

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

July 10, 2023

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton (6:21 pm), Peter McKeever, David Pfeiffer (Chair), Nick Zavos

Commissioners Absent: Heidi Murphy

Staff Present: Haley Smith, Steve Steinhoff

Others Present: None

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 6:04 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. Minutes of the June 5, 2023, Executive Committee Meeting (*actionable item*)

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

4. Minutes of the June 21, 2023, Personnel Committee Meeting (*actionable item*)

Ms. Crombie moved to approve the Minutes of the June 21, 2023, Personnel Committee Meeting; Mr. McKeever seconded. The motion passed on a voice vote.

5. Authorize the Agency Director to Execute an Agreement with SmithGroup for Limited Term Environmental Engineering Consulting Services (*actionable item*)

Mr. McKeever moved to Authorize the Agency Director to Execute an Agreement with SmithGroup for Limited Term Environmental Engineering Services; Mr. Zavos seconded. Mr. Steinhoff noted that this was an extension of the agreement the Agency had earlier this year and that there is now a floor and a cap on the cost. The motion passed on a voice vote.

6. Filling the Position of a CARPC Executive Director

Chair Pfeiffer spoke with Jerry Derr at the Dane County Towns Association (DCTA) who reiterated that they were supportive of this move and seek to convene a session of the Budget and Personnel Panel (BPP). Mr. Steinhoff sent out a draft agenda to the appointing authorities and shared that the County has also expressed support, but to date no meeting has been scheduled. The County recently put out a request for proposals for executive search services and suggested that the CARPC could “piggy-back” on their contract for the executive director search. Mr. Steinhoff and Ms. Smith have had conversations with several HR / recruiting firms and consultants as well as the Chair and Director of Administration of SEWRPC who recently went through this same process. Mr. McKeever asked if there was a “briefing paper” that could be presented to the BPP to summarize the situation. He also suggested having the job description reviewed by a consultant. Mr. Steinhoff stated that he has communicated with all the appointing authorities and provided them with links to the meeting packet for the June Personnel Committee .

Mr. Steinhoff stated that all the conversations with the consultants have focused around three needs: a review of the job description, a review of / input on the salary and compensation package and handling the search

itself. As a City of Madison appointee, Mr. Zavos volunteered to touch base with the Mayor's office to gauge their response. Chair Pfeiffer noted that the clock is ticking and hopes that the BPP will meet soon. Mr. McKeever reminded everyone that all four appointing authorities must be present to establish a quorum per the bylaws. Further discussion ensued regarding use of a search firm.

7. May 2023 Financial Statements and the June 2023 Operating Account Reconciliation (*actionable item*)

Mr. Hampton moved to approve the May 2023 Financial Statements and the June 2023 Operating Account Reconciliation; Mr. Zavos seconded. Ms. Smith provided additional explanation on a few line items of the Operating Account Reconciliation. The motion passed on a voice vote.

8. Future Agenda Items (next meeting is **Monday, August 7, 2023, via Zoom Meeting at **6:00 pm**)**

- The July Personnel Committee meeting will be a hybrid meeting

9. Adjournment

Mr. Hampton moved for adjournment; Ms Crombie seconded. The motion passed on a voice vote and the meeting adjourned at 6:47 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary