,564	-16.89%	178.00	195.00	-17.00	-9.55%			
2464-024: T of Buchanan Open Space Recreation	1/1/2024	12/31/2024	9,259	9,259	10,073	-8.80%	113.00	129.00	-16.00	-14.16%			
2470-024: T of Black Wolf	10/1/2024	1/31/2025	10,807	10,807	4,990	53.83%	141.00	52.25	88.75	62.94%			

DATE: January 22, 2025

TO: ECWRPC Executive Committee

FROM: Melissa Kraemer Badtke-Executive Director; Craig Moser-Deputy Director and Sara Otting-Controller

RE: Proposed Resolution 01-25: Amending the 2025 Work Program and Budget for the East Central Wisconsin Regional Planning Commission

Amending the 2025 Work Program and Budget

The 2025 Work Program and Budget was approved on October 24, 2024 by the Commission. After the approval there were several funding adjustments which are reflected in this amendment.

Economic Development Program:

3-Year Planning Partnership Grant (70% federal funding, 30% local match): In 2024, East Central will be in the second year of the 3-year planning partnership grant through the Economic Development Administration (EDA). The budget remains the same in 2025 as in 2024, with \$116,667 available which includes \$16,667 in additional local support. This additional local levy maintains total Economic Development Program funding at a consistent level from the prior grant cycle which was funded at 60% federal funding and 40% local match. **With the staffing turnover in this program area, 2024 came in under budget so staff recommends rolling the additional local funding of \$16,667 into the 2025 budget to support the Economic Development work program, particularly the additional GIS/Planning Services to be offered in 2025.**

NADO/USDA Grant: Staff have worked in partnership with the National Association of Development Organizations to submit a grant application of \$130,000 to the U.S. Department of Agriculture (USDA) to fund the continuation of the Small Community Technical Assistance program in 2025. Staff were notified that we have received the funding and a portion of the grant has been included in the budget for the Commission staff time and expenses to work on the Small Community Technical Assistance Program. NADO will be hosting the contract with the consultant that will assist with the Small Community Technical Assistance Program.

Sewer Service Area/Water Quality Management Program: Staff met with the WDNR staff in December and have received a slight increase in the funding for the Water Quality Management Program **of \$2,600 to help support this program.**

For the 2025 preliminary budget, East Central staff assumed no increase in funding from Wisconsin Department of Natural Resources (WDNR). The local levy needed to support the program would be approximately \$75,000. Staff submitting a proposal to WDNR for additional funding of roughly \$50,000 that would be focused on the development of environmental justice frameworks for urban and rural Sewer Service Area Plan updates to be utilized moving forward. Based on follow-up discussions with WDNR, **\$25,000** of additional funding is now included in the budget. In addition, the WDNR also provided a slight increase in the funding for the Water Quality Management Program and this is reflected in the Amended Work Program and Budget.

Transportation: The Extension of Funding Availability for the Appleton (Fox Cities) and Oshkosh MPOs has been updated to reflect the actual funding amount for 2025. The previous 2025 Work Program and Budget had an estimate for what is anticipated for the funding for this program to extend into 2025.

Local Contracts: In 2025, staff will contract with the City of Waupaca, Village of Brandon, Village of Hortonville, and City of New London for their Comprehensive Outdoor Recreation Plan updates and the Village of Greenville for annual mine operations inspections.

The contract with New North for Broadband mapping assistance has also been extended through April of 2025 and the budget for this contract has been updated.

Two additional communities are making final decisions on proposals this month.

Finally, Overhead Expenses have also been updated to reflect changes (i.e. insurance increases).

Staff Recommendation: Staff is recommending Proposed Resolution 01-25: Amending the 2025 Work Program and Budget for the East Central Wisconsin Regional Planning Commission.

Table 3: East Central Wisconsin RPC 2025 Budget Summary

	2025 PROPOSED BUDGET AMENDMENT	2025 APPROVED BUDGET 10/24/2024	2024 APPROVED & AMENDED BUDGET	Difference (\$)	Difference (%)
Projected Operating Revenues					
Intergovernmental Grants	\$ 2,005,410	\$ 2,004,674	\$ 1,929,111	\$ 76,299	4.0%
Federal Grants	\$ 1,886,993	\$ 1,895,159	\$ 1,843,826	\$ 43,167	2.3%
State Grants	\$ 118,417	\$ 109,515	\$ 85,285	\$ 33,132	38.8%
Other Grants	\$ -	\$ -	\$ -	\$ -	0.0%
Intergovernmental Charges for Services	\$ 904,153	\$ 895,208	\$ 834,482	\$ 69,671	8.3%
Local districts membership levy	\$ 675,000	\$ 675,000	\$ 625,000	\$ 50,000	8.0%
Local district contracts (secured & estimated)	\$ 67,881	\$ 58,936	\$ 51,326	\$ 16,555	32.3%
NR-135 program (Operator fees)	\$ 140,052	\$ 140,052	\$ 137,346	\$ 2,706	2.0%
NR-135 program (WDNR fees)	\$ 21,220	\$ 21,220	\$ 20,810	\$ 410	2.0%
Public Charges for Services	\$ 35,000	\$ 38,000	\$ 38,000	\$ (3,000)	-7.9%
Use of Prior Years Fund Balance	\$ 25,082		\$ -	\$ 25,082	#DIV/0!
Carry Forward EDA Local Additional from 2024	\$ 16,667				
Total Operating Revenues	\$ 2,986,312	\$ 2,937,882	\$ 2,801,593	\$ 184,719	6.6%
Projected Operating Expenses					
Salaries and wages	\$ 1,593,189	\$ 1,579,048	\$ 1,428,023	\$ 165,166	11.6%
Staff	\$ 1,573,189	\$ 1,559,048	\$ 1,411,023	\$ 162,166	11.5%
Commissioners (meeting payments)	\$ 20,000	\$ 20,000	\$ 17,000	\$ 3,000	17.6%
Employee fringe benefits	\$ 493,691	\$ 490,764	\$ 441,071	\$ 52,620	11.9%
Health Insurance	\$ 255,108	\$ 255,108	\$ 227,757	\$ 27,351	12.0%
FICA, Wkmm's Comp, Life, WRS, etc.	\$ 238,584	\$ 235,656	\$ 213,314	\$ 25,270	11.8%
Direct grant expenses	\$ 567,786	\$ 543,408	\$ 582,343	\$ (14,557)	-2.5%
Overhead Expenses	\$ 311,689	\$ 287,763	\$ 317,577	\$ (5,888)	-1.9%
6100 Meeting Expenses & Staff Development	\$ 36,666	\$ 22,740	\$ 17,990	\$ 18,676	103.8%
6200 Supplies	\$ 8,000	\$ 8,000	\$ 7,000	\$ 1,000	14.3%
6300 Office Space & Equipment	\$ 74,123	\$ 73,373	\$ 141,802	\$ (67,679)	-47.7%
6400 Reference materials, subscriptions and dues	\$ 12,285	\$ 11,035	\$ 9,085	\$ 3,200	35.2%
6500 Printing and Publishing	\$ 3,000	\$ 3,000	\$ 1,000	\$ 2,000	200.0%
6600 Postage	\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,000	100.0%
6700 Staff expenses	\$ 12,500	\$ 12,500	\$ 11,500	\$ 1,000	8.7%
6800 Insurance, legal, audit	\$ 63,500	\$ 55,500	\$ 55,200	\$ 8,300	15.0%
Interest	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	0.0%
Depreciation	\$ 94,615	\$ 94,615	\$ 68,000	\$ 26,615	39.1%
Total Operating Expenses	\$ 2,966,356	\$ 2,900,983	\$ 2,769,014	\$ 197,342	7.1%
Projected Surplus / (Deficit)	\$ 19,957	\$ 36,899	\$ 32,579	\$ (12,622)	-38.7%

Table 4: ECWRPC - 2025 Federal and State Program Revenues & Matches

Funding Source	Funding Entity/Program	2025 Total Estimated Award Amount		Required Local Share %	Local Share Amount (ECWRPC Levy)	Total Program Cost
		Federal Amount	State/Local Amount			
PL Funding	FHWA, FTA and State- PL (Appleton MPO)	\$ 445,385	\$ 27,289	15.1%	\$ 84,057	\$ 556,731
PL Funding	Appleton (Fox Cities) MPO - FHWA 2.5% SATO	\$ 11,517				\$ 11,517
PL Funding	Appleton (Fox Cities) MPO - FTA SATO	\$ 135,428				\$ 135,428
PL Funding	Local Additional Appleton MPO				\$ 45,199	\$ 45,199
PL Funding	Oshkosh MPO FHWA, FTA, State - PL Funding	\$ 148,379	\$ 9,015	15.1%	\$ 28,080	\$ 185,474
PL Funding	Oshkosh MPO SATO FHWA 2.5%	\$ 3,805				\$ 3,805
PL Funding	Oshkosh MPO SATO FTA	\$ 45,108				\$ 45,108
PL Funding	Local Additional Oshkosh MPO				\$ 15,045	\$ 15,045
PL Funding	Appleton (Fox Cities)/Oshkosh MPO - Intermodal Freight Facility Plan	\$ 62,101.42	\$ 3,877.61		\$ 11,647.74	\$ 77,626.77
PL Funding	1312A - MTP Carryover 2024 funds	\$ 28,257.33	\$ 1,764.39		\$ 5,299.94	\$ 35,321.66
PL Funding	1321A - CMP Carryover Funds	\$ 6,800.00	\$ 424.59		\$ 1,275.41	\$ 8,500.00
PL Funding	FHWA - PL (Fond du Lac MPO)	\$ 136,429	\$ 6,481	16.2%	\$ 27,626	\$ 170,536
PL Funding	Fond du Lac MPO FHWA 2.5% SATO	\$ 2,735				\$ 2,735
PL Funding	Fond du Lac MPO SATO FTA	\$ 41,249				\$ 41,249
	Local Additional Fond du Lac MPO				\$ 13,572	\$ 13,572
5304	Valley Transit Transit Development Plan	\$ 160,000	\$ 40,000			\$ 200,000
SPR Funding	FHWA - Regional Program (SPR)	\$ 71,729	\$ 8,966	10.0%	\$ 8,966	\$ 89,661
TAP Funding	Regional Safe Routes to School Program (SRTS)	\$ 408,070		20.0%	\$ 102,018	\$ 510,088
Federal	EDA - Economic Development Program Planning Grant	\$ 70,000		30.0%	\$ 30,000	\$ 100,000
Local Levy	EDA - Economic Development Program Planning Grant				\$ 16,667	\$ 16,667
Rollover	EDA Local Additional from 2024				\$ 16,667	\$ 16,667
USDA	NADO Grant - Small Community Technical Assistance Program	\$ 65,000				\$ 65,000
EPA & DNR funding	#1230 - WDNR - NR-121 Sewer Service Area Planning Grant	\$ 20,000	\$ 20,600	64.9%	\$ 75,000	\$ 115,600
DNR	Additional DNR Funding for Environmental Justice Implementation into SSA Plans	\$ 25,000			\$ -	\$ 25,000
Local Levy	Regional Comprehensive Plan				\$ 25,000	\$ 25,000
Local Levy	SERDI Implementation				\$ 80,000	\$ 80,000
	Totals	\$ 1,886,993	\$ 118,417		\$ 586,120	\$ 2,591,530

	\$	78,417	\$	506,120	
Federal Grant Total	\$	1,886,993			\$3.42
State Grant Total	\$	118,417			Leveraged for
Other Grant Total					every \$1 matched by EC
Total	\$	2,005,410			

Table 5: ECWRPC 6000 Work Program Element -2025 Overhead Budget

Work Program Element/Item	Overhead Item	PROPOSED 2025 BUDGET	ADOPTED 2024 BUDGET	Difference (2024-2025)
6100	Meeting Expenses & Staff Development	\$ 36,666	\$ 17,990	\$ 18,676
6101	Staff Development*	\$ 29,166	\$ 10,490	\$ 18,676
6102	Commissioner's Meeting Exp. (mileage only)**	\$ 7,500	\$ 7,500	\$ -
6200	Supplies	\$ 8,000	\$ 7,000	\$ 1,000
6201	General Office & Copier Supplies	\$ 6,000	\$ 5,000	\$ 1,000
6205	Miscellaneous Supplies	\$ 2,000	\$ 2,000	\$ -
6300	Office Space and Equipment	\$ 74,123	\$ 141,804	\$ (67,681)
6302	Utilities & Security Monitoring	\$ 17,000	\$ 15,000	\$ 2,000
6310	Telephone/Internet	\$ 6,000	\$ 6,000	\$ -
6320	General Office Furniture/Equipment	\$ 5,000	\$ 83,600	\$ (78,600)
6340	Computer & Software Expense	\$ 8,000	\$ 7,000	\$ 1,000
6350	Copier/Postage Meter Rental	\$ 1,000	\$ 1,000	\$ -
6391	Computer Software Maintenance	\$ 37,123	\$ 29,204	\$ 7,919
6400	Reference Materials, Subscriptions & Dues	\$ 12,285	\$ 9,085	\$ 3,200
6401	Reference Materials & Books	\$ 100	\$ 100	\$ -
6410	Subscriptions	\$ 3,000	\$ 2,000	\$ 1,000
6450	Professional Org. Memberships & Dues	\$ 9,185	\$ 6,985	\$ 2,200
6500	Printing and Publishing	\$ 3,000	\$ 1,000	\$ 2,000
6503	Marketing	\$ 3,000	\$ 1,000	\$ 2,000
6600	Postage	\$ 2,000	\$ 1,000	\$ 1,000
6700	Staff Expenses*	\$ 12,500	\$ 11,500	\$ 1,000
6701	Agency Car Maintenance & Expenses	\$ 4,500	\$ 4,500	\$ -
6702	EE Vehicle Mileage (not job related)	\$ 2,000	\$ 2,000	\$ -
6703	Other EE Expenses (not job related)	\$ 6,000	\$ 5,000	\$ 1,000
6800	Insurance, Legal and Audit	\$ 63,500	\$ 55,200	\$ 8,300
6803	Insurance	\$ 15,000	\$ 12,000	\$ 3,000
6820	Legal Counsel / HR Services / Prof fees	\$ 28,000	\$ 28,000	\$ -
6830	Annual Audit	\$ 18,000	\$ 12,700	\$ 5,300
6840	Banking Fees	\$ 2,500	\$ 2,500	\$ -
6900	Capital Purchases	\$ 25,000	\$ 25,000	\$ -
6870/assets	Capital Purchases, Computers & Equipment	\$ 25,000	\$ 25,000	\$ -
GRAND TOTAL		\$ 237,074	\$ 269,579	\$ (32,505)

PROPOSED

RESOLUTION NO. 01-25

AMENDING THE 2025 WORK PROGRAM AND BUDGET FOR EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, Article II, Section 2 of the Bylaws of the East Central Wisconsin Regional Planning Commission requires the adoption of an annual budget, and;

WHEREAS, the 2025 Work Program and Budget was adopted by the Commission on October 24, 2024, and;

WHEREAS, the East Central Wisconsin Regional Planning Commission, in partnership with the National Association of Development Organizations, received a USDA grant to conduct the Small Community Technical Assistance Program in 2025, and;

WHEREAS, WI DNR provided additional funding to support the Areawide Water Quality Management Program, and;

WHEREAS, the extension of funding availability for the Appleton (Fox Cities) and Oshkosh Metropolitan Planning Organizations has been updated to reflect the actual funding amounts, and;

WHEREAS, the Commission's Economic Development Program was under budget due to staffing turnover in 2024 and didn't utilize the additional local support, and;

WHEREAS, the Commission's operational and overhead expenses were updated, so;

NOW, THEREFORE, BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That the Commission hereby amends the 2025 Work Program and Budget as reflected on the attached and incorporated herein.

Effective Date: January 30, 2025
Submitted To: Executive Committee
Prepared By: Melissa Kraemer Badtke, Executive Director

Alice Connors, Chair – Calumet Co.

Attest: Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date

TO: Executive Committee
FROM: Melissa Kraemer Badtke, Executive Director
DATE: January 22, 2025
RE: Proposed Resolution 02-25: Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission

In January, the Commission Board approved an updated Employee Manual through Resolution Number 07-24. Annually, the employee manual is reviewed by East Central staff and legal counsel to ensure it is consistent with state and federal requirements. The employee manual has been reviewed and vetted through legal counsel and staff worked with legal counsel on modifications that would impact the Commission's procedures, processes, and policies.

Outlined below are a few updates that can be found in the yellow highlighted sections of the employee manual document. The leadership team has included a copy of the updated employee manual for your review.

- **Pregnant Workers Fairness Act (PWFA) and Providing Urgent Maternal Protections for Nursing Mothers Act (PUMP) (pg. 12):** East Central staff worked with the legal counsel to update this language and provide additional information to the employees regarding this policy. This was a new policy that was introduced for the first time in 2024.
- **Employee References (pg. 29):** This policy was added to ensure legal compliance as it relates to employee references and how the Commission will handle these in the future.
- **Telecommuting Policy (pg. 29):** East Central approved a telecommuting policy in 2024 for all employees, allowing staff to telework on Mondays or Fridays up to a maximum of 37.5 hours per month. The leadership team believes this benefit has worked well and added some clarifying language regarding the policy based on scenarios that staff have encountered.
- **Time and Expense Reporting (pg. 38):** This section was expanded to provide additional information to staff regarding the expectations of time and expense reporting.
- **Vacation Time Policy Clarification (pg. 39):** This section was updated to include language regarding staff that are taking vacation need to provide a continuity plan for their staff. In addition, this plan will be provided to the leadership team, so we are able to assist their staff when they are out of the office.
- **Schedules and Meetings (pg. 44):** In this section, staff clarified that salary employees are expected to attend meetings that may be outside of the normal work hours.

Additional modifications and adjustments can be found highlighted in yellow throughout the document.

Staff Recommendation: Staff recommends approval of Proposed Resolution 02-25: Amending the Employee Manual for Staff Employed by East Central Wisconsin Regional Planning Commission.



EMPLOYEE MANUAL

As amended on January 30, 2025

Adopted:

November 8, 1979

Revised:

April 11, 1985

April 10, 1986

January 9, 1989

November 15, 1991

September 10, 1992

November 6, 1997

March 13, 2000

June 1, 2002

January 11, 2007

January 12, 2012

November 14, 2013

December 14, 2017

August 16, 2018

August 29, 2019

April 28, 2023

January 24, 2024

January 30, 2025

Effective Date: April 26, 1990 as amended July 27, 1990; July 26 and October 25, 1991; January 26, 1996; April 25, 1997; October 31, 1997; January 26, 2001; October 31, 2003; July, 2005; January, 2006; April 25, 2008, January 30, 2009, January 27, 2012; October 28, 2016, July 26, 2019, April 28, 2023, January 24, 2024 and January 30, 2025.

Welcome

Welcome to East Central Wisconsin Regional Planning Commission! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further Commission's goals.

You are joining an organization that has a reputation for outstanding leadership, innovation, and expertise. Our employees use their creativity and talent to invent new solutions, meet new demands, and offer the most effective services/products in the industry. With your active involvement, creativity, and support, East Central Wisconsin Regional Planning Commission will continue to achieve its goals. We sincerely hope you will take pride in being an important part of the Commission's success.

Please take time to review the policies contained in this handbook. If you have questions, feel free to ask your supervisor or contact the Controller.

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Employee Handbook Acknowledgement and Receipt

I hereby acknowledge receipt of the employee handbook of East Central Wisconsin Regional Planning Commission. I understand and agree that it is my responsibility to read and comply with the policies in the handbook.

I understand that the handbook and all other written and oral materials provided to me are intended for informational purposes only. The handbook, Commission practices, and other communications do not create an employment contract. I understand that the policies and benefits, both in the handbook and those communicated to me in any other fashion, are subject to interpretation, review, removal, and change by management at any time without notice.

I further understand that I am an at-will employee and that neither this document nor any other communication shall bind the Commission to employ me now or hereafter and that my employment may be terminated by me or the Commission without reason at any time. I understand that no representative of the Commission has any authority to enter into any agreement for employment for any specified period of time or to assure any other personnel action or to assure any benefits or terms or conditions of employment or make any agreement contrary to the foregoing.

I also understand and agree that this agreement may not be modified orally and that only the Executive Director of the Commission may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Executive Director of the Commission.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

Note: All employees are required to acknowledge receipt of the Employee Handbook by signing this acknowledgment.

TO BE PLACED IN THE EMPLOYEE'S PERSONNEL FILE

EMPLOYEE ACKNOWLEDGMENT AND RECEIPT OF HARASSMENT POLICY

I have read and understand the Commission's Harassment Policy. My signature below confirms my knowledge, acceptance, and agreement to comply with the policy.

Employee's Name in Print

Signature of Employee

Date Signed by Employee

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

INTRODUCTION

The general purpose of this Employee Handbook is to establish a uniform system of personnel administration that will provide for fair and impartial treatment for all the employees of the East Central Wisconsin Regional Planning Commission (hereinafter referred to as the Commission) and to serve as a guideline for the employer/employee relationship. The administration of the policies in this manual is the responsibility of the Executive Director and Deputy Director.

There are several things to keep in mind about this manual. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if an employee has any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to him/her, the employee should address his/her specific questions to the Executive Director.

Neither this handbook nor any other Commission document confers any contractual right, either express or implied, to remain in the Commission's employ. Nor does it guarantee any fixed terms and conditions of employment. Final interpretation and implementation of any of the policies in this manual are vested solely with management.

Second, the procedures, practices, policies and benefits described here are subject to change at any time by the Commission and are reviewed and revised periodically. The Commission will do its best to inform an employee of any changes as they occur.

Finally, some of the subjects described here, such as insurances, retirement, etc. are covered in detail in official policy **and procedure** documents. An employee should refer to these documents for specific information, since this handbook **is a summary document**. Please note that the terms of the policy **and procedure** documents are controlling.

DEFINITIONS

ANNIVERSARY DATE: The calendar date on which an employee was hired or promoted into his/her present position.

CONTINUOUS SERVICE: Includes all time in which an employee is on a **paid** status with the Commission.

HIRE DATE: The date an employee began employment on a paid status with the Commission. If the employee leaves the commission and is reinstated at a later date, the new date of hire will be used.

IMMEDIATE FAMILY: For purposes of sick leave, immediate family shall include the spouse, son, daughter, father, mother, stepfather, stepmother, stepdaughter, or stepson of the employee. For the purpose of bereavement leave, immediate family shall include: spouse, son, daughter, grandfather, grandmother, father, father-in-law, mother, mother-in-law, stepfather, stepmother, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, or grandchildren.

INITIAL EMPLOYMENT PERIOD: The first six months of employment with the Commission. During this time the employee's fringe benefit eligibility is limited, as described in the actual policies.

JOB DESCRIPTION: A statement of each job classification's distinguishing features, general duties and responsibilities, required knowledge and skill, and acceptable training and experience.

PAID STATUS: This includes compensation received for work performed, sick leave, jury duty, vacation pay, holiday pay, paid military leave, paid family medical leave, etc.

PROFESSIONAL: Those positions classified as Assistant Planner and above. These positions are considered exempt under the Federal and State Wage and Hour laws.

TECHNICAL & CLERICAL: An individual who is hired to perform support functions for the Commission as a whole or in a particular area of expertise for the Commission and its programs. Technical and clerical positions are considered non-exempt under the Federal and State Wage and Hour laws.

POLICY STATEMENTS

Employment at Will

Employment at East Central Wisconsin Regional Planning Commission is on an at-will basis unless otherwise stated in a written individual employment agreement signed by the Chair of the Commission.

This means that either the employee or the Commission may terminate the employment relationship at any time, for any reason, with or without notice.

Nothing in this employee handbook creates or is intended to create an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time. In addition, no Commission representative is authorized to modify this policy for any employee or to enter into any agreement, oral or written, that changes the at-will relationship.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended to and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by law. Such activity may include employee communications regarding wages, hours, or other terms or conditions of employment. Commission employees have the right to engage in or refrain from such activities.

Employment Classifications

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, the Commission classifies its employees as shown below. The Commission may review or change employee classifications at any time.

Exempt: Exempt employees are typically paid on a salary basis and are not eligible to receive overtime pay.

Nonexempt: Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked over 40 hours in a week.

Regular, full time: Employees who are not in temporary status and work a minimum of 30 hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefit program.

Regular, part time: Employees who are not in a temporary status and who are regularly scheduled to work less than 30 hours weekly but at least 20 hours weekly and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by the Commission and are subject to the terms, conditions, and limitations of each benefits program.

Temporary, full time: Employees who are hired as interim replacements, to supplement the workforce, or to assist in the completion of a specific project and who are temporarily scheduled to work the Commission's full-time schedule for a limited or extended duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary, part time: Employees who are hired as interim replacements, to supplement the workforce, or to assist in the completion of a specific project and who are scheduled to work less than 30 hours weekly for a limited or extended duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Equal Employment Opportunity

East Central Wisconsin Regional Planning Commission provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, ancestry, national origin, citizenship, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, religion, age, disability, genetic information, service in the military, or any other characteristic protected by applicable federal, state, or local laws and ordinances. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

East Central Wisconsin Regional Planning Commission expressly prohibits any form of unlawful employee harassment or discrimination based on any of the characteristics mentioned above. Improper interference with the ability of other employees to perform their expected job duties is absolutely not tolerated.

Upon receipt of a written or verbal request, East Central Wisconsin Regional Planning Commission will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law, unless doing so would impose an undue hardship upon East Central Wisconsin Regional Planning Commission's business operations.

Any employees with questions or concerns about equal employment opportunities in the workplace are encouraged to bring these issues to the attention of the Executive Director, Deputy Director, or Human Resources representative. The Commission will not allow any form of retaliation against individuals who raise issues of equal employment opportunity. Employees who feel they have been subjected to any such retaliation should bring it to the attention of the Executive Director Deputy Director, or Human Resources representative.

Retaliation means adverse conduct taken because an individual reported an actual or a perceived violation of this policy, opposed practices prohibited by this policy, or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

- (1) Shunning and avoiding an individual who reports harassment, discrimination, retaliation;
- (2) Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation; *or*
- (3) Denying employment benefits because an applicant or employee reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

Other examples of retaliation include but are not limited to firing, demotion, denial of promotion, unjustified negative evaluations, increased surveillance, harassment, and assault.

Complaints of discrimination should be filed according to the procedures described in the Harassment and Complaint Procedure.

Americans with Disabilities Act (ADA) and Reasonable Accommodation

East Central Wisconsin Regional Planning Commission is committed to the fair and equal employment of individuals with disabilities under the ADA. It is the Commission's policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the Commission. The Commission prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation. East Central Wisconsin Regional Planning Commission prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should use the procedures described in the Harassment and Complaint Procedure to report any harassment, discrimination, or retaliation they have experienced or witnessed

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the Executive Director, Deputy Director, or Human Resources representative and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Commission then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Pregnancy and Related Conditions Accommodation

East Central Wisconsin Regional Planning Commission is committed to supporting pregnant employees in the workplace under the **Pregnant Workers' Fairness Act** ("PWFA"). It is the Commission's policy to provide reasonable accommodation to employees affected by pregnancy, childbirth, or related medical conditions unless doing so would impose an undue hardship on the Commission. The Commission prohibits any harassment of, or discriminatory treatment of, employees or applicants with pregnancy related conditions or because an employee has requested a reasonable accommodation.

Reasonable accommodations under the PWFA could include, but are not limited to light duty work, sitting to perform some work tasks, additional break time for eating or drinking, resting or restroom usage, closer parking, etc.

In accordance with the PWFA, an employee or applicant may request an accommodation verbally or in writing from the Executive Director, Deputy Director or Human Resources Representative and should specify what accommodation is requested. The Commission then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if **alternative effective** accommodations are appropriate. If requested, the employee is responsible for providing relevant medical documentation or input from the employee's health care provider. All information obtained concerning the medical condition or history of an applicant or employee will

be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy. However, leave is an accommodation of last resort after all other avenues are exhausted unless the employee requests and leave is medically required and supported by medical documentation. The Commission will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work. In the instance where it is determined that leave is the only appropriate accommodation and it can be accorded without undue hardship, the employee may use paid time off during their leave, or take the leave as unpaid leave.

Lactation Policy

All employees who are nursing are eligible to take reasonable breaks under this policy to express breast milk for up to one year after the birth of the employee's child. The Commission encourages all eligible employees who intend to take breaks under this policy to notify their supervisor of their intent, for example when they are discussing their return to work following leave relating to childbirth.

Eligible employees may take a reasonable amount of break time to accommodate the employee's need to express breast milk for the employee's nursing child. Eligible employees should notify their direct supervisor of the frequency, timing, and duration of lactation breaks they need to take. Teleworking employees are also entitled to these rights, and will be able to step away from their computer and camera to pump however must also notify their supervisor of the expected schedule of lactation breaks they need to take and to abide by that schedule.

Please contact Human Resources for information about the designated location for lactation breaks.

Lactation breaks under this policy are unpaid.

Employees who are required to record time under the Commission's timekeeping policy must accurately record the start and end of lactation breaks [on their time sheets/clock in and out for their lactation breaks] in accordance with the Commission's timekeeping policy. Uninterrupted lactation breaks exceeding thirty (30) minutes do not count as hours worked.

Exempt employees may be provided break time with pay when necessary to comply with state and federal wage and hour laws.

Human Resources is responsible for the administering this policy. If you have any questions regarding this policy or if you have questions about lactation breaks that are not addressed in this policy, please contact Human Resources.

If you are subjected to any conduct that you believe violates this policy, you should promptly speak to, write, or otherwise contact Human Resources.

Commitment to Diversity

East Central Wisconsin Regional Planning Commission is committed to creating and maintaining a workplace in which all employees have an opportunity to participate and contribute to the success of the Commission and are valued for their skills, experience, and unique perspectives. This commitment is embodied in Commission policy and the way we do business at the Commission and is an important principle of sound business management.

Harassment and Complaint Procedure

The Commission is committed to providing an inclusive work environment that promotes collaboration, individuality, and organizational success. Therefore it is the Commission's policy to prohibit intentional and unintentional unlawful harassment of or against job applicants, contractors, interns, volunteers, or employees by another employee, supervisor, vendor, customer, or third party based on actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth, and pregnancy-related conditions), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state, or local laws. Such conduct will not be tolerated by the Commission.

Behaviors that are not necessarily unlawful, like bullying, but contribute to a hostile and intimidating work environment are also prohibited.

Furthermore, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals or for cooperating with an investigation of a harassment complaint is similarly unlawful and will not be tolerated. The Commission will take all reasonable steps necessary to prevent and eliminate unlawful harassment.

Definition of "unlawful harassment." "Unlawful harassment" is conduct that has the purpose or effect of creating an intimidating, a hostile, or an offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in a protected class.

Unlawful harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, sexual orientation, marital status, religion, age, disability, veteran status, or another characteristic protected by state or federal law.

Definition of "sexual harassment." While all forms of harassment are prohibited, special attention should be paid to sexual harassment. "Sexual harassment" can include all of the above actions, as well as other unwelcome conduct, and is generally defined under both state and federal law as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual's employment or as a basis for employment decisions.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, a hostile, or an offensive work environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets; jokes; written or oral references to sexual conduct; gossip regarding one's sex life; comments about an individual's body; and comments about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one's sexual experiences; *and*
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual or other harassment and retaliation against individuals for cooperating with an investigation of sexual or other harassment complaints violate the Commission's policy.

Complaint procedure. If you believe you have been subject to or have witnessed unlawful discrimination, including sexual or other forms of unlawful harassment, or other inappropriate conduct, you are requested and encouraged to make a complaint. You may complain directly to your immediate supervisor or department manager, the Human Resources representative, or any other member of management with whom you feel comfortable bringing such a complaint. Similarly, if you observe acts of discrimination toward or harassment of another employee, you are requested and encouraged to report this to one of the individuals listed above. All complaints will be investigated promptly, and confidentiality will be protected to the extent possible. A timely resolution of each complaint will be reached and communicated to the parties involved.

If the investigation confirms conduct that violates this policy has occurred, the Commission will take immediate, appropriate, corrective action, including discipline, up to and including immediate termination.

No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

Conflicts of Interest

The Commission expects all employees to conduct themselves and Commission business in a manner that reflects the highest standards of ethical conduct and in accordance with all federal, state, and local laws and regulations. This includes avoiding real, potential and perceived conflicts of interests.

Exactly what constitutes a conflict of interest or an unethical business practice is both a moral and a legal question. The Commission recognizes and respects the individual employee's right to engage in activities outside of employment that are private in nature and do not in any way conflict with or reflect poorly on the Commission.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. If a situation arises in which there is a potential conflict of interest, the employee should discuss this with their manager for advice and guidance on how to proceed. The list below

suggests some of the types of activities that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics:

1. Simultaneous employment by another firm that is a competitor of or supplier to the Commission; or involves hours having a detrimental impact on work at the Commission as determined by the Commission's administration;
2. Carrying on Commission business with a firm in which the employee, or a close relative of the employee, has a substantial ownership or interest;
3. Holding a substantial interest in, or participating in the management of, a firm to which the Commission makes sales or from which it makes purchases;
4. Borrowing money from customers or firms, other than recognized loan institutions, from which our Commission buys services, materials, equipment, or supplies;
5. Accepting substantial gifts or excessive entertainment from an outside organization or agency;
6. Speculating or dealing in materials, equipment, supplies, services, or property purchased by the Commission;
7. Participating in civic or professional organization activities in a manner that divulges confidential Commission information;
8. Misusing privileged information or revealing confidential data to outsiders;
9. Using one's position in the Commission or knowledge of its affairs for personal gains;
and
10. Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of Commission business.

Each employee is required to annually review and sign a Conflict of Interest statement. No employee may use his/her position to obtain financial gain for him/herself or his/her immediate family, or for any business with which s/he has a significant fiduciary relationship. No employee may use his/her position or influence to gain unlawful benefits, advantages, or privileges for him/herself, for the members of his/her immediate family, or for any other person.

Drug-Free and Alcohol-Free Workplace

It is the policy of the Commission that all employees, as a condition of employment, are prohibited from unlawfully manufacturing, distributing, dispensing, possessing or using controlled substances in the Commission's workplace, as is being under the influence of alcohol or non-prescribed controlled substances while on duty, including Commission auto and personal vehicles or any other location while in the duty of the Commission. Any employee in violation of this policy will be subject to disciplinary action, up to and including termination. The Commission reserves the right to request and require a test where there is reasonable suspicion to believe there is a violation of this policy. Refusing to test and/or testing positive for alcohol and/or illegal controlled substances will lead to termination of employment.

As a condition of employment, all Commission employees must abide by the terms of this policy and notify the Executive Director or Human Resources Representative if she/he is arrested and/or convicted of a criminal drug violation occurring in the workplace no later than five (5) business or calendar? days after such arrest and/or conviction. The Commission will not act against any employee on the basis of arrest or conviction unless they substantially relate to the employment position, and as it relates to the actual facts of the situation.

Alternatively, the Commission might require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. However, employees are encouraged to seek assistance as early as necessary since such assistance will likely not be provided after an event occurs that leads to an investigation of a violation of this policy.

Grievance Policy

The Commission has a process to address issues concerning workplace safety, discipline and termination. Employees should reference Resolution 28-20 effective September 28, 2020 for specific procedures under this policy. The Resolution can be found in the Commission's "P" drive under Employee Resources.

This grievance procedure is adopted pursuant to Wisconsin Statute 66.0509(1m), and is intended to provide a process to address issues concerning workplace safety, discipline, and termination.

- Workplace safety is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment, and workplace violence.
- Discipline is defined as all levels of progressive discipline, but shall not include: actions taken to address work performance, including annual reviews; demotion, transfer, change in job assignment; or other personnel actions taken that not a form of progressive discipline.
- Termination is defined as action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following actions: voluntary resignation, layoff or failure to be recalled from layoff; retirement, job abandonment; or termination due to inability to perform job duties.

Procedures

Employees should first discuss complaints or questions with the Executive Director. Every reasonable effort should be made to resolve questions, problems, or misunderstandings that have arisen before filing a grievance.

- a. The employee must provide the Executive Director with a written grievance within 10 business days of the occurrence, explaining the nature and circumstances of the grievance. A written grievance filed under this policy must contain the following information:
 - i. The name and position of the employee filing it;
 - ii. A statement of the issue involved;
 - iii. A statement of the relief sought;
 - iv. A detailed explanation of the facts supporting the grievance;
 - v. The date(s) the event(s) giving rise to this grievance took place;
 - vi. The identity of the policy, procedure, or rule that is being challenged;
 - vii. The steps the employee has taken to review the matter, either orally or in writing, with the executive director, and;
 - viii. The employee's signature and date.

- b. The Executive Director will meet with the grievant within 10 business days of the receipt of the written grievance and provide a written response. A copy of the Executive Director's response and the original written grievance will be filed in the grievant's personnel file.
- c. If the grievant does not feel the grievance has been satisfactory resolved, the grievant must send the written grievance and Executive Director's response to the Commission Board Chair within 10 business days of the Executive Director's response for a hearing by an impartial officer. It is the Commission's responsibility to retain an impartial hearing officer. An impartial hearing officer should be a lawyer, professional mediator/arbitrator, retired judge or other qualified individual. The hearing date will be scheduled by the impartial hearing officer and will be no more than 60 business days from the receipt of the grievant's written request for a hearing. The impartial hearing officer will request documentation from both parties involved. The written decision of the impartial hearing officer will be sent to the parties involved within 10 business days of the hearing. The decision of the impartial hearing officer will be filed in the grievant's personnel file. The cost of the impartial hearing officer will be split equally between the Commission and the grievant.
- d. If either the grievant or Executive Director does not feel the grievance has been satisfactory resolved at the hearing officer level, either the grievant or Executive Director must send a written request to the Commission Board Chair for review of the hearing officer decision. The grievance will be addressed at the next scheduled Executive Committee meeting based upon the record established at the hearing. The grievant may or may not attend the Executive Committee meeting as determined by the Executive Committee. The Executive Committee decision will be sent to the grievant and Executive Director within 10 business days of the Executive Committee meeting. A copy of the Executive Committee's response will be filed in the grievant's personnel file and shall be final.

Other Considerations

- a. The Commission office is open Monday through Friday and closed on those holidays listed in the Employee Handbook. Mail and other documentation that arrives while the Commission is closed will be accepted and reviewed the following business day.
- b. Any expenses incurred by a grievant in investigating, preparing, or presenting a grievance shall be the sole responsibility of the grievant. Each party (grievant and employer) shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorney fees. The fees of the impartial hearing officer shall be divided equally between the parties with the grievant(s) paying half and the employer paying the other half.

- c. An employee must process his/her grievance outside of normal work hours, unless the employee elects to use accrued paid time (vacation or comp time) in order to be paid for time spent processing the grievance through the various steps of the process.
- d. The grievant may not file a grievance outside the time limits set forth above. If the grievant fails to meet the deadlines above, the grievance will be considered resolved.

Whistleblower Policy

The Commission is committed to operating in furtherance of its statutory and tax-exempt purposes and in compliance with all applicable laws, rules and regulations, including those concerning accounting and auditing, and prohibits fraudulent practices by any of its board members, officers, employees, or volunteers. Resolution 24-19, adopted on July 26, 2019, outlines a procedure for employees to report actions that an employee reasonably believes violates a law, or regulation or that constitutes fraudulent accounting or other practices. This policy applies to any matter which is related to Commission's business and does not relate to private acts of an individual not connected to the business of the Commission.

Reporting

If an employee has a reasonable belief that an employee or ECWRPC has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report such information to the Executive Director. If the employee does not feel comfortable reporting the information to the Executive Director, he or she is expected to report the information to the Deputy Director or the Commission Chair.

Investigation

All reports will be followed up promptly, and an investigation conducted. In conducting its investigations, ECWRPC will strive to keep the identity of the complaining individual as confidential as possible, while conducting an adequate review and investigation.

No Retaliation

ECWRPC will not retaliate against an employee in the terms and conditions of employment because that employee: (a) reports to a supervisor, to the Executive or Deputy Director, Human Resources, the Commission Board and/or to a federal, state or local agency what the employee believes in good faith to be a violation of the law; or (b) participates in good faith in any resulting investigation or proceeding, or (c) exercises his or her rights under any state or federal law(s) or regulation(s) to pursue a claim or take legal action to protect the employee's rights.

ECWRPC may take disciplinary action (up to and including termination) against an employee who in management's assessment has engaged in retaliatory conduct in violation of this policy or for those who file false reports. In addition, ECWRPC will not, with the intent to retaliate, take any action harmful to any employee who has provided to law enforcement personnel or a court, truthful information relating to the commission or possible commission by ECWRPC or any of its employees of a violation of any applicable law or regulation.

Training

Supervisors will be trained annually on this policy and ECWRPC'S prohibition against retaliation in accordance with this policy-

Outside Employment Policy

No employee is prevented from accepting outside employment which does not interfere or conflict with the full performance of his/her duties at ECWRPC. Staff persons may accept outside employment in jobs or positions that will not jeopardize the public confidence in activities of the Commission, as long as such employee provides prior notice to the Executive Director and gains prior approval. Any outside job or position that implies a conflict of interest with activities of the Commission, as determined by the Executive Director or the Commission, will not be acceptable and may form the basis of dismissal of the employee. In addition, no employee will: 1) Use ECWRPC's time, facilities, equipment or supplies, or use the prestige or influence of their Commission position for private gain or advantage, 2) Accept for private gain or advantage money or anything of value from a business for the performance of an act required as part of official duties, and/or (3) involves hours having a detrimental impact on work at the Commission as determined by the Commission's administration. Employees may collect fees and honoraria for papers, talks, demonstrations or appearances made on their own time and not directly related to their official duties. Employees must notify the Executive Director prior to accepting fees and honoraria to insure no conflict exists.

Generally, any outside work would be viewed as acceptable unless: (1) the Commission could be viewed as being used for private gain; (2) the job or position would imply giving preferential treatment to any persons or organization; (3) the employment would impede the Commission's efficiency or economy; (4) the person could lose complete independence or impartiality of action; (5) the person would be in a job or position wherein the person could make a Commission decision outside of official channels; (6) the job or position adversely affects the confidence of the public in the integrity of the Commission; and (7) if in the opinion of the Executive Director, such work is affecting the efficiency, quality, and effectiveness of the employee's work with the Commission.

Staff persons may, if no conflicts exist as noted above, provide consultative services to persons, agencies or governmental units outside the ten-county region of the Commission, but only with the prior notification, and written approval of the Executive Director of that county's Regional Planning Commission, if one exists.

Prior to engaging in any outside employment permitted under these provisions, the employee shall obtain the written permission of the Executive Director for such work.

Smoke Free Work Place

Smoking is not allowed in Commission buildings or work areas at any time. "Smoking" includes the use of any tobacco products (including chewing tobacco), electronic smoking devices, vaping, and e-cigarettes.

Smoking is only permitted during break times in designated outdoor areas. Employees using these areas are expected to dispose of any smoking debris safely and properly.

Workplace Violence Prevention

East Central Wisconsin Regional Planning Commission is committed to providing a safe, violence-free workplace for our employees. Due to this commitment, we discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee of the Commission or any outside agency will not be tolerated. A threat may include any verbal or physical harassment or abuse; attempts to intimidate others; menacing gestures; stalking; or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. This policy covers any violent or potentially violent behavior that occurs in the workplace or at Commission-sponsored functions.

