

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:

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

Kris Hampton, Secretary