

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

January 7, 2019

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

4:30 p.m.

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Chair Larry Palm

Commissioners Absent: Ken Golden, Peter McKeever

CARPC Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 4:38pm. Quorum was established.

2. Approval of Minutes

a. **Consideration of Approval of Minutes of the December 13, 2018 Executive Committee Meeting (actionable item)**

Mr. Geller moved to approve the minutes of the December 13, 2018, Executive Committee meeting; Ms. Crombie seconded. The motion passed on a voice vote.

3. Public Comment

No members of the public were present.

4. Closed Session

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibilities. The subject matter concerns the evaluation of the Deputy Director/Division Director for Community and Regional Development Planning.*

Mr. Hampton moved to convene into closed session; Mr. Geller seconded. A roll call vote was taken: Commissioners who voted "aye": Chair Palm, Ms. Crombie, Mr. Geller, and Mr. Hampton. Commissioners who were absent: Mr. Golden and Mr. McKeever. The motion passed on a roll call vote.

5. Return to Open Session

Ms. Crombie moved to return to open session; Mr. Hampton seconded. A roll call vote was taken: Commissioners who voted "aye": Chair Palm, Ms. Crombie, Mr. Geller, and Mr. Hampton. Commissioners who were absent: Mr. Golden and Mr. McKeever. The motion passed on a roll call vote.

6. Approval of Evaluation of Deputy Director

a. **Approval of Evaluation of Deputy Director (actionable item)**

Mr. Geller moved to:

- (1) approve the evaluation of the Deputy Director,
- (2) recommend to the Commission that the Deputy Director's stipend be increased from \$12,000 to \$15,000;
- (3) and recommend to the Commission that the Deputy Director receive a merit raise retroactive to January 1, 2019.

The Executive Committee, acting as the Personnel Committee, found the job performance of Stephen Steinhoff to be satisfactory.

Ms. Crombie seconded the motion. The motion passed unanimously on a voice vote.

7. Action Items

a. **Consideration of Approval of RPC Self-Certification (*actionable item*)**

Mr. Hampton moved to approve RPC Self-Certification; Ms. Crombie seconded. The motion passed on a voice vote.

b. **Consideration of Adoption of CARPC Resolution 2019-02 for a Title VII/ADA Non-Discrimination Policy (*actionable item*)**

Mr. Geller moved to approve CARPC Resolution 2019-02; Ms. Crombie seconded. The motion passed on a voice vote.

c. **Consideration of Approval of Cooperative Monitoring Agreements with the USGS, City of Madison, and City of Middleton (*actionable item*)**

Mr. Hampton moved to approve the Cooperative Monitoring Agreements; Ms. Crombie seconded. The motion passed on a voice vote.

8. Financials

a. **Consideration of Approval of January 2019 Disbursements and Treasurer's Report for December 2018 (*actionable item*)**

Mr. Geller moved to approve the January 2019 Disbursements and Treasurer's Report for December 2018; Mr. Hampton seconded. The motion passed on a voice vote.

9. Future Agenda Items (Next meeting is February 11, 2019, in room 321 CCB)

10. Adjournment

Mr. Hampton moved to adjourn; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 5:12pm.

Minutes taken by Linda Firestone

Respectfully Submitted:


Kris Hampton, Secretary