

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

**September 21, 2023**

**Zoom Webinar**

**11:00 am**

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**Commissioners Present:** Maureen Crombie, Kris Hampton, Heidi Murphy, David Pfeiffer (Chair), Nick Zavos

**Commissioners Absent:** Peter McKeever

**Staff Present:** Tanya Sime, Haley Smith, Steve Steinhoff

**Others Present:** Peter Gray

1. Establish Quorum

Chair Pfeiffer called the meeting to order at 11:00 am. Quorum was established. Introductions were made to the new Administrative Services Manager, Tanya Sime.

2. Public Comment on Matters not on the Agenda

No members of the public were present.

3. **Minutes of the September 14, 2023, Personnel Committee Meeting (*actionable item*)**

Ms. Crombie moved for approval Minutes of the September 14, 2023, Personnel Committee Meeting; Mr. Hampton seconded. The motion passed unanimously.

4. **Approval of Executive Director Marketing Brochure and Salary Range (*actionable item*)**

Committee members were very pleased with the brochure. The target start date was set for January 2024. Chair Pfeiffer reviewed the factors taken into consideration regarding the salary range. Mr. Gray presented his recommended range of \$118,000 to \$135,000 and the rationale. Discussion ensued about the range and factors determining it including the CARPC salary schedule, Dane County comparables, regional market comparables, and the Budget and Personnel Panel.

Ms. Murphy moved for Approval of Executive Director Marketing Brochure and Salary Range recommended by Mr. Gray. Mr. Hampton seconded the motion, which was approved by a voice vote.

5. Future Meetings and Agenda Items

It was agreed that Mr. Gray would meet weekly with Chair Pfeiffer, Ms. Murphy (as available), and Mr. Steinhoff during the recruitment process and that information will be shared and meetings held with the Personnel Committee as needed. The first round of interviews will be scheduled for the weeks of October 23rd and 30th. Six to twelve interviews will occur over two days. The second round of interviews will be scheduled for the week of November 6th to select three candidates in the preferred order to present to the Budget and Personnel Panel for consideration at their November 13th meeting.

6. Adjournment

Mr. Hampton moved for adjournment; Ms. Crombie seconded. The motion passed on a voice vote. The meeting was adjourned at 11:48 am.

Minutes taken by Tanya Sime

Respectfully Submitted:

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Kris Hampton, Secretary

**Members of the Public:**

- Peter Gray, Peter Gray Executive Search