

MINUTES

of the Personnel Committee of the Capital Area Regional Planning Commission

June 21, 2023

CARPC Office, 100 State Street, Suite 400, Madison, WI 53703

4:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever (4:03 pm), Heidi Murphy, David Pfeiffer (Chair), Nick Zavos (4:27 pm)

Commissioners Absent: None

Staff Present: Haley Smith, Steve Steinhoff

Others Present: Forbes McIntosh, Lobbyist, Dane County Cities' & Villages Association (DCCVA)

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 4:00 pm. Quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public wished to comment.

3. Recruiting for an Agency Director/Division Director or Executive Director Position (*actionable item*)

The Dane County Executive's Office, Dane County Cities' and Villages' Association (DCCVA) and Dane County Towns Association (DCTA) have expressed support for, or not objected to this and their willingness to convene a meeting of the Budget and Personnel Panel (BPP) to discuss. There is also a need to fill the vacancy left by Mr. Rupiper's recent retirement. Previously, an Executive Director (ED) did not make sense in addition to CARPC's two division directors. However, the retirement of both senior management positions now provides a unique opportunity to fill the ED position.

The timeline for recruiting and hiring these positions is tight and should start soon. It is encouraging that the BPP is likely to meet and that there is support for hiring an ED who can provide input on staffing while also establishing relationships with neighboring counties. Additionally, moving away from separate divisions will provide more flexibility given the size of the Agency. Replacing the two senior management positions will be approximately budget neutral although some planning capacity will be lost. The ability to expand the Agency's capacity will require yet a third position to be determined by the strategic planning effort after it decides which services the Agency will be offering. Today's consensus was that the Executive Director position be recommended to both the Commission and the BPP.

Ms. Murphy moved to recommend to the BPP and to the full Commission recruiting for an Executive Director Position; Mr. McKeever seconded. The motion passed on a voice vote. The recommendation will be presented to the Commission at the July 13, 2023, meeting and passed on to Jerry Derr of DCTA to request the meeting with the BPP.

4. Filling the Vacancy Left by the Retirement of the Deputy Agency Director / Director of Environmental Resources Planning Division (*actionable item*)

While current staff have picked up Mr. Rupiper's work, this arrangement is not sustainable long-term. Mr. Steinhoff proposed two options to fill a position, neither of which would have supervisory / managerial responsibilities. These would be lead roles but would remove the redundancy of a second engineering position to focus more on watershed activities. With the loss of a backup managerial position, changes in the current financial approval process may require some changes to ensure Agency operations continue to run smoothly.

Mr. Hampton moved for approval to fill the vacancy left by the retirement of the Deputy Agency Director / Director of Environmental Resources Planning Division; Ms. Murphy seconded. The motion was approved by a voice vote. The next step will be to post the positions to see what kind of candidates are received concurrently with conducting the search for an Executive Director. Further discussion followed on the recruitment process, the use of HR firms to aid in the search and the need for another Personnel Committee meeting to develop the recruitment materials.

5. Consideration of Hiring a Grant Writer

Chair Pfeiffer stated that there are a lot of grant opportunities that CARPC has not had the bandwidth to pursue. While the Agency needs to apply for grants to bring funding in, it could also be part of the suite of services it provides. This does not need to be a full-time position. A temporary part-time position could be run on a trial basis to determine its value before making it a permanent position.

6. Adjournment

Mr. Hampton moved for adjournment; Ms. Crombie seconded. The meeting adjourned at 5:12 pm.

Minutes taken by Haley Smith and reviewed by CARPC staff

Respectfully Submitted:

A handwritten signature in black ink, appearing to read "Kris Hampton", written over a horizontal line.

Kris Hampton, Secretary