All East Central Wisconsin Regional Planning Commission employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or HR department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline. Any such act or threatening behavior from a Commission employee may result in disciplinary action up to and including termination.

Any individual engaging in violence against the Commission, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken.

East Central Wisconsin Regional Planning Commission prohibits the possession of weapons on its property at all times, including our parking lots and Commission vehicle. Additionally, while on duty, employees may not carry a weapon of any type. Weapons include, but are not limited to, handguns, rifles, automatic weapons, knives that can be used as weapons (excluding pocketknives, utility knives, and other instruments that are used to open packages or cut string and for other miscellaneous tasks), martial arts paraphernalia, stun guns, and tear gas. Any employee violating this policy is subject to discipline up to and including dismissal for the first offense.

The Commission reserves the right to inspect all belongings of employees on its premises, including packages, briefcases, purses and handbags, gym bags, and personal vehicles on Commission property. In addition, East Central Wisconsin Regional Planning Commission may inspect the contents of lockers, storage areas, file cabinets, desks, and workstations at any time and may remove all Commission property and other items that are in violation of Commission rules and policies.

Commitment to Safety

Protecting the safety of our employees and visitors is the most important aspect of running our business.

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a safety or health concern in good faith under this guideline.

In the event of an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then dialing 911 to activate the medical emergency services.

Employees should immediately report any work-related injury, accident or illness regardless of severity to their supervisor via Employers First Report of Injury form found in the “P” drive under Employee Resources. No retaliatory action will be taken against employees for reporting a workplace injury or illness.

Public Records

The Commission is an authority for the purpose of record keeping as defined in WI Statute 19.34(1) and as such records retained at the Commission are available for inspection to any person making a request between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday and 8:00 a.m. – noon on Friday. Requests should be submitted to the Executive Director as custodian of the records and/or the Deputy Director as deputy records custodian.

Personnel Files

Employee files are maintained by the Controller and are considered confidential. Supervisors may only have access to personnel file information on a need-to-know basis. Employees may inspect their own personnel files and may copy them, but may not remove documents from their file. Inspections by employees must be requested in writing to the Executive Director and will be scheduled at a mutually convenient time or as required under state law. The file may not be released in whole or in part to other persons or agencies without the written consent of the Executive Director **and** the employee. Personnel files are to be reviewed in the Human Resources (HR) department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

Access to the employee’s personnel file, other than by the employee, shall be limited to the Executive Director and the administrative staff for administrative purposes. The file may not be released in whole or in part to other persons or agencies without the written consent of the Executive Director **and** the employee; or unless otherwise provided by law.

Employee information is considered to be private and only accessed on a need-to-know basis. An employee’s healthcare information is completely confidential unless that employee chooses to share it. Employee health information will be kept in a file separate from the employee’s personnel file. In some cases, employees and management may receive guidelines ensuring adherence to the Health Insurance Portability and Accountability Act (HIPAA).

Travel Policy

The Commission is the recipient of federal funds which requires the adoption of a formal Travel Policy. The policy ensures that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate and consistent with federal and state guidelines, and (c) provides a uniform and consistent approach for the timely reporting and reimbursement of authorized expenses incurred by employees. Only reasonable and necessary expenses actually incurred by employees and substantiated with detailed receipts or supporting documentation are allowed. Maximum meal reimbursements follow the guidelines posted at www.gsa.gov/perdiem. The policy meets the requirements of an accountable plan and therefore eliminates the need to include reimbursements in employees’ taxable income. *See separate travel policy for detailed information.*

Internet and Computer Network Policies

- 1. User IDs and Passwords.** Every employee accessing the Commission computing resources will be assigned a User ID and password that functions as your method of access to our computing facilities. You should guard this information just as you would guard any other identifying material like your home phone number, address, or bank account numbers. Users will be held fully accountable for activity that occurs on any Commission computing facility under your User ID and password, regardless of whether the person assigned to the User ID and password is the actual user. Therefore, great care should be taken not to share or otherwise disclose this information to another person; except to the IT Manager and/or Executive Director

User IDs and passwords should never be written in a conspicuous place, written down together, or shared with any third party. If you lose or forget your password (or User ID and password together), you must immediately inform the IT **Manager** so your account can be temporarily deactivated and a new password assigned.

- 2. Internet Use Policy.** The Commission provides access to the vast information resources of the Internet to help Commission employees do their job faster, smarter, and in the most productive manner possible. The facilities which provide internet access represent a considerable commitment of Commission resources for telecommunications, networking, software, storage, and support, etc. Moreover, the cost of providing these resources is significant. As such, Commission considers the Internet and its usage a Business Tool, and is to be used as a specific part of the employee's job duties. The following policies shall apply:

- a. Like the Commission computer, network and information system, Internet access is Commission property. As such, Commission employees may use the Internet for only legitimate Commission-purposes.
- b. Private use is prohibited and the Internet shall not be used for commercial, unauthorized, or political advocacy purposes.
- c. Employees may not download or install destructive program, viruses, or self-replicating programs on Commission computers or networks.
- d. Equally, employees may not save, copy, download, or distribute software system files, programs, or information from the Internet or Commission networks unless for legitimate Commission business purposes, or without expressed permission from supervisors, managers, or the IT Manager.
- e. Unlawful Internet usage may also garner negative publicity for the Commission and expose you or the Commission to significant legal liabilities.
- f. Employees forgo a level of freedom when using the Commission computer, network, information system, and the Internet. An employee shall have no expectation of privacy as to the use of the Commission computer, network, information system, and the Internet.
- g. Employees waive any right to privacy in anything that is created, stored, sent or received on the computer or the Internet that is owned by the Commission. All actions taken on a

Commission computer or internet are deemed to be the property of the Commission and are subject to review, search, or confiscation as required.

- h. The Commission has the right, but not the duty, to monitor any and all aspects of its computer, network system and computer usage, including, but not limited to, monitoring sites employees visit on the Internet, monitoring and reviewing materials downloaded or uploaded by employees and reviewing email sent or received.

3. Web Basics and Legal Considerations. The following is a list of legal, ethical, and common-sense considerations to adhere to while using the Internet. While on the Internet:

- a. Conduct yourself in a professional manner and only for Commission-business purposes. Employees shall use the same care in communicating over the computer as they would in using any other form of communication.
- b. Comply with all software licenses, usage and distribution restrictions, contracts, copyrights, patents, and all other state, federal and international laws governing intellectual property rights and on-line activity.
- c. Do not download, use, obtain, or distribute "pirated" software or any type of music or movie file downloaded through illegal methods.
- d. Close other programs that may impede performance to your Internet activity. Having several applications running in the background adversely affect computer, network, and Internet performance.
- e. Use the Internet in a manner, that is not hateful, harassing, threatening, abusive, malicious, anti-social, or to disrupt another employee's work.
- f. Employees shall not communicate, transmit, or download any form of obscene, pornographic, or sexually explicit material or participate in any Internet source, which concerns the same. An employee shall not store, archive, save, edit, or record such material through the use of Commission computer, network, or information system. The Commission reserves the right to identify as inappropriate any Internet site consisting of sexual material and block access to such material.
- g. Employees should disconnect immediately from any site they incidentally connected to that has sexual materials. Periodic monitoring of internet usage by employees may occur by the IT Manager or Executive Director.
- h. Employees shall avoid being involved in computer crimes or any other activity characterized as illegal, fraudulent, unethical, or unacceptable which seeks to gain access to the resources of the Internet, disrupts the Commission's use of the Internet, wastes Internet resources, destroys or compromises the integrity of the Commission network, information system, and the privacy of its users.

4. Emails. Use of email is encouraged as a means of better communication within the Commission organization and its vendor, suppliers, or other departments. Incidentally, as with telephone calls, personal email messages do & will come in and employees do have permission to answer such messages. However, as stated in the preceding paragraph, all incoming or outgoing information will be considered Commission property, and will be

handled as such. Abuse of email privileges may bring disciplinary action against an employee.

5. Social Networking Policy. The following is the Commission's social media and social networking policy as it relates to the use of Commission Internet or network resources as noted in the Internet Policy. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain.

- a. Social media may be used within the confines of the office for specific Commission purposes as approved by the Executive Director. Such usage shall be for the promotion and public awareness of projects which warrant its consideration as an effective tool for communication. Reasonable staff time shall be provided to utilize, monitor, and update social networking information as needed for the particular stage of the project/process.
- b. Personal blogs and social networking sites/activities are not prohibited by the Commission, however; their utilization during regular office hours, with the exception of breaks and/or lunch is prohibited. Should, in consultation with the IT **Manager**, the Executive Director feel that it is in the best interest of the Commission (for network security reasons or for employee abuse of privileges) to eliminate access to social networking sites, the Executive Director shall authorize such action. Regardless of accessibility during Commission office hours, all personal blogs/social networking sites or activities shall comply with the following requirements:
 - i) Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of the Commission. Be clear and write in first person. Make your writing clear that you are speaking for yourself and not on behalf of the Commission.
 - ii) Information published on your blogs should comply with the Commission's confidentiality and disclosure of proprietary data policies. This also applies to comments posted on other blogs, forums, and social networking sites.
 - iii) Be respectful to the Commission, other employees, customers, partners, and citizens.
 - iv) Social media activities should not interfere with work commitments. Refer to Internet and Computer Network Policies.
 - v) Your online presence reflects the Commission. Be aware that your actions captured via images, posts, or comments can reflect that of our Commission.
 - vi) Do not reference or site Commission clients, partners, or customers without their express consent. In all cases, do not publish any information regarding a client during the engagement.
 - vii) Respect copyright laws, and reference or cite sources appropriately. Plagiarism applies online as well.
 - viii) Commission logos and trademarks may not be used, nor may an employee 'endorse' the Commission in any way, without written consent.

- 6. Sanctions:** All employees shall abide by the Internet and Computer Network Policy. The Commission reserves the right to modify and revise the policy at the discretion of the Executive Director, Deputy Director or IT Manager. Employees will be given the revisions as they occur. Employees shall implement the new policy immediately, upon receipt. Use of the Commission computer, network, information system, and the Internet is a privilege. Any employee found violating Commission computer, network, and Internet Usage Policies will be subject to disciplinary action, including suspension or revocation of usage privileges or termination from employment. The severity of the violation shall dictate the severity of the disciplinary action. Management shall investigate any violation and consult with the Information Technology Manager to determine the severity of the violation. The employees may also be subject to civil and criminal prosecution depending upon whether the employee has also violated relevant computer and Internet laws.

Workplace Inspections

The Commission has a responsibility to protect its employees and its property. For this reason, the Commission reserves the right to inspect the following, at any time, with or without notice:

- Offices
- Computers and other equipment
- Commission vehicle
- Any personal possessions brought onto Commission premises, such as handbags, briefcases, cell phones and other electronic devices and vehicles.

All inspections are compulsory. Those who resist inspection may be denied access to Commission premises.

Disciplinary Procedure

The Commission expects employees to comply with the Commission's standards of behavior and performance and to correct any noncompliance with these standards.

Under normal circumstances, the Commission endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees at will or in any way restrict the Commission's right to bypass the disciplinary procedures suggested.

The following steps are suggested in the discipline procedure. All steps should be documented in the employee's personnel file.

Step 1: Informal Discussion: When a performance problem is first identified, the nature of the problem and the action necessary to correct it should be thoroughly discussed with the employee.

Step 2: Counseling: If a private informal discussion with the employee has not resulted in corrective action, following a thorough investigation, the supervisor and the Executive Director should meet with the employee and

- (a) review the problem,
- (b) permit the employee to present information regarding the problem,
- (c) advise the employee that the problem must be corrected,
- (d) inform the employee that failure to correct the problem will result in further disciplinary action that may include discharge, and
- (e) issue a counseling notice to the employee.

Step 3: Reprimand: If satisfactory performance and corrective action are not achieved under Steps 1 and 2, the supervisor and a representative from the leadership team should meet with the employee in private and proceed via (a) through (e) above and issue a reprimand notice to the employee. A Performance Improvement Plan is often times required at this step.

Step 4: Suspension: Supervisors have the authority to temporarily remove employees from the workplace, with or without pay, if approved in advance by the Executive Director. An exempt employee generally may not be suspended without pay for less than a full day, and the suspension must be related to written workplace conduct rules applicable to all employees, such as a written policy prohibiting sexual harassment or workplace violence.

Step 5: Termination: Failure to improve performance or behavior after the written warning or suspension can result in termination.

The progressive disciplinary procedures described above may be applied to an employee who is experiencing a series of like, or unrelated problems involving job performance or behavior. A supervisor may place the employee on administrative leave (with or without pay), pending an investigation of the incidents leading up to a potential disciplinary situation.

Termination Policy

Every Commission employee, except for the Executive Director, has the status of “employee-at-will” meaning that no one has a contractual right, express or implied, to remain in the Commission’s employ. The Commission may terminate an employee’s employment, or an employee may terminate his/her employment, with or without cause, and with or without notice, at any time.

Resignations

When an employee resigns a position with the Commission, the employee is asked to give written notice to the Executive Director at least one (1) month in advance of the termination date if the employee holds a key leadership position or two (2) weeks in advance of the termination date for other personnel, whenever possible. The notice must be actual working days. Holidays and vacation time will not be counted toward the notice.

In all cases of voluntary resignation (one initiated by the employee), employees are asked to provide a written notice to their supervisors in advance of the last day of work. Employees who provide the requested amount of notice will be considered to have resigned in good standing and generally will be eligible for rehire.

Involuntary Terminations

If an employee's employment is terminated, the employee shall be given written notice by the Commission that his/her employment shall terminate immediately without further compensation other than accrued vacation time.

Layoffs

If an employee is permanently or temporarily laid off, the Commission shall give that employee at least one month written notice in advance of the termination date if the employee holds a key position as defined in A above and two (2) weeks in advance of his/her termination date for other personnel.

Abandonment of Employment

If an employee is absent from the office for three or more working days without notifying the Commission, that employee is deemed to have abandoned his/her employment and as having voluntarily resigned from the Commission. Abandonment will result in forfeiture of any earned and unused vacation or personal holiday pay.

Return of Commission Property

When an employee leaves the Commission, that employee is required to:

1. Return all Commission property including computers, credit cards, access cards and keys, Commission records, paperwork and documents, identification cards and any other relevant property.
2. Hand over all current work to the appropriate people/person in order to ensure continuity of business/service; and
3. Hand over to the Executive Director all notes of confidential information which the employee may have acquired during his/her employment including user names and passwords to all Commission licensed software, Commission owned devices and any other user names and passwords assigned to the employee for use during his/her employment with the Commission.

