

MINUTES

of the Personnel Committee of the Capital Area Regional Planning Commission

September 7, 2023

Zoom Webinar

11:00 am

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer (Chair), Nick Zavos (11:06 am)

Commissioners Absent: None

Staff Present: Haley Smith, Steve Steinhoff

Others Present: Peter Gray, Forbes McIntosh

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 11:03 am and quorum was established.

2. Public Comment on Matters not on the Agenda

No members of the public wished to comment.

3. **Minutes of the August 31, 2023, Personnel Committee Meeting (*actionable item*)**

Ms. Crombie moved for approval of the Minutes of the August 31, 2023, Personnel Committee Meeting; Ms. Murphy seconded. The motion passed on a voice vote with Mr. Hampton abstaining.

4. **CARPC Executive Director Recruitment and Approval of Executive Director Job Description (*actionable item*)**

Committee members commented on the draft revised job description. Mr. Gray made changes to the description that addressed comments to the members' satisfaction. Mr. McKeever moved for approval of the edited version of the Executive Director job description; Mr. Hampton seconded. The motion passed on a voice vote.

5. **Approve Changes to the Accounting and Administrative Services Coordinator Job Description (*actionable item*)**

Mr. Steinhoff gave a brief overview of the reason for the opening and the reason for reaching out to some local staffing agencies to fill it. Changes were made to the job description based on a variety of job descriptions from Dane County and the City of Madison since this is more of a generalist position. The format was also changed to make it more comparable with those entities and added background check since this position does handle sensitive information and deals with financial transactions. Ms. Smith added that this is now back to a Manager-level position to provide a second manager for the Agency and take on more of the daily operational activity for a more outward-facing Executive Director. This position may also need to provide executive assistance to the new ED.

Ms. Murphy moved to Approve Changes to the Accounting and Administrative Services Coordinator Job Description; Mr. Zavos seconded. The motion passed on a voice vote.

6. **Authorize Agency Director to Execute Agreement(s) for Employment Services to Fill the Position of Administrative Services Manager (*actionable item*)**

Mr. Steinhoff reiterated the need to find a replacement for Ms. Smith as soon as possible that would also allow the Executive Director to make the final decision on this role. He provided additional detail on the options presented by the various staffing agencies such as direct hire vs temp-to-hire options and the cost involved in this process. Being short-staffed limits the Agency's ability to hire through normal channels.

Mr. McKeever moved to Authorize the Agency Director to Execute Agreement(s) for Employment Services to Fill the Position of Administrative Services Manager; Ms. Crombie seconded. The motion passed unanimously.

7. Future Meetings and Agenda Items

- The next Personnel Committee Meeting will be held on Thursday, September 14, 2023 at 11:00 am.

8. Adjournment

Mr. Hampton moved for adjournment; Ms. Murphy seconded. The motion passed on a voice vote and the meeting adjourned at 11:52 am.

Minutes taken by Haley Smith

Respectfully Submitted:

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

Kris Hampton, Secretary

Members of the Public:

- Forbes McIntosh, Lobbyist, Dane County Cities' and Villages' Association (DCCVA)