

**Minutes of the Executive Committee Meeting of the  
West Central Wisconsin Regional Planning Commission (WCWRPC)  
Thursday, April 16, 2026; 10:00 a.m.  
Banbury Place, Room 405H, Eau Claire, WI**

**Commissioners Present:** John Frank, Louie Okey, Joe Waichulis, George Rohmeyer, Ryan Sicard, Sharon Kelly

**Commissioner Absent:** Adam Accola

**Staff Present:** Scott Allen, Kim Zimmerman

1. **Call to Order:** Chair Frank called the meeting to order at 10:00 a.m. Chair Frank requested that the WCWRPC Finance Manager Kim Zimmerman take roll call; quorum was present for the purpose of doing business.
2. **Review and Approve Minutes of February 24, 2026, Executive Committee Meeting –** Okey pointed out the minutes reflected a next meeting date of April 9 when the meeting date is April 16. A motion to approve the minutes as amended was made by Kelly and seconded by Waichulis; motion carried.
3. **Update of Assistant Planner Recruitment –** Executive Director Allen gave a summary of the recruitment process noting that there were over 80 applicants for the position with 40 being qualified for further review. After review, 5 candidates were selected and interviewed. Executive Director Allen noted that a review of current budget and workload has caused there to be a pause in continuing with the hiring process. There was some discussion regarding the process when hiring resumes and consensus that a pause was acceptable.
4. **Motion to go into closed Session –** Chair Frank put forth request to go into closed session for Executive Director Allen’s annual performance evaluation. A motion was made by Okey, seconded by Sicard, that stated: Pursuant to the Provisions of Section 19.85(1)(c) of Wisconsin Statutes to “Consider Employment, Promotion, Compensation or Performance Evaluation Data of any Public Employee over Which the Governmental Body has Jurisdiction or Exercises Responsibility.”
5. **Roll Call Vote to be Taken –** Chair Frank requested Finance Manager Zimmerman take roll call to go into closed session at 10:05 a.m.; motion carried unanimously. The full Executive Committee was present except for Accola.

Closed Session

6. **Executive Director Performance Evaluation –** Executive Director Allen and Finance Manager Zimmerman left the room so that the performance evaluations for Allen could be reviewed by the Executive Committee. Shortly after the Executive Committee met, they asked the Executive Director Allen to return to review the outcome of the surveys.
7. **Motion to Return to Open Session –** Motion was made by Kelly, seconded by Sicard to return to Open Session. A unanimous vote was cast to go back into open session at 11:15 a.m. and Zimmerman re-entered the meeting.

Open Session

8. **Any Appropriate Motion/ Actions –** Frank asked if there was anything else to be discussed, and no one had anything to add at this time. It was noted for the record that the Executive

Committee, during Item #6, reviewed the summary of the evaluation surveys with the Executive Director. Frank noted that no actions or motions were needed at this time.

9. **Any Other Business or Updates** – Executive Director Allen briefly mentioned other business updates handing out a copy of the final draft of the AI Policy, a draft of the 2025 Annual Report, and a draft of the new 2-page informational flyer. Okey left the meeting. Chair Frank gave a brief overview of the process for formation of a nominating committee and the task of nominating new officers of the Commission for the May Commission meeting.
10. **Next Commission Meeting Date:** Thursday, May 21, 2026 – Banbury Place, Eau Claire
11. **Next Executive Committee Meeting Date:** Thursday, June 11, 2026 - Location TBD - There was discussion of an alternate meeting date as several members are not available on June 11. After discussion, the date was tentatively set for Wednesday, June 10, 2026, but is subject to change.
12. **Motion to Adjourn:** Motion to adjourn was made by Chair Frank. Citing no objections, the meeting was adjourned at 12:12 p.m.

Prepared by Kim Zimmerman