Separation Pay

Employees who have been employed by the Commission for at least six months and have either: 1) voluntarily resigned with the proper notice; 2) been permanently laid off, or 3) been involuntarily terminated will receive pay for all earned, unused vacation. Such payment shall be made in the final check to the employee and pro-rated for the portion of the year worked. If there are unpaid obligations to the Commission, the final paycheck will reflect the appropriate deductions.

Exit Interview

Prior to separation from employment with the Commission the departing employee will be invited to attend an exit interview. The interview will normally be scheduled within 5 days of termination notification as COBRA paperwork is required to be given within that time period. This interview is aimed at helping us understand how we can improve our organizational

performance. It will focus on aspects of the employment relationship with the Commission including remuneration, training, working conditions, benefits, management practices, etc. The Commission aims to learn from your comments and use these to make improvements where appropriate. The Commission will make every effort to keep all information gathered confidential.

Employee References

All reference check requests for current or past employees should be directed to the Controller. Information such as dates of employment, primary job responsibilities, whether the separation was voluntary or involuntary, and rehire eligibility will be provided if requested. The Commission will not respond to requests for information regarding detailed performance information or an employee's compensation without that employee's written permission, and/or as otherwise required by law.

Any reference questions should be directed to the Executive Director or Controller. Employees of the Commission should not under any circumstances respond to any requests for personal or employment information for another current or past employee

Telecommuting Policy

Telecommuting allows employees to work at home under the guidelines presented below to efficiently meet the needs of the Commission. The Commission considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not an entitlement, it is not an organization wide benefit, and it in no way changes the terms and conditions of at-will employment with the Commission.

Telecommuting work hours should match office work hours unless otherwise approved by the Executive Director.

Procedures and Eligibility

Telecommuting can be informal, such as working from home for a short-term project or a formal, set schedule of working away from the office as described below. Either an employee can request or a manager can suggest telecommuting as a possible work arrangement. Any telecommuting arrangement made will be considered to be made on a trial basis and may be discontinued at will and at any time at the request of either the telecommuter or the supervisor. Every effort will be made to provide 30 days' notice of such change to accommodate commuting, child care and other issues that may arise from the termination of a telecommuting arrangement. There may be instances, however, when no notice is possible.

An employee may telecommute up to a maximum of 37.50 hours per month. The 37.50 hours per month must be used during either a Monday and/or Friday (see holiday week exception below), and every employee must be working in the office Tuesday through Thursday.

- For communication purposes all telework time needs to be documented in advance on the team Telework Calendar.
- During holiday weeks employees can telework on one day, either a Monday or Friday, unless an exception is approved in advance by the Supervisor and Executive Director.

- The Executive Director has the sole authority to give an option for employees to work remotely any day of the week when weather is a factor or due to any other unforeseen circumstance.
- The Executive Director also has the sole authority to implement telecommuting for longer periods of time to respond to emergencies, natural disasters, office closures, pandemics, equipment failures, or any other circumstance as conditions warrant.

New employees are not eligible to begin telecommuting during their month of hire. New employees may enter into a telecommuting agreement beginning the first full month following their start date, provided that a telecommuting agreement is a viable work option for the new employee as recommended by the employee's supervisor and determined by the Executive Director.

Employees are required to enter into a telecommuting agreement with the Commission prior to telecommuting unless waived by the Executive Director. Before entering into any telecommuting agreement, the employee and their supervisor, with the assistance of the Controller and Executive Director, will evaluate the suitability of such an arrangement, reviewing the following criteria:

- Employee suitability. The employee and supervisor will assess the needs, job performance, and work habits of the employee, compared to traits customarily recognized as appropriate for successful telecommuters.
- Job responsibilities. The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a telecommuting arrangement.
- Equipment needs, workspace design considerations and scheduling issues. The employee and supervisor will review the physical workspace needs, technology requirements, and the appropriate location for the telework.
- Tax and other legal implications. The employee must determine any tax or legal implications under IRS, state and local government laws, and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations in this area rests solely with the employee.
- The employee understands that he/she is responsible for all safety and equipment needs related to a home workspace. The Commission will provide the laptop.

If the employee and supervisor agree, and the Controller and Executive Director concurs, a telecommuting agreement will be prepared and signed by all parties.

Evaluation of telecommuter performance will include regular interaction, by phone and e-mail between the employee and their supervisor as well as periodic meetings to discuss work progress and problems.

An appropriate level of communication between the telecommuter, the team, and supervisor will be agreed to as part of the telecommuting agreement. The manager and telecommuter will communicate at a level consistent with employees working at the office or in a manner and frequency that is appropriate for the job and the individuals involved.

Violations or misuse of the Telecommuting Policy will result in the termination of existing agreements and a 6-month holding period before another can be requested.

Equipment

The employee will be responsible for providing/acquiring the appropriate equipment needs other than the laptop provided by the Commission (including hardware, software, modems, phone and data lines and other office equipment) for each telecommuting arrangement, at their own expense. It is vital that telecommuters have enough internet speed to support video conferencing, email and necessary work applications. The Controller and IT manager will serve as resources in this matter. The Commission reserves the right to make determinations as to appropriate equipment, subject to change at any time, and in ensuring proper security is in place to protect Commission related data.

The employee will establish an appropriate work environment within his or her home for work purposes. The Commission will not be responsible for costs associated with the setup of the employee's home office such as remodeling, furniture or lighting, nor for repairs or modifications to the home office space.

Security

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and client information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Safety

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the company's workers' compensation policy. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite.

Telecommuting is not designed to be a replacement for appropriate child care. Although an individual employee's schedule may be modified to accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

BENEFITS AND COMPENSATION PROGRAMS

Health Insurance

Any employee who works at least 30 hours per week is eligible to participate in the group health insurance coverage. To be eligible for coverage, without health underwriting, an employee must enroll in the group within 30 days of his/her hire date or during an annual open enrollment period. Coverage will be effective on the first day of the month following receipt of the application by the Commission.

Per State Law, the Commission will not pay more than 88% of the average of the Tier 1 plans that are available as determined by the Group Insurance Board (GIB). Premiums are determined annually by the GIB. The Commission will contribute an established amount toward the cost of the insurance for active employees (the amount is established by the Commission in its annual budget).

Coverage and commission share of the cost will continue if the employee is on an approved Family & Medical Leave.

The Commission contribution will cease at the end of the month in which an employee becomes ineligible (i.e., reduces hours, terminates, leave of absence). Under Wisconsin State Statutes 632.897, most terminated Commission employees have the right to continue on the Commission's group health insurance for the maximum number of months stated in that statutes at their own cost.

Each full-time employee who so chooses, shall receive the benefit of health insurance through the Wisconsin Public Employers' Group Health Insurance Program.

Life Insurance

All full-time employees are eligible to participate in the state Wisconsin Group Life Insurance Fund providing term life insurance in the amount of the employee's previous year's annual salary, rounded to the next higher thousand. The employee pays 100% of the premium; premiums are set by the Wisconsin Department of Employee Trust Funds and are determined annually. The employee also has the option to purchase additional insurance up to three times his/her salary at the employee's expense. The employee's share of the premium is withheld in full as a payroll deduction. The effective date is the first of the month that falls within 30 days from the date of hire. Furthermore, the Commission is required to contribute 20% of the base amount to cover life insurance for retirees, of which the policy value declines to 25% over a three-year period.

Income Continuation Insurance (ICI)

The Commission has elected to participate in the Wisconsin Public Employer's Income Continuation Insurance Program. The Commission pays 100% of the monthly premium based upon a minimum 180-day elimination period of disability. The effective date is the first of the month following 30 days from the date of hire.

Employee Paid Supplemental Disability Insurance

The Commission participates in a voluntary supplemental insurance program providing coverage for short-term disability, hospitalization, cancer, etc. Individual staff can elect to purchase supplemental insurance through an outside vendor at full employee expense. Depending on the policy selected, the premium may be withheld in full as a pretax or post-tax payroll deduction. There is no Commission financial contribution.

Employee Paid Supplemental Health Insurance for Dental and Vision

The Commission participates in a voluntary supplemental insurance program providing additional dental and vision coverage. Individual staff can elect to purchase supplemental insurance through an outside vendor at full employee expense. There is no Commission financial contribution.

Flexible Spending Account (FSA)

The Commission provides for voluntary enrollment in a Flexible Spending Account for personal health/medical and dependent care costs. As a cafeteria-type IRS section 125 plan, flexible spending provides for equal pre-tax deductions to an account which can be reimbursed solely for eligible costs. It should be noted that a) upon termination, the fund balance is frozen unless COBRA is selected, and b) if the employee has an available balance in health/medical fund at the end of any calendar year, the remaining amount beyond current IRS limit is forfeited to the Commission. Upon termination, the employee has up to 90 days to submit claims for services that took place during the employment period. COBRA is also an option if the employee has a large balance and is responsible for any fees. Otherwise the balance is forfeited to the Commission.

Wisconsin Retirement System (WRS)

The Commission participates in the Wisconsin Retirement System and new employees must make application in accordance with State laws. Beginning in August 2011, the Commission pays its share of the required annual contribution to the WRS. Employees are required to contribute their required share as determined annually by the Wisconsin Retirement Board.

Deferred Compensation Program (457(b) Plan)

The Commission participates in the Wisconsin Deferred Compensation Program. Any payroll deductions are optional to the employee up to a maximum in accordance with IRS regulations. There is no Commission financial contribution. This option allows an employee to direct or defer a portion of his/her salary into investment options provided by the Plan.

An employee has two options for making contributions:

- **After-tax Contributions** through the Roth Option: When an employee chooses the Roth option, he/she pays taxes on the money when he/she contributes to the account. As long as he/she meets certain requirements, when he/she retires all distributions from that employee's Roth account are tax free.
- **Before-tax Contributions:** Under this option an employee will not pay taxes on his/her contributions when he/she makes them. An employee pays the taxes when he/she takes a distribution from his/her account.

Unemployment Compensation

The Commission shall provide unemployment compensation benefit insurance in compliance with and as determined by Chapter 108 of the Wisconsin Statutes.

Worker's Compensation

The Commission shall provide insurance coverage for employees who **are injured** as a result of their employment with the Commission in compliance with and as determined by Chapter 102 of the Wisconsin Statutes. Employees should immediately report any work-related injuries to their supervisor via Employers First Report of Injury form found in the "P" drive under Employee Resources. **Failure to report in a timely manner can make it more difficult to establish cause**

and determine liability. This can lead to denial of worker's compensation benefits (including medical expenses and wage replacement) or delayed medical treatment.

Cell Phone Reimbursement

The Commission does not provide cell phones, nor does it require its employees to have one, with the exception of the Executive and Deputy Directors. However, with approval of the Executive Director on a case-by-case basis, authorization for the reimbursement of personal cell phone usage may be accommodated. This benefit is added to the employee's payroll.

Professional Conferences, Meetings, and Presentations

Commission staff members may be permitted to attend and claim travel, meals, lodging and other necessary expenses for approved technical, scientific, and professional society meetings, conferences, institutes, and seminars. in accordance the Commission's travel policy and the prior approval of the Executive Director.

The Executive Director has full discretion over staff attendance at conferences, professional meetings, and presentations. The following policy relative to staff attendance at professional conferences and meetings shall serve as a guide to the Executive Director in administering these regulations.

Several general factors will be considered to determine the Commission's support for attendance and participation in conferences and presentations, including:

- Whether the conference is important for fulfillment of current grant/program obligations;
- Whether the conference has potential to assist in obtaining future grants or revenue streams;
- Whether the conference has potential for staff development related to Commission work;
- Whether the employee has been invited to speak or appear on a panel that is related to Commission work and offers the opportunity to share Commission accomplishments;
- Whether the employee has recently attended previous professional conferences;
- Budgetary, work program **deliverables**, and scheduling factors.

Subsequent to the conference attendance, a written report shall be filed with the Executive Director and the employee's Supervisor detailing **key learnings** of the conference or presentation and how the learnings will be applied at the Commission. **The attendee is expected to share key learnings with other applicable Commission employees so a training plan is expected to be included in the report. This report is due to the Executive Director and the employee's Supervisor within one week from the end of the conference.**

The Commission will strive to ensure that all members of the professional staff are given a fair chance to attend conferences and make presentations and that such participation is balanced among staff members.

The following rules of procedure shall, in general, govern attendance at professional meetings:

- Membership in a professional organization, subject to the approval of the Executive Director, may allow any staff member to attend meetings of that organization without loss of pay.
- A "professional" organization shall be defined to include the Association of Wisconsin Regional Planning Commissions, American Society of Civil Engineers, American Institute of Certified Planners or American Planning Association, the Institute of Traffic and Transportation Engineers, the Transportation Research Board, the American Public Works Association, Wisconsin Land Information Association, Wisconsin Government Finance Officers Association, American Society of Landscape Architects, Wisconsin Public Health Association and similarly recognized groups approved by the Executive Director.
- When a formal presentation is to be given by an employee of the Commission, which is based in whole or in part upon Commission work, the content of the proposed presentation must have the prior review and approval of the employee's supervisor or the Executive Director unless otherwise waived by the Executive Director.
- Additional personal time for salaried employees may be required during evenings and weekends at such events and it is not expected that this time would be credited to the employee for an equal amount of time off or extra compensation beyond normal working hours.
- Where budgets do not permit, staff may be required to pay some or all conference/meeting costs in order to attend.

A formal written request for registration/attendance/participation at any professional conference, meetings, or presentation shall be made to the employee's Supervisor and Executive Director at least 21 days in advance of the event whenever multiple days and/or overnight accommodations are necessary. Single day or local event requests shall be submitted at least 7 days prior to the event. The requests shall outline an estimate of event costs including travel, lodging, meals and other incidentals (parking, registration fees, etc.) as well as work program categories for cost-allocation purposes and a plan to ensure work program tasks and deliverables are covered while away.

Circumstances and demands of the Commission may make exceptions to these rules governing conference, meetings, and presentations necessary and such exceptions will be determined by the Executive Director.

Commission Work Related Training, Continuing Education, and Certifications

When it is desirable or necessary that an employee be formally trained in order to increase their competency and skills related to work at the Commission, the Executive Director may direct that such training be accomplished and that all appropriate expenses incurred in the pursuit of such training be paid by the Commission or reimbursed to the employee. It is understood that the results of such training will be documented and when feasible, extended by the trained employee to other employees involved in the same work tasks.

The Commission encourages employees to pursue higher education related to their role at the Commission. An employee who wishes to pursue a higher academic degree or certificate in a career field which directly relates to the work of the employee at the Commission may request

time off during regular Commission working hours to pursue such education with such time off being made up on the employee's own time on an hour-for-hour basis within the pay period that the time off was taken. The Executive Director, after reviewing this request, may authorize such time off and may request that a copy of any written documents resulting from such educational pursuit be transmitted to the Executive Director for the Commission files.

