

MINUTES

of the Personnel Committee of the Capital Area Regional Planning Commission

August 15, 2023

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

4:00 pm

Commissioners Present: Maureen Crombie (until 5:08 pm), Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair), Nick Zavos

Commissioners Absent: None

Staff Present: Haley Smith, Steve Steinhoff

Others Present: None

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 4:01 pm and quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. Closed Session (*actionable item by roll call vote*)

- a. *The Commission intends to convene into closed session pursuant to Wis. Stat. § 19.85(1)(e) for the purpose of deliberating or negotiating the investing of public funds for recruitment of agency employee(s).*

Mr. Hampton moved to convene into a closed session for discussion purposes; Ms. Murphy seconded. A roll call vote was taken:

Ms. Crombie – Aye; Mr. Hampton – Aye; Mr. McKeever – Aye; Ms. Murphy – Aye; Chair Pfeiffer – Aye; and Mr. Zavos – Aye. The motion passed unanimously, and the committee convened into a closed session.

4. Return to Open Session (*actionable item by roll call vote*)

Ms. Crombie departed during the open session, but quorum was maintained. Mr. Hampton moved to return to open session; Ms. Murphy seconded. A roll call vote was taken: Mr. Hampton – Aye; Mr. McKeever – Aye; Ms. Murphy – Aye; Chair Pfeiffer – Aye; and Mr. Zavos – Aye. The motion passed unanimously, and the Committee returned to an open session.

5. Selection of Firm(s) to Recruit for a CARPC Executive Director and Provide Related Services (*actionable item*)

Mr. Zavos moved to select Peter Gray Executive Search to recruit an Executive Director upon satisfactory meeting with Mr. Gray, and to contact GovHR about recruiting for the Accounting & Administrative Service Coordinator position; Ms. Murphy seconded. The motion passed on a voice vote.

6. Formation of an Executive Director Search Committee (*actionable item*)

Discussion ensued. Mr. McKeever moved that the Seach Committee continue to be comprised of the Personnel Committee members; Mr. Zavos seconded. The motion passed on a voice vote.

7. Adjournment

Mr. Hampton moved for adjournment; Mr. Zavos seconded. The meeting adjourned at 5:32 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