

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

June 8, 2020 at 6:00 p.m. (Virtual Zoom Meeting)

Commissioners Present: Maureen Crombie, Mark Geller, Kris Hampton, Larry Palm (Chair), David Pfeiffer, Peter McKeever (arrived 6:05pm)

Commissioners Absent: None

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 6:02pm. Quorum was established.

2. Public Comment

No members of the public attended the meeting.

3. **Adoption of Minutes of the May 11, 2020 Executive Committee Meeting (*actionable item*)**

Mr. Geller moved to recommend adoption of the minutes of the May 11, 2020 Executive Committee meeting; Mr. Hampton seconded. The motion passed on a voice vote.

4. Review of CARPC Banking Deposits

Ms. Firestone reviewed the actions that staff would like to take to ensure that all funds are insured.

5. Discussion of Options for CARPC Health Savings Retirement Programs

Ms. Firestone reviewed the current CARPC retirement payout options and her recommendation that CARPC contract with Precision Retirement, which is the company that Dane County and City of Madison uses. Commissioners agreed with the recommendation, so an action item will be presented during the July meeting to formally approve an agreement with Precision Retirement.

6. Review of CARPC Resolution 2020-08: Approval of CARPC Preliminary 2021 Budget and Levy Charge

Mr. Steinhoff reviewed the resolution, the preliminary 2021 budget, and a budget scenario showing a 2.5% levy reduction. The preliminary CARPC 2021 budget shows no change to the levy charge from 2020. The 2.5% levy reduction scenario was drafted to be consistent with Dane County Executive's guidelines. There was discussion regarding the wording of the resolution. Revisions were made to clarify intent. The revised resolution will be shared with Commissioners for possible introduction as a substitute resolution during the CARPC meeting.

7. Discussion of Potential CARPC Roles in Assisting with Filling Commission Vacancies

Chair Palm stated that a strong job description of what a Commissioner does was needed. This job description, along with Commission vacancies, should be placed on the CARPC website. Items on the job description should include time commitment. There was also discussion on the manner in which CARPC would advocate for a Commissioner vacancy and how candidates would be identified and located. The Commission should represent the diversity of the region's population. Local sanitary districts are involved in advertising for their open positions and then point qualified candidates to the appropriate appointing authorities. CARPC needs to do a better job of getting women and people of color. Commissioners agreed that CARPC should be more proactive and do a better job of describing CARPC's role in the region.

8. Approval of a Transition Plan for Sarah Fuller from Environmental Resources Planner to Environmental Engineer (*actionable item*)

Mr. Pfeiffer moved to approve the transition plan for Sarah Fuller; Mr. Geller seconded.

A discussion ensued regarding Ms. Fuller's experience level once the development plan has been completed.

The motion passed on a voice vote.

9. Approval of Changes to CARPC Personnel Policies (*actionable item*)

Mr. Hampton moved to approve the changes to the CARPC personnel policies; Ms. Crombie seconded. The motion passed on a voice vote.

10. Approval of June 2020 Disbursements and Treasurer's Report for May 2020 (*actionable item*)

Mr. Geller moved to approve the June 2020 disbursements and the Treasurer's report for May 2020; Ms. Crombie seconded. A request was made to be consistent when showing software expenses instead of showing staff names for some software and not showing names for other software. The motion passed on a voice vote.

11. Future Agenda Items (Next meeting is July 6, 2020, location TBD)

There will be breakout groups during the Thursday CARPC meeting.

12. Adjournment

Mr. Hampton moved to adjourn; Ms. Crombie seconded. The motion passed on a voice vote. The meeting adjourned at 7:21pm.

Minutes taken by Linda Firestone and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary