

MINUTES
of the Executive Committee of the
Capital Area Regional Planning Commission

November 6, 2017

Room 321, 210 Martin Luther King Jr. Blvd, Madison, WI

4:30 PM

Commissioners Present: Mark Geller, Ken Golden, Kris Hampton, Peter McKeever

Commissioners Absent: Maureen Crombie, Larry Palm

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

Background Documents

1. Mission-Vision Statements and Operating Agreements
2. Categories of Decision Making (revised November 2017)
3. Committee Member List (updated 10/18/17)
4. CARPC Code of Conduct
5. CARPC Meeting Agenda 11/9/17

1. Roll Call

Mr. McKeever called the meeting to order at 4:37 PM. Quorum was established.

2. Approval of Minutes

a. **Minutes of the October 9, 2017 Executive Committee Meeting (*actionable item*)**

Mr. Golden moved to approve the minutes of the October 9, 2017, Executive Committee meeting; Mr. Hampton seconded. Mr. Geller requested that the minutes be corrected to show him as an attendee of the meeting. The motion to approve the minutes, as revised, passed on a voice vote.

3. Public Comment

There were no members of the public present.

4. Presentations and Discussions

a. Revised Categories of Decision Making to Establish Consent Agenda

Mr. Steinhoff gave an overview of the revisions that were requested at the last Executive Committee meeting and some additional revisions.

Mr. Golden asked (1) where was an Executive Director mentioned in item #6; and (2) should not the Executive Director hire the Division Directors? He requested that the phrase "in the absence of an Executive Director" be added to the first bullet point in item #6. Mr. McKeever concurred with that request.

b. Discussion of CARPC Code of Conduct

Mr. Golden handed out suggested revisions to the Code of Conduct. He stated that he had several goals for revising the document, which were (1) take out what was irreverent or not necessary; (2) take out language that was legalese; and (3) replace words like "firm" in paragraph 2.c. He stated he did not intend to change the basics of the Code of Conduct. Mr. Golden requested that CARPC's legal counsel review any accepted changes.

Mr. McKeever stated that this document combined a code of conduct with a conflict of interest policy. He had no problems with Mr. Golden's changes.

Mr. Steinhoff said that the next step will be for CARPC's legal counsel to approve the changes; then the revised document can be placed on next month's agenda as an action item.

Mr. McKeever suggested that Mr. Steinhoff ask Mr. St. Peter if this was an adequate conflict of interest policy.

c. Discussion on the Impact of Increased Paid Time Off

Ms. Firestone reported that, by increasing vacation time for employees with 15 or more years of service, there would be no impact for another seven years. The Executive Committee and Ms. Firestone reviewed the employee PTO charts.

Mr. Steinhoff stated that the Environmental Resources Planner position was filled by hiring Sarah Fuller, one of CARPC's interns. Ms. Fuller will be half time until she completes her Masters' degree in May 2018. Mr. Steinhoff also said that funds are available in the 2018 budget to hire someone for an LTE position until Ms. Fuller becomes full time.

Mr. McKeever suggested that new employees come to a full Commission meeting and introduce themselves.

5. Financials

a. **Approval of November 2017 Disbursements and Treasurer's Report for October 2017 (*actionable item*)**

Mr. Golden moved to approve the November 2017 disbursements and October 2017 Treasurer's report; Mr. Hampton seconded.

Mr. Steinhoff mentioned that staff was working on amendments to the 2018 budget that will be part of the December 2017 Commission meeting.

The motion passed on a voice vote.

6. Future Agenda Items (Next meetings: December 11th and January 8th; room TBD)

Mr. McKeever and Mr. Pfeiffer attended the Dane County Lakes & Watershed Commission's Executive Committee meeting. Mr. McKeever said that Executive Committee approved the agenda for the full Commission meeting.

Future agenda items:


1. Revised Code of Conduct will be on December's agenda as an action item.

7. Adjournment

Mr. Hampton moved to adjourn; Mr. Golden seconded. The motion passed on a voice vote. The meeting adjourned at 6:05pm.

Minutes taken by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary