

AGENDA

of the Personnel Committee of the Capital Area Regional Planning Commission

August 31, 2023

Via Zoom Webinar

11:00 am

Meeting Accommodation: This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, smartphone, or telephone by registering at: <https://us02web.zoom.us/j/89885207655?pwd=aTZGN2Z4WTJNaVJKem40TWZUbUdjZz09> or by telephone at: 646 931 3860. (Webinar ID: 898 8520 7655, Passcode: 593789). If you need other accommodation to attend the meeting, please call Haley Smith at 608 474 6017

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. **Minutes of the May 23, 2023, Personnel Committee Meeting (*actionable item*)**
4. **Minutes of the August 23, 2023, Personnel Committee Meeting (*actionable item*)**
5. CARPC Executive Director Recruitment
6. Future Meetings and Agenda Items
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 hhub ua hauj lwm ua ntej yuav tuaj sib tham.

DRAFT MINUTES

of the Personnel Committee of the Capital Area Regional Planning Commission

May 23, 2023

Zoom Meeting

5:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair)

Commissioners Absent: Nick Zavos

Staff Present: Mike Rupiper, Steve Steinhoff

Others Present: None

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 5:05 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public were registered / in attendance.

3. Closed Session (*actionable item*)

- 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.*

Ms. Crombie moved to go into a closed session; Ms. Murphy seconded the motion. A roll call vote was taken:

- Murphy – Aye
- Crombie – Aye
- Pfeiffer - Aye
- McKeever - Aye
- Hampton - Aye
- Nay votes - None

The motion carried. Mr. Steinhoff created a “breakout room” for the closed session.

4. Return to Open Session

Chair Pfeiffer reported that Ms. Crombie moved to return to the open session when the closed session was completed; Mr. Hampton seconded. A roll call vote was taken:

- Murphy – Aye
- Crombie – Aye
- Pfeiffer - Aye
- McKeever - Aye
- Hampton - Aye
- Nay votes - None

The motion passed unanimously, and the Open Session resumed.

Chair Pfeiffer stated no specific action will be taken at this time. Chair Pfeiffer added that the next Executive Committee meeting will have more discussion on how the Agency can best address the management and administrative roles as we move forward.

5. Filling Division Director/Deputy Agency Director Position (*actionable item*)

Commissioners and staff discussed issues and options for filling the Division Director/Deputy Agency position including continuation of current projects, development of future projects, relationship to filling pending Agency Director/Division Director vacancy, relationship to upcoming CARPC strategic planning, and timing of recruitment. No motion for action was made.

6. Adjournment

Mr. Hampton moved to adjourn; Ms. Murphy seconded. The meeting adjourned at 5:46 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:

Kris Hampton, Secretary

DRAFT MINUTES

of the Personnel Committee of the Capital Area Regional Planning Commission

August 23, 2023

CARPC Office, 100 State St, Ste 400, Madison, WI 53703

10:00 am

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair),

Commissioners Absent: Nick Zavos

Staff Present: Haley Smith, Steve Steinhoff

Others Present: Peter Gray

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 10:15 pm and quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. **Approve Minutes from August 15, 2023 Personnel Committee Meeting (*actionable item*)**

Ms. Crombie moved to approve the Minutes of the June 5, 2023, Executive Committee Meeting; Mr. Hampton seconded. The motion passed on a voice vote.

4. Discussion with Peter Gray Search Regarding Recruitment of CARPC Executive Director

Commissioners, Mr. Gray, and staff discussed Mr. Gray's proposed plans for recruitment of a CARPC Executive Director, his experience and outcomes from similar searches, his approach to executive searches, and other topics.

Mr. Gray left at 11:15. Commissioners expressed positive opinions of Mr. Gray's responses. It was noted that, as reflected in the minutes of the August 15, 2023, Personnel Committee meeting, such a satisfactory meeting with Mr. Gray confirms the Committee's selection of Peter Gray Executive Search for recruitment of a CARPC Executive Director. [The full Commission voted on August 10, 2023, to authorize the CARPC Executive Director to execute an agreement, for Executive Director recruitment, with a firm selected by the CARPC Personnel Committee.]

5. Future Meetings and Agenda Items (To Be Scheduled)

It was agreed to schedule a meeting within two weeks to start the executive search process.

6. Adjournment

Mr. Hampton moved for adjournment; Ms. Murphy seconded. The meeting adjourned at 11:20 am.

Minutes taken by Steve Steinhoff

Respectfully Submitted:

Kris Hampton, Secretary

Re: CARPC Executive Director Recruitment

Requested Action:

None

Background:

Upon approval of the Commission and selection by the Personnel Committee, CARPC commissioned Peter Gray Executive Search (PGES) to recruit an Executive Director.

Staff Comments:

Mr. Gray will lead this discussion.

Attachments:

1. Discussion sheet (with external links) from PGES

Staff Contact:

Steve Steinhoff, Agency Director / Director of Community and Regional Development Planning Division
steves@capitalarearpc.org
608 474 6010

Next Steps:

Finalize search materials and process, initiate search.

Agenda Item 5 for CARPC Personnel Committee Meeting, August 31, 2023: Executive Director Recruitment

Peter Gray (Peter Gray Executive Search) to lead discussion

Process overview & timeline

- Repository of shared documents for development and review in [shared Google Drive folder](#)
 - [Timeline](#)
 - [Job description](#), to be revised and to go into job brochure
 - [Application questions](#)
 - [Outreach contacts list](#) to be expanded

Set schedule of upcoming commitments

- Weekly update call with ... who? Steve? David? Full Personnel Committee?
- Doodle times for 1st round interviews – proposing week of 10/16, with a post-interview meeting on Friday 10/ 20 or Monday 10/23

My questions / things on my mind

- Need to grow in my understanding of the position and CARPC's culture and needs.
[Schedule](#) 1-1 calls with:
 - Personnel Committee members
 - Senior staff
 - Appointing authorities or their delegates:
 - Jerry Derr, Dane County Towns Association
 - Bob Wipperfurth, Dane County Cities & Villages Association
 - Satya Rhodes-Conway, Mayor of Madison
 - Joe Parisi, Dane County Executive
- Get CARPC employment benefits plan
- Outreach channels and contacts
- Other channels, places to post? (note I am skeptical of paid posting sites, more drawn to member email lists and online communities)
- News opportunities for CARPC and others to announce the search to their email lists?

Next steps

- Revision of Job description, development of job brochure - once finished and approved, we can post the job
- Calls to be scheduled with each Personnel Committee member (watch for an email)
- Doodle poll to schedule 1st round interviews (watch for an email)

What else?