

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

**November 6, 2023      CARPC Office, 100 State Street, Suite 400, Madison and Via Zoom      1:45 pm**

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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, Forbes McIntosh

1. Establish Quorum  
Call to order by Chair Pfeiffer at 1:50 pm. Quorum established.
2. Public Comment on Matters not on the Agenda  
No Public Comment.
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. McKeever moved for approval for closed session. Mr. Hampton Seconded the motion. The motion passed unanimously at 1:55 pm.
4. **Return to Open Session (*actionable item by roll call vote*)**  
Motion to return to Open Session was called by Mr. Hampton. Ms. Murphy seconded the motion. The motion passed unanimously at 3:10 pm.
5. Executive Director Hiring Discussion  
No further discussion until after interviews scheduled for November 7th, 2023.
6. Future Meetings and Agenda Items  
(Next meeting is **Tuesday November 7th, 2023 at 10:45 am at 100 State St. Suite 400, Madison**)
7. Adjournment  
Mr. Hampton moved to adjournment. Ms. Crombie seconded. The motion passed on a voice vote. The meeting was adjourned at 3:10 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff

Respectfully Submitted:



Kris Hampton, Secretary