The Commission encourages employees to obtain professional certifications in alignment with their role at the Commission. To that end, the Commission may financially support the costs of professional certification for Commission employees, limited to no more than two certifications for each employee. The Commission recognizes certain certifications that are common and desirable for professional staff to attain, in alignment with their role, including the following:

- American Institute of Certified Planners (AICP)
- Certified Economic Developer (CED)
- Certified Public Accountant (CPA)
- Community Health Specialist (CHES) or Master Community Health Specialist (MCHES)
- Drone Operator Certificate (Part 107)
- Geographic Information Systems Professional (GISP)
- League Certified Instructor (LCI)

The Commission will financially support certifications listed above or other approved certifications by contributing 50% of the cost to maintain those certifications. The Commission may also contribute 50% of the cost of other certifications not listed that are deemed desirable for staff to attain and receive subject to prior approval by the Executive Director. Recognizing the importance of the AICP credential, the Commission will pay 75% of the cost to maintain AICP status however APA dues will only be covered at 50%. For certifications requiring an exam fee, the Commission will pay for the cost for the employees to take the exam. However, if employees need to retake the exam, the Commission will not pay for multiple attempts for the same exam.

Before paying for an employee's certification, the employee will need to receive prior written approval from the Executive Director to pursue or maintain each certification. For certifications requiring ongoing maintenance, employees seeking reimbursement from the Commission will need to receive approval annually.

A prorated payback of Commission paid training, continuing education or certifications will apply prior to completion of 2 years of service after the certification date or end date of training. The payback will be 1/24th of the commission paid total for each month the employee is short of the 2-year payback period.

Circumstances and demands of the Commission may make exceptions to these rules governing certifications necessary and such exceptions will be determined by the Executive Director.

Performance Management System

The Commission typically conducts an annual performance review for all employees by November of each calendar year. Employees are required to prepare a self-assessment on the work they have completed in the past year prior to their review. Supervisors are required to complete a performance assessment for each of their direct reports. The employee will then meet with their supervisor and discuss through their self-assessment, the supervisor's

assessment, and the employee's work performance. In addition, they will work to collectively develop new goals for the employee to strive to achieve in the subsequent year.

A mid-year review **may** also be completed between the employee and their supervisor. The mid-year review provides both an opportunity to discuss how the year is going and what changes may need to be made in order to achieve the employee's work deliverables along with the employee's goals. **Mid-year reviews are not intended to replace the importance of ongoing communication between employees and their supervisors.**

Years of Service Bonuses

The Commission would like to recognize employees for their years of service. The bonuses would be paid to employees at the end of the calendar year in which the employee attains the anniversary mark.

Years of Service Bonus	
Years of Service	% of salary bonus
20	5.00%
25	5.50%
30	6.00%
35	6.50%
40	7.00%

Payroll Period

Employees are paid on a semi-monthly basis with pay dates on the 15th day of the month and at the end of the month. Payroll will be processed at least 2 business days before the pay date as required by the Commission's bank. If the pay date falls on a weekend or paid holiday, employees will receive their direct deposit payment on the preceding business day. Any payroll changes need to be brought to the Controller before processing of the payroll. All payroll is to be direct deposited to employee's bank accounts and no paper checks will be issued. The paystubs will be emailed to employees by the pay date, if not sooner.

Deductions from Pay

The Commission does not make improper deductions from the salaries of exempt employees and complies with the salary basis requirements of the Fair Labor Standards Act (FLSA). Employees classified as exempt from the overtime pay requirements of the FLSA will be notified of this classification at the time of hire or change in position.

Permitted deductions: The FLSA limits the types of deductions that may be made from the pay of an exempt employee. Deductions that are permitted include:

- Deductions that are required by law, e.g., income taxes;
- Deductions for employee benefits when authorized by the employee;
- Absence from work for 1 or more full days for personal reasons other than sickness or disability;
- Absence from work for 1 or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for salary lost due to illness;

- Offset for amounts received as witness or jury fees or for military pay;
- Unpaid disciplinary suspensions of 1 or more full days imposed in good faith for workplace conduct rule infractions; and
- Any full workweek in which the employee does not perform any work.

During the week an exempt employee begins work for the Commission or during the last week of employment, the employee will only be paid for actual hours worked. In addition, an employee may be paid only for hours worked during a period when the employee is using unpaid leave under the Leave of Absences due to Illness or Disability.

Improper deductions: If an employee classified as exempt believes that an improper deduction has been taken from the employee's pay, the employee should immediately report the deduction to the Controller. The report will be promptly investigated, and if it is found that an improper deduction has been made, the Commission will reimburse the employee for the improper deduction.

Time and Expense Reporting

All hours worked (including what projects were worked on) should be reported daily, but no later than 8:00am the following morning. Employees must review and validate their monthly hours in the time keeping system no later than 9:00am the first business day of the following month for Supervisor review and approval.

All expenses incurred must be reported monthly via an expense report and turned into your supervisor no later than 9:00am the first business day of the following month.

If an employee will be on vacation or otherwise out of the office, time and expenses should be turned in and validated prior to leaving.

Commission Credit Card

Most employees are given a Commission credit card to use when conducting Commission business. Every time an employee uses their Commission credit card they are required to complete a "green sheet" for the charge and route it to their supervisor and possibly a second member of the leadership team for approvals. Then the green sheet is given to the Controller to tie to the monthly credit card statement and code it to a project or general ledger account as necessary. Safe Routes to School team members use a "pink sheet" for all project related charges.

TIME OFF & LEAVE OF ABSENCES

Vacation

The Commission recognizes the importance of time off from work to relax, spend time with family, and enjoy leisure activities. The Commission provides paid vacation time to full-time employees for this purpose, and employees are encouraged to take vacation during the year.

Full-time employees will earn paid vacation according to the following schedule (annual totals should be rounded to the nearest whole day). **In the month of hire your vacation will be prorated for the days worked in that month.**

Service Period

Monthly Vacation Accrual

0-5 years of continuous service

112.50 hours per year

For each additional year of service

additional 7.5 hours per year

After 15 years of continuous service

187.50 hours per year

Generally, employees should submit vacation plans to their supervisor at least 4 weeks in advance of the requested vacation date. **Vacation plans should include work continuity plans to ensure projects and deliverables are adequately covered and contingency plans developed and communicated.** Vacation may be scheduled in increments of .25 hours. Vacations scheduled for **2 consecutive weeks or longer** will require the approval of the Executive Director. Supervisors have the right to designate **periods of time** when some or all of vacations must be taken **or cannot be taken.**

The Commission encourages employees to use available vacation time. If vacation time is not used by the end of a calendar year, accrued unused vacation up to 10 days (75 hours) will be carried over by employees into the following calendar year.

Upon resignation or termination from a position, the Commission shall payout the equivalent dollar value of the earned and unused vacation time to the employee within 2 weeks following their employment termination date. In the event of an employee's death, earned, unused vacation time will be paid to the employee's estate or designated beneficiary. Vacation payouts are not subject to Wisconsin Retirement System contributions.

Holidays

The Commission observes nine (9) holidays and allows time off with pay for the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas

If the holiday falls on a Saturday, the Commission will select either the following Monday or the preceding Friday as a substitute holiday. If a paid holiday falls on a Sunday, it will be observed on the following Monday. The Commission reserves the right to pay eligible employees in lieu of time off if the holiday falls on Saturday. The week in which a holiday falls, the rest of the week employees will work 7.5 hours per day instead of their normal schedule, if different. The Commission also pays employees for three (3) floating holidays where the employee may choose, with the approval of their Supervisor, which days to have off. **Floating holidays will be prorated for employees hired during the year.**

At the discretion of the Executive Director, and in consultation with Commission staff, the New Year's Day holiday may be moved to the prior calendar year if necessary (i.e. January 1 falls on a Saturday, to allow the holiday to be taken on Friday, December 31 instead of Monday, January 3).

Paid Sick Leave

Full-time employees shall accrue sick leave with pay from the date of the employment at the rate of 7.5 hours for each completed month of continuous service. Employees who work less than 37.50 hours a week shall accrue sick leave in a manner which is prorated on the percent time worked in any given month. Sick leave shall be recorded as used on the basis of actual hours, or fractions thereof. Sick leave cannot be used for holidays or vacation time.

Employees may carry accrued sick days over from 1 year to the next with a maximum of 1,000 hours to be carried over during any given calendar year. If the need for sick leave is foreseeable, employees are required to give advance notice whenever possible. If the need for sick leave is not foreseeable, employees are asked to notify their supervisor as soon as is practical.

If an employee misses 3 or more consecutive days because of illness, the Commission may require the employee to provide a physician's written permission to return to work.

Except as required by state law, unused sick days are forfeited when an employee's employment ends for any reason.

Bereavement Leave

Employees may take up to 5 days of paid sick leave upon the death of a member of their immediate family (spouse, son, daughter, grandfather, grandmother, father, father-in-law, mother, mother-in-law, stepfather, stepmother, brother, sister, brother-in-law, sister-in-law, uncle, aunt, nephew, niece, or grandchildren).

Employees may take up to 1 day of paid vacation leave to attend the funeral of an extended family member or close friend.

Paid Parental Leave

East Central will provide up to 2 consecutive weeks of paid parental leave to employees following the birth of an employee's child or the placement of a child with an employee in connection with adoption or foster care. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. This policy will run concurrently with Leave of Absences due to Illness or Disability, as applicable.

Reimbursement to the commission for paid parental leave will apply to anyone who voluntarily or involuntarily leaves the Commission prior to 6 months of service after the end of the paid parental leave period.

Eligibility

Eligible employees must meet the following criteria:

- Has worked at least 1,250 hours during the 12 consecutive months immediately preceding the date the leave would begin.
- Is a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit).

In addition, employees must meet one of the following criteria:

- Has given birth to a child or had a child via surrogacy.
- Is a spouse or committed partner of a woman who has given birth to a child.
- Has adopted a child or been placed with a foster child (in either case, the child must be age 17 or younger). The adoption of a new spouse's child is excluded from this policy.

Amount, Time Frame and Duration of Paid Parental Leave

- Eligible employees will receive a maximum of 2 weeks of paid parental leave per birth, adoption or placement of a child/children. The fact that a multiple births, adoption or placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the 2-week total amount of paid parental leave granted for that event. In addition, in no case will an employee receive more than 2 weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
- Each week of paid parental leave is compensated at 100 percent of the employee's regular, straight-time weekly pay. Paid parental leave will be paid on a semi-monthly basis on regularly scheduled pay dates.
- Approved paid parental leave may be taken at any time during the 12-month period immediately following the birth, adoption or placement of a child with the employee. Paid parental leave may not be used or extended beyond this 12-month time frame.
- Employees must take paid parental leave in one continuous period of leave and must use all paid parental leave during the 12-month time frame indicated above. Any unused paid parental leave will be forfeited at the end of the 12-month time frame.
- Upon termination of the individual's employment at the Commission, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Coordination with Other Policies

- After the paid parental leave (and any short-term disability leave for employees giving birth) is exhausted, the balance of any further leave will be compensated through employee's accrued sick or vacation time. Upon exhaustion of accrued sick or vacation, any remaining leave will be unpaid leave.
- The Commission will maintain all benefits for employees during the paid parental leave period just as if they were taking any other Commission paid leave such as paid vacation or paid sick leave.
- If a Commission holiday occurs while the employee is on paid parental leave, such day will be charged to holiday pay; however, such holiday pay will not extend the total paid parental leave entitlement.

Requests for Paid Parental Leave

- The employee will provide his or her supervisor and the human resource (HR) department with notice of the request for leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request. Forms can be found in the “P” drive under Employee Resources.
- As is the case with all policies, the Commission has the exclusive right to interpret this policy.

Personal Leave of Absence due to Illness or Disability

As a smaller employer with less than 50 employees, the Commission, is not covered under either the state or federal family and medical leave laws. However, a medical leave or other personal or family leave may be granted to eligible employees who are temporarily unable to work due to illness or disability or otherwise for personal family matters. For purposes of this policy, illness or disabilities include: inpatient or outpatient care in a hospital, hospice, or residential medical care facility, illness where the employee is unable to report to work, for the care for an illness of an immediate family member.

Eligibility - After having completed 6 months of employment, regular full-time, regular part-time and per-diem employees may request a leave of absence for medical reasons. Exceptions to the length of service requirement will be considered at the Commission’s sole discretion.

A Request for a Leave of Absence

A request for a medical leave must be submitted in writing at least 30 days in advance or as early as possible for unforeseeable events. Forms can be found in the “P” drive under Employee Resources. A healthcare provider’s statement must be submitted in writing verifying the reason for the disability and the leave’s beginning and expected ending dates.

The employer reserves the right to approve or deny any request for a leave of absence. If a leave is necessitated because of an illness or disability covered under ADA or any other applicable state disability laws please specifically state the reason in your request.

Length of Leave—An unpaid medical leave of absence may be granted for a reasonable period of time based on the facts of the situation. You will be required to use any accrued sick leave and paid vacation before taking unpaid medical leave. Any combination of accrued paid time off and unpaid medical leave may not exceed the approved time for the leave.

The Commission may request a second opinion, to verify the length of time you will be on leave. The second opinion will be paid by the Commission.

Reporting on Progress—Employees are required to report directly to the employer every 30 days regarding your medical status and your intention to return to work.

Salary and Benefits—The leave of absence is without pay. You do not accrue sick or vacation time while on an unpaid personal leave of absence.

Medical insurance benefits, if applicable, will continue while the employee is on leave. Each employee will work with HR to determine payment of benefits while on a leave of absence.

When you return from leave, benefits will begin to accrue according to the applicable policies and plans.

Reinstatement to Work—So that your return to work can be properly scheduled, please provide at least 30 days advance notice in writing of the date you intend to return to work. If you take a leave because of a personal serious health condition, you must provide a note from your physician verifying that you are able to return to work and can assume your regular work duties. The letter must also state if there are any restrictions pertaining to duties or the number of hours you can work.

Unless applicable state or local laws require otherwise, reinstatement cannot be guaranteed to any employee returning from medical leave.

The Commission will endeavor to place employees returning from leave in their former position or in a position comparable in status and pay, subject to budgetary restrictions, the Commission's need to fill vacancies, and the ability to find qualified temporary replacements.

Military Leave

The Commission supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the HR department and the employee's supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Jury Duty

The Commission supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

Employees will be paid for up to 2 weeks of jury duty service at their regular rate of pay minus any compensation received from the court for the period of service. All employees may use any accrued time off if required to serve more than 2 weeks on a jury.

