

MINUTES
of the Personnel Committee
of the Capital Area Regional Planning Commission

September 14, 2023

Zoom Webinar

11:00 am

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, David Pfeiffer (Chair), Nick Zavos

Commissioners Absent: Heidi Murphy

Staff Present: Haley Smith, Steve Steinhoff

Others Present: Jerry Derr, Peter Gray, Forbes McIntosh

1. Establish Quorum

The meeting was called to order at 11:00 am, but technical difficulties were encountered. The meeting reconvened at 11:30 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 September 7, 2023, Personnel Committee Meeting (*actionable item*)**

Ms. Crombie moved for approval of the Minutes of the September 7, 2023, Personnel Committee Meeting; Mr. Zavos seconded. The motion passed on a voice vote.

4. Executive Director Recruitment

Discussion ensued concerning the opportunity brochure prepared by Peter Gray of Peter Gray Executive Search and the compensation basis for the position. Mr. Gray was able to make some edits in real time and will have further revisions to submit later.

5. Future Meetings and Agenda Items

- A future meeting may be held to review a revised opportunity brochure and / or finalize the compensation range.

6. Adjournment

Mr. Hampton moved for adjournment; Mr. McKeever seconded. The meeting was adjourned at 12:38 pm.

Minutes taken by Haley Smith

Respectfully Submitted:



Kris Hampton, Secretary

Members of the Public:

- Jerry Derr, President of the Dane County Towns Association (DCTA)
- Peter Gray, Peter Gray Executive Search