

AGENDA
REVISED
of the Personnel Committee
of the Capital Area Regional Planning Commission

September 7, 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/85814183153?pwd=YWpuVlhSZDJudzA3S2YxbXBCMCtQZz09>

or by telephone at: 646 931 3860. (Webinar ID: 858 1418 3153, Passcode: 360537). 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 August 31, 2023, Personnel Committee Meeting (*actionable item*)**
4. **CARPC Executive Director Recruitment and Approval of Executive Director Job Description (*actionable item*)**
5. **Approve Changes to the Accounting and Administrative Services Coordinator Job Description (*actionable item*)**
6. **Authorize Agency Director to Execute Agreement(s) for Employment Services to Fill the Position of Administrative Services Manager (*actionable item*)**
7. Future Meetings and Agenda Items
8. 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.