If an employee is released from jury duty after 4 hours or less of service, the employee must report to work for the remainder of that workday.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, vacation days will be used for this purpose.

Time Off for Voting

Commission recognizes that voting is a right and privilege of being a citizen of the United States and encourages employees to exercise their right to vote. In almost all cases, you will have

sufficient time outside working hours to vote. If for any reason you think this won't be the case, contact your supervisor to discuss scheduling accommodations.

BASIC COMMISSION INFORMATION

Office Hours

The Commission office is open Monday thru Thursday from 8:00 a.m. - 4:00 p.m. and Friday from 8:00 a.m.-12:00 p.m.

Hours of Work

The Commission offers a flexible schedule with 4 schedule options to choose from:

Standard Schedule (5 days, 1/2 hour unpaid lunch)	M-F 8:00 a.m. - 4:00 p.m.
Standard Schedule (5 days, 1 hour unpaid lunch)	M-F 8:00 a.m. - 4:30 p.m.
Standard Schedule (4.5 days, 1/2 hour unpaid lunch)	M-Th 7:30 a.m. - 4:15 p.m., F 7:30 a.m.- 12:00 p.m.
Standard Schedule (4 days, 1/2 hour unpaid lunch)	M-W 7:00 a.m. - 5:00 p.m., Th 7:00 a.m. - 4:30 p.m.

Employees will need to submit a schedule request form at the time of employment or if an employee would like to change their schedule during the calendar year. All schedule request forms will be approved by the Executive Director.

While it is the Commission's desire to have employees work their normally scheduled hours per week, extra hours may be required at times to ensure projects and other key Commission work is completed in a timely fashion, and deadlines and budgets are met.

Hourly paid employees are eligible for overtime pay for hours worked over 40 hours per week. Exempt salaried employees are not eligible for overtime pay; however, salary levels already consider the periodic need to work extra hours. Salaried employees are exempt from overtime pay, however, may be able to flex their work hours for hours worked over their normally scheduled hours as determined in consultation with their immediate Supervisor.

Flexing by exempt salaried employees is not intended to be an hour for hour exchange due to the level of flexibility already allowed by the Commission, and that salary levels already consider the periodic need to work extra hours. Employees should discuss potential flex time and use thereof with their immediate Supervisor. Factors that will be considered when evaluating requests will be the status of projects and deliverables, the number additional hours worked, and the frequency of the need to work additional hours.

All approved flex time must be used during the month earned.

Official Closings

When appropriate the Executive Director is empowered to close the office due to inclement weather or conditions beyond staff control. Such declarations may be made and communicated prior to the start of the workday or during the workday for the balance of the workday. The maximum number of hours that an employee can claim for a full day of office closure is 7.5 hours, unless the employee works less than 37.5 hours per week then the maximum hours per day is prorated.

Use of Commission Resources

The use of Commission resources (office equipment, supplies, etc.) is generally not allowed for personal use.

Attendance, Punctuality and Dependability

The Commission is heavily dependent on its employees, it is important that employees attend work as scheduled. Dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. As such, employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time. Moreover, an employee must notify the office not more than 30 minutes after his/her scheduled starting time on every day he/she expects to be late or absent. Absenteeism and lateness lessen an employee's chances for advancement and may result in dismissal.

Appearance and Conduct

Employees are expected to wear customary business casual attire and to display a professional appearance and attitude during normal working hours or whenever conducting official Commission business. Clean, professional, non-ripped or distressed jeans are acceptable on Fridays if appropriate for the work being completed that day.

Cell Phone Safety and Driving

Safe driving is the first priority when operating a vehicle while driving on East Central Wisconsin Regional Planning Commission business. Your first responsibility is to pay attention to your driving. Never allow a cell phone or other mobile device to distract you from concentrating on driving. Under no circumstances should you feel that you need to place yourself or others at risk while driving to fulfill business needs. You should follow these procedures to avoid distracted driving:

- Follow all applicable state and local laws that address the use of cell phones and other mobile devices while driving.
- Avoid using your cell phone while driving, and do not use it as a hand-held device. Find a safe place to pull over to make or receive phone calls, send or receive text messages, or manipulate navigation apps.
- Program your destination into navigation apps or GPS devices before you start driving.
- Do not read or respond to text messages or e-mail or browse social media or the Internet while driving.
- Be aware of distractions from in-car "infotainment" systems. Just because they are built into the vehicle does not mean they do not create a hazardous distraction.
- Employees who don't follow cell phone safety may be disciplined

Safety in the Workplace

Safety in the workplace is the Commission's number one priority. You must inform the Executive Director, Deputy Director or Human Resource representative in the event of unsafe conditions, accident or injury, and use safe working methods at all times.

Bulletin Boards

All required governmental postings are posted on the boards located in the break area. These boards may also contain general announcements.

Protected Concerted Activity

Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state and local laws, including your rights under law to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions and benefits. Employees have the right to engage in or refrain from such activities.

PROPOSED RESOLUTION NO. 02-25

AMENDING THE EMPLOYEE MANUAL FOR STAFF EMPLOYED BY EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

WHEREAS, the East Central Wisconsin Regional Planning Commission previously adopted the Employee Manual through Resolution 07-24, and;

WHEREAS, review of current policies indicated the need for modifications, to be consistent with state and federal employment laws and requirements, as well other modifications to best serve the Commission's interest in employment matters, and;

WHEREAS, East Central staff has updated the Employee Manual to ensure the Employee Manual is consistent with state and federal requirements, and;

WHEREAS, the Employee Manual is reviewed annually with legal counsel to ensure it is in compliance with state and federal employment laws, so;

NOW THEREFORE, BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That the Commission amends the attached Employee Manual for the East Central Wisconsin Regional Planning Commission, which is made part of this Resolution applicable to all persons employed by the East Central Wisconsin Regional Planning Commission, and that this resolution serves to replace Resolution No. 07-24.

Effective Date: January 30, 2025
Submitted To: Executive Committee
Prepared By: Melissa Kraemer Badtke, Executive Director

Alice Connors, Chair –Calumet Co.

Attest: Melissa Kraemer Badtke—Executive Director
East Central WI Regional Planning Commission

Approval Date

DATE: January 22, 2025

TO: ECWRPC Executive Committee

FROM: Melissa Kraemer Badtke, Executive Director & Craig Moser, Deputy Director

RE: Proposed Resolutions 03-25: Authorizing the Executive Director to enter into a contract with the National Association of Development Organizations (NADO) for the Small Community Technical Assistance Program

The National Association of Development Organizations (NADO) applied for a USDA Technical Assistance Grant to support East Central's Small Community Technical Assistance Program. The USDA Grant will fund a consultant to work with the Commission staff and local communities on this program. In addition, NADO staff will be documenting East Central's Process to develop a case study for other Economic Development Districts across the country to utilize as a best practice. The grant will cover Commission staff time and expenses at \$65,000 and NADO will hire a consultant to work with the Commission staff on this project. It is anticipated this project would be completed by September 30, 2025.

Staff Recommendations: Staff recommends approval of Proposed Resolution 03-25: Authorizing the Executive Director to enter into a contract with the National Association of Development Organizations (NADO) for the Small Community Technical Assistance Program.



**National Association of Development Organizations Research Foundation
and
East Central Wisconsin Regional Planning Commission**

Contract for Services

Contract Number: 495.02

Issued by: National Association of Development Organizations Research Foundation
(NADO Research Foundation)
122 C Street, NW, Suite 830
Washington, DC 20001

Issued to: East Central Wisconsin Regional Planning Commission (ECWRPC)
400 Ahnaip St.
Menasha, WI 54952

Contract Amount: \$65,000

Contract Term: December 1, 2024 – September 30, 2025

**Funding Source/
Award Number:** United States Department of Agriculture (USDA) Rural Business-Cooperative
Service (RBS) / Funding Opportunity Number: RDBCP-RBDG-2024, Catalog of
Domestic Federal Assistance Listing: 10.351.

On this 19th day of December 2024, NADO Research Foundation and ECWRPC enter into a Contract to undertake the Scope of Work authorized in the USDA Award for the project Technical Assistance for Rural Transportation Systems: Connecting Rural Transportation with Economic Opportunity.

ECWRPC was selected as a partner for this project by the NADO Research Foundation based on their proven expertise in rural and tribal mobility and transportation. The USDA approved scope of work recognized ECWRPC's role as a technical assistance partner for the selected projects. The ECWRPC staff provides environmental, economic development, and physical development planning services to the ten-county East Central Region of Wisconsin. The ECWRPC Small Community Technical Assistance Program connects communities with local planning firms to offer personalized design and consensus-building services in areas such as streetscape design, park planning, branding and wayfinding, redevelopment, housing policy, and funding strategies, all at no cost to the community.

Section 1. Scope of Work

1.1 ECWRPC will perform various tasks described below and agrees with the terms and conditions of the Award from USDA, which is included as *Attachment A* to this contract. Accordingly, ECWRPC agrees to work as part of the NADO Research Foundation team to support the following tasks and provide the outlined deliverables:

- a) Supporting Downtown Redevelopment and Mobility Improvements in Rural Eastern Wisconsin will begin in the second month and continue for the duration of the project. This effort will involve ongoing planning activities for downtown Shawano, Wisconsin, and other small community corridor locations that could benefit from transportation infrastructure improvements, especially those focused on active transportation. This is Task 3 in the attached project scope of work and will include the following sub-tasks:
 - Work with the NADO RF team and consultant support to develop and deliver the small community technical assistance program
 - Participate in regular project meetings and stakeholder meetings as needed.
 - Share information with the NADO Research Foundation team about the region that is relevant to the project, any key project contacts in local communities, progress made on tasks, and information or assistance requested from the NADO Research Foundation team.
 - Assist in producing plan documents, studies, or reports that will be developed for small community technical assistance; such reports may be provided to USDA Rural Development as well as to community technical assistance recipients to summarize the information and assistance provided and to document any recommendations.

1.2 ECWRPC will provide brief (1 to 3 pages) quarterly progress reports documenting that include but are not limited to the following:

- a) Comparison of actual accomplishments to the objectives established for the period being reported;
- b) Reasons why established objectives were not met, if any;
- c) Problems, delays, or adverse conditions which will affect attainment of overall project objectives, prevent meeting time schedules of objectives, or preclude the attainment of particular work elements during established item periods. The disclosure shall be accompanied by a statement of the action or plan to resolve the situations; and
- d) Objectives and timetable established for the next reporting period.

1.3 Quarterly progress reports are due to NADO Research Foundation after the end of the report period, as follows:

<u>Report Period</u>	<u>Report Due Date</u>
January – March 2025	April 18, 2025
April – June 2025	July 18, 2025
July – September 2025	October 17, 2025
October – December 2025	January 19, 2026
January – March 2026	April 17, 2026
April – June 2026	July 17, 2026
July – September 2026	October 16, 2026

Section 2. Payment for Services

2.1 Payment for Services: In consideration of ECWRPC's satisfactory performance and completion of the above-mentioned Scope of Work, NADO Research Foundation will pay ECWRPC up to \$65,000. ECWRPC agrees that this payment represents all salaries and fringe benefits, fees, travel expenses and direct costs associated with ECWRPC's performance. Payment will be made on a cost-reimbursement basis only; upon payment from USDA, NADO Research Foundation will reimburse ECWRPC. ECWRPC agrees that the NADO Research Foundation will not be responsible for any costs incurred by ECWRPC that exceed the amount agreed upon.

2.2 Travel Costs: Travel plans will be pre-approved by the NADO Research Foundation prior to booking or completing travel. When travel does occur, ECWRPC will follow the NADO travel policies as provided in *Attachment B*.

2.3 Invoice Requirements:

- a) ECWRPC may submit invoices as often as monthly based on the agreed upon budget. NADO Research Foundation will review the invoices and submit them to USDA for payment. Upon payment from USDA, NADO Research Foundation will reimburse ECWRPC.
- b) ECWRPC must provide a signed SF-270 Request for Advancement of Reimbursement Form, which is included as *Attachment A*, with each invoice submitted.
- c) ECWRPC must provide a completed Detailed Expenditure Report, included as *Attachment C*, with each invoice submitted.
- d) ECWRPC must provide copies of receipts along with the Detailed Expenditure Report in the order as presented on the Detailed Expenditure Report.

Section 3. Funding Source

3.1 This contract is funded through a federal award from the United States Department of Agriculture (USDA) Rural Business Cooperative Services (RBS). This work is performed under Funding Opportunity Number: RDBCP-RBDG-2024, Catalog of Domestic Federal Assistance Listing: 10.351. ECWRPC agrees to comply with the federal rules and regulations within the document Title 2-Grants and Agreements Part 200—Uniform Administrative Requirements, Cost Payments and Audit Requirements for Federal Grants (located at www.ecfr.gov).

Section 4. Special Conditions

4.1 Applicable Federal and State Laws: ECWRPC agrees to comply with all federal and state laws, codes, regulations and all local and municipal ordinances and regulations effective where the work is to be performed, and to pay all costs and expenses attributable to such compliance, to pay all fees, licenses, permits, deposits and taxes, including sales and use taxes, social security acts, employment insurance acts, unemployment compensation statutes, workers' compensation acts, pensions, or any similar authority insofar as applicable to the performance of this contract.

4.2 Entire Contract: This contract constitutes the entire agreement between NADO Research Foundation and ECWRPC and supersedes all prior written and oral representations made by NADO Research Foundation on the Contract Amount and Scope of Work. ECWRPC will not assign or sub-contract any work in this agreement, in whole or in part, without written prior approval by NADO Research Foundation.

4.3 Non-discrimination Requirement: ECWRPC agrees to comply with the non-discriminatory provision to ensure that no person shall be excluded from participation, be denied benefits of or be subject to discrimination under any program or activity based on race, color, national origin, handicap, age, religion or sex and other non-discrimination laws.

4.4 Restriction. ECWRPC shall not use this agreement to engage in lobbying activities. Lobbying is defined as an attempt to persuade members of any legislative or administrative branch of government to enact, defeat, repeal or amend legislation or regulations of any kind.

4.5 Arbitration. In case of dispute, an independent arbitrator shall be employed to settle the dispute and that the costs shall be borne by the unsuccessful party.

4.6 Relationship. It is specifically agreed that NADO Research Foundation and ECWRPC are entities separate and independent from one another. Nothing contained in this agreement shall be construed to create the relationship of employers and employee, principal and agent, partnership or joint venture or any other fiduciary relationship between NADO Research Foundation and ECWRPC. ECWRPC does not have the authority to act as agent for, or on behalf of NADO Research Foundation or to represent NADO Research Foundation or bind in any manner.

4.7 Key Personnel. In all matters related to this agreement, correspondence will be represented by key officials that have the full power and authority to represent their respective entity:

- Melissa Kraemer Badtke, Executive Director, ECWRPC

ECWRPC will notify NADO Research Foundation of any changes to the key project personnel as soon as possible.

Section 5: Termination

NADO Research Foundation and/or ECWRPC may terminate this contract under the following circumstances:

5.1 Immediately in the event of a material breach of this contract by the other party that has not been cured within thirty (30) days following delivery of written notice thereof from the non-breaching party to the breaching party; provided, however, that if such breach cannot be reasonably be cured within such thirty (30) days, such period shall be extended for an additional thirty (30) days so long as the breaching party has notified the non-breaching party in writing, of its plans to initiate substantive steps to cure the breach and diligently thereafter pursues the same to completion within such reasonable period; or

5.2 Immediately upon the occurrence of any of the following described below:

- a) ECWRPC becomes insolvent, subject to receivership, voluntarily or involuntarily subject to the jurisdiction of the bankruptcy court;
- b) ECWRPC makes misrepresentation hereunder or breaches any warranty, covenant, obligation or term hereof, including the failure to satisfactorily perform the Scope of Work described in Section 1 within the period of performance specified in Section 3; and
- c) ECWRPC omits to take any action to cure the breach that has been presented by NADO Research Foundation.

5.3 In the event that this agreement is pre-terminated with the occurrence of events in Section 5.2 and cannot be cured as described in Section 5.1, the termination date becomes effective fifteen (15) days after receipt by ECWRPC of a written notice of termination from NADO Research Foundation. NADO Research Foundation will be entitled reimbursement for expenses incurred up to the termination date but at the same time, would report work performed up to the termination date also.

This contract is acknowledged and executed as of the date set forth by:

Joe McKinney
Executive Director, NADO and NADO Research Foundation

Date

Melissa Kraemer Badtke
Executive Director, ECWRP

Date

PROPOSED RESOLUTION NO. 03-25

Authorizing the Executive Director to Enter into an Agreement for the Small Community Technical Assistance Grant with the National Association of Development Organizations (NADO)

WHEREAS, East Central Wisconsin Regional Planning Commission collaborated with the National Association of Development Organizations (NADO) on a USDA grant to administer the Small Community Technical Assistance program in the Region in 2025, and;

WHEREAS, USDA awarded the grant to the National Association of Development Organizations (NADO), and;

WHEREAS, NADO has worked with East Central to develop a grant agreement outlining each parties' roles and responsibilities, along with the budget, and;

NOW, THEREFORE, BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That the Executive Director of the Commission is authorized to enter into the Agreement with the National Association of Development Organizations (NADO), which is attached and made a part hereof.

Effective Date: January 30, 2025
Prepared For: Executive Committee
Prepared By: Craig Moser, Deputy Director

Alice Connors, Chair – Calumet Co.

Melissa Kraemer-Badtke
ECWRPC Executive Director

Approval Date

TO: ECWRPC Executive Committee

FROM: Melissa Kraemer Badtke, Executive Director & Craig Moser, Deputy Director

DATE: January 22, 2025

RE: Proposed Resolution 04-25 Authorizing the Executive Director Enter into a Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission

PROGRAM: In October, 2023, the East Central Wisconsin Regional Planning Commission (ECWRPC) Board authorized ECWRPC to act as the fiscal agent and grant administrator of a newly created **Regional Aviation Development Fund**, designed to help support continued growth of the aviation sector in the region as a component of East Central’s core Economic Development Program area.

EAST CENTRAL’S ROLE: East Central serves as the fiscal agent of a segregated fund to support the development of aviation-related economic development initiatives in East Central’s service area. Fund promotion and development are handled by other stakeholder agencies. Initially, the program is designed to enhance commercial air service development by providing incentives for new route destinations or increased frequency to existing destinations. Additional opportunities to enhance the aviation sector will be evaluated moving forward.

COMMITTEE: ECWRPC established a Special Project Committee, per Article VI, Section 3 of East Central’s By-Laws, to review and award grants from the fund. The Committee structure consists of the following membership:

County/Organization	Appointment Position	Term Expires	Name
Calumet County	Executive Committee Rep	Apr-26	Alice Connors
Winnebago County	Economic Development Committee Rep	Apr-26	Matt Mugerauer / Perm Alt. Mark Rohloff
Waupaca County	Transportation Committee Rep	Apr-26	Dave Morack
Outagamie County	Outagamie Commissioner	Apr-26	Thomas Nelson / Perm Alt. Kevin Englebert
Menasha Packaging	Business Community Rep	Apr-25	Gena Miller, Menasha Packaging
Air Wisconsin	Airport/Aviation Community Rep	Apr-26	Rob Binns, Air Wisconsin
Fox World Travel	Travel/Tourism Community Rep	Apr-27	Chip Juedes, Fox World Travel
Ex-Officio (Non-Voting)	Appleton Airport Director		Abe Weber
Ex-Officio (Non-Voting)	CVB/Tourism/Economic Development Rep		Pam Seidl
Ex-Officio (Non-Voting)	ECWRPC Executive Director		Melissa Kraemer Badtke
	Legal Advisor		Joe Guidote

This Committee met for the first time in September, 2024 and reviewed the attached Memorandum prepared by East Central legal consultant, Joe Guidote, regarding the appropriate structure of the relationship between East Central and Appleton International Airport for the administration of community-sponsored Air Carrier Incentive Program (ACIP). They also reviewed the attached DRAFT Memorandum of Understanding between East Central and Appleton International Airport, drafted by Mr. Guidote and discussed with him some of the nuances of this program from the Federal Aviation Administration’s perspective. The consensus of the Committee was to proceed with approval of the Memorandum of Understanding through the Commission’s Standing Executive Committee and Commission Board. The Economic Development Committee also discussed this issue at their meeting on January 8th.

Staff Recommendation: Staff recommends approval of Proposed Resolution 04-25 Authorizing the Executive Director Enter into a Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission.

MEMORANDUM

T0: Melissa Kraemer-Badtke, Executive Director
Craig Moser, Deputy Director

FROM: Attorney Joe Guidote

DATE: May 7, 2024

East Central Wisconsin Regional Planning (EC) is considering the establishment of an Air Carrier Incentive Program (ACIP). The Federal Aviation Administration (FAA), on December 3, 2023 updated its Air Carrier Incentive Program Policy (Policy), which covers two types of ACIPS:

1. Programs funded by the airport itself ‘(airport sponsored incentives’) and
2. Programs funded by the local community (community sponsored incentives), which cannot include any airport sponsored funding.

A community sponsored incentive program is funded by non-airport funds and administered by an entity independent of the airport and its administration. Although still regulated by the FAA, a community-sponsored ACIP has much more flexibility in granting funds to incentivize the development of new and expanded air carrier routes. On the other hand, an airport sponsored incentive program must comply with many more federal law and FAA grant assurance requirements. A significant portion of airport funding and assets are federally derived resulting in greater scrutiny of the disbursement of airport revenue. This scrutiny comes in the form of regulated compliance with FAA grant assurances as a means of protecting the federal investment. Since community based incentive programs utilize community- based funding and not airport funding, a community based ACIP grant may, for example, directly assist in the financing of new routes, including minimum revenue guarantees, travel banks, and marketing that may include destination marketing. Such funding measures may be more attractive to an air carrier exploring the viability of establishing a new route.

Other Policy requirements of community-based incentive programs are:

1. Any use of funds must still meet Grant Assurance obligations that prohibit unjust discrimination. In FAA parlance, “unjust discrimination” in this context relates to discrimination against other similarly situated air carriers. The policy does, however, recognize that an incentive to a specific carrier is not viewed as discriminatory to other carriers, because an air carrier operating a **new** route is not considered to be “similarly

situated” to other carriers operating established routes. Thus, the incentive must be for a limited time, until “the new service becomes known and accepted.” FAA Policy Sec .III(B)2

2. In the event a community based incentive program chooses to fund a new air service using non-airport funds, such funds cannot be commingled with airport funds. For example, EC cannot decide to grant the funds to an air carrier and then forward the funds to the airport for distribution to the air carrier. FAA Policy, Sec. III(B)(3)a
3. The airport cannot have a direct management role in community based ACIP, however, it can have a limited role in advising the ACIP. The Airport Director cannot, for example, vote on the issue of an incentivized Air Service agreement. The Airport Director can, however, be an ex-officio, non-voting member of the committee; he/she may participate in debate and provide technical advice on an issue at hand. FAA Policy Sec. III(B)(3)(b)i-iii It is my opinion that such technical advice could include presenting a community based air incentive opportunity to EC, negotiating a tentative air service agreement, after receiving EC’s approval to proceed with negotiations, and presenting the agreement with recommendations to EC for consideration and action.

If EC proceeds with the formation of a community based ACIP, it is my recommendation that EC enter into a memorandum of understanding with ATW, to set forth the parameters of each entity’s authority and expected duties and obligations, consistent with the FAA Policy Regarding Air Carrier Incentive Program.

MEMORANDUM OF UNDERSTANDING BETWEEN APPLETON INTERNATIONAL AIRPORT AND EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

The purpose of this Memorandum of Understanding (MOU) between East Central Wisconsin Regional Planning Commission (ECWRPC) and Appleton International Airport (ATW) is to define the relationship between ECWRPC's Air Carrier Incentive Program (ACIP) and ATW. ECWRPC has established an ACIP to incentivize commercial air carriers to develop new or expand existing routes to various destinations. This endeavor is intended to benefit ECWRPC's regional economy and to provide new and expanded routes to and from a wider range of destinations for the benefit and convenience of the region's business and recreational travelers.

ECWRPC DUTIES

ECWRPC shall authorize and create a community sponsored ACIP and shall also appoint a special project committee, as permitted per Article VI, Section 3 of ECWRPC's Bylaws, to provide oversight and policy direction for the ACIP. The Regional Aviation Development Fund Committee's duties shall be authorized by the ECWRPC and the special project committee shall regularly inform the ECWRPC of its activities. The ACIP shall be administered in compliance with the FAA Policy Regarding Air Carrier Incentive Programs.

The committee shall be composed of seven voting members, composed of stakeholders from the following:

- ECWRPC Chair (or designee from the Executive Committee)
- ECWRPC Economic Development Committee Chair (or designee from Committee)
- ECWRPC Transportation Committee Chair (or designee from the Committee)
- ECWRPC Commissioner – Outagamie County (appointed by the Commission Chair)
- Business Community Representative (appointed by the Commission Chair)
- Airport/Aviation Community Representative (appointed by the Commission Chair)
- Travel/Tourism Community Representative (appointed by the Commission Chair)

The special project committee shall also include ex-officio members whose professional backgrounds will provide expertise in the Committee's review and deliberation of grant proposals. Ex-officio members will be non-voting members, but will otherwise have the ability to provide technical, professional and industry-relevant advice to the committee, and when requested to the full Commission. Ex-officio members shall include:

- Appleton Airport Director or Designee
- CVB/Tourism/Economic Development Agency Representative
- ECWRPC Director or Designee

Any technical advice tendered by an ex-officio member will in no way be determinative, and such advice may be considered by the subcommittee and the ECWRPC in their deliberations and decision making.

All meetings of the subcommittee shall be subject to the Wisconsin Open Meetings Law.

Any funds received by the ECWRPC for the purpose of incentivizing aviation development shall be deposited in a segregated, interest bearing account.

Funds in said account shall be disbursed for the purpose of incentivizing new or expanded routes that demonstrate sufficient passenger interest to sustain the route for the long term. Incentive funding for such routes may include, but is not limited to:

1. Marketing activities, including destination marketing, in support of a new or expanded route.
2. Direct financing of routes, including minimum revenue guarantees.

The Committee shall consider each grant applicant's submitted materials, deliberate and recommend to the full Commission its recommendation, along with a tentative grant agreement setting forth the terms and conditions of the grant. The recommendation(s) of the Committee shall be approved by a majority of those present, assuming there is a quorum.

Funds in said account shall also be disbursed for the purpose of reimbursing ECWRPC for actual administrative costs of program administration.

APPLETON INTERNATIONAL AIRPORT DUTIES

ATW agrees to the appointment of its Airport Director as an ex-officio member of the Committee, and neither the Airport Director, nor his/her staff, shall have the right to vote on the Committee.

The Airport Director shall provide technical advice to the Committee and Commission including but not limited to:

1. Identifying opportunities for new or expanded air carrier routes,
2. Discuss recommended strategies as to how ECWRPC's ACIP may assist in incentivizing an identified air carrier to create a new or expanded route.
3. The Airport Director, upon recommendation by the Committee, shall enter into negotiations with the designated air carrier and reach a tentative written agreement for consideration by the Committee and, upon recommendation by the Committee, the Commission.

The Airport Director specifically agrees that neither he/she or any member of the Airport Director's staff can or will make any representations, statements, or enter into any agreement that would bind ECWRPC in any way without specific prior approval by the Commission.

The Airport Director understands that any ECWRPC approved grant funds cannot be commingled with airport funds in any way or for any time period, and that any approved grants shall be disbursed directly to the grantee. Grant funds shall never be disbursed to ATW for later disbursement to a grantee.

The Airport Director shall be primarily responsible for identifying and meeting with community stakeholders to discuss potential contribution to the ECWRPC ACIP.

PROPOSED RESOLUTION NO. 04-25

Authorizing the Executive Director to Enter into a Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission

WHEREAS, East Central Wisconsin Regional Planning Commission approved Resolution 56-23 Authorizing the Commission to Act as Fiscal Agent and Administrator of a community-funded Regional Aviation Development Fund, and;

WHEREAS, East Central created a Special Regional Aviation Development Fund Committee to oversee the administration of this program, and;

WHEREAS, East Central consulted with a local attorney well-versed in Federal Aviation Administration legal issues, and;

WHEREAS, East Central's Regional Aviation Development Fund Committee met in September of 2024 with said legal consultant to review and discuss a proposed Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission outlining each organization's roles and responsibilities, and;

WHEREAS, the Committee concurred that the Memorandum of Understanding was appropriate in order for East Central to administer a community funded Air Carrier Incentive Program (ACIP) in coordination with Appleton International Airport, and so;

NOW, THEREFORE, BE IT RESOLVED BY THE EAST CENTRAL WISCONSIN REGIONAL PLANNING COMMISSION

Section 1: That the Executive Director of the Commission is authorized to enter into the Memorandum of Understanding between Appleton International Airport and East Central Wisconsin Regional Planning Commission, which is attached and made a part hereof.

Effective Date: January 30, 2025
Prepared For: Executive Committee
Prepared By: Craig Moser, Deputy Director

Alice Connors, Chair – Calumet Co.

Melissa Kraemer-Badtke—ECWRPC Executive Director

Approval Date