

AGENDA

of the Personnel Committee of the Capital Area Regional Planning Commission

August 15, 2023

CARPC Offices, 100 State Street, Suite 400, Madison, WI

4:00 pm

Meeting Accommodation: This meeting will take place in person.

Speaking at RPC Meetings: Oral comments from members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each registrant will be three (3) minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Committee should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before the meeting.

RPC Quorum may be Present: RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Establish Quorum
2. Public Comment on Matters not on the Agenda
3. **Closed Session (*actionable item by roll call vote*)**
 - a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds for recruitment of agency employee(s).*
4. **Return to Open Session (*actionable item by roll call vote*)**
5. **Selection of Firm(s) to Recruit for a CARPC Executive Director and Provide Related Services (*actionable item*)**
6. **Formation of an Executive Director Search Committee (*actionable item*)**
7. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

**Re: Selection of Firm to Recruit for a CARPC Executive Director and Provide Related Services
(actionable item)**

Requested Action:

Motion to Select Firm(s) to Recruit for a CARPC Executive Director and Provide Related Services.

Background:

The CARPC Budget and Personnel Panel voted to approve hiring an Executive Director at their August 8, 2023 meeting, following the recommendation made by the CARPC Personnel Committee at their June 21 meeting. The Commission voted to authorize the Agency Director to execute an agreement with a firm or firms selected by the Personnel Committee to recruit an Executive Director and provide related services.

Staff Comments:

Staff identified and met with six firms who provide recruitment and related services for positions including Executive Director. Staff invited five firms to submit proposals for recruiting a CARPC Executive Director and assessing and making recommendations on the job description and compensation package.

The BPP agreed that the salary range for the Executive Director should be consistent with comparable positions at Dane County. Thus, the selected firm(s) will be asked to benchmark recommended salary levels with comparable County positions.

In addition to Executive Director recruitment services, CARPC has other, related, recruitment and human resources needs:

1. The CARPC Accounting and Administrative Services Coordinator (AASC) announced her retirement late this year, creating a need to fill the position soon. Given agency staffing transitions, it also makes sense to assess the AASC job description and consider changes.
2. The hiring of an Executive Director has implications for agency staff structure. First, the Executive Director will replace the Division Director roles. Second, CARPC has an unfilled senior level planning position that needs to be filled. Third, it is anticipated that the Executive Director will be less directly involved in planning work than the current Division Directors and will allocate more time to external outreach, engagement, and communications. As a result, greater delegation of program management and administration to program and administrative staff will be required.

Recommendations

Need #1 above is immediate. Staff recommends asking preferred firm(s) to revise their proposals to include assessment and recommendations for the AASC job description and staffing to meet overall agency accounting and administrative needs, and to include recruitment of an AASC (or revised) position in their services.

Need #2 above is important but less immediate. A new Executive Director would likely want to be part of decisions on hiring and delegation of management responsibilities. Staff recommends holding off on seeking assistance with meeting this need. Waiting also allows the agency to gain experience with a recruitment/HR firm before requesting additional services.

Attachments:

1. None (proposals and staff review to be sent separately)

Staff Contact:

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Next Steps:

Execution of agreement with recruitment firm(s), assessment of positions and compensation, Executive Director and AASC search and selection, submittal of three Executive Director candidates and possibly a recommendation, to the BPP.