

**Draft Minutes  
of the Personnel Committee  
of the Capital Area Regional Planning Commission**

**November 7, 2023      CARPC Office, 100 State Street, Suite 400, Madison and Via Zoom      9:45 am**

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

**Commissioners Absent:** No Members Absent.

**Staff Present:** No Staff Present.

**Others Present:** Peter Grey.

1. Establish Quorum

Called to order by Chair Pfeiffer at 9:48 AM. Quorum established.

2. Public Comment on Matters not on the agenda

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

Motion to enter 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. Mr. Hampton moved for approval for closed session. Mr. Hampton Seconded the motion. The motion passed unanimously at 9:49 am.

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

The motion to return to Open Session was called by Mr. Hampton. Mr. McKeever seconded the motion. The motion passed unanimously at 11:59 am.

**5. Leave Meeting for Lunch Break (*actionable item*)**

Motion to recess for lunch by Mr. Hampton. Seconded by Mr. McKeever. The motion passed unanimously at 1:15 pm.

6. Resume Meeting and Establish Quorum

Meeting resumed. Quorum re-established at 1:15 pm.

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

Motion to enter 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. Mr. Hampton moved for approval for closed session. Ms. Crombie Seconded the motion. The motion passed unanimously at 1:15.

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

The motion to return to Open Session was called by Mr. Hampton. Mr. Zavos seconded the motion. The motion passed unanimously at 2:51 pm am.

9. Executive Director Hiring Discussion

No action taken.

10. Future Meetings and Agenda Items

(Next meeting is Thursday, November 9, 2023, via Zoom Webinar at 3:00 pm)

11. Adjournment

Ms. Crombie moved to adjournment. Mr. Zavos seconded. The motion passed on a voice vote. The meeting was adjourned at 2:36 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted:

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Kris Hampton, Secretary

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