

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

November 16, 2023

Via Zoom

9:45 am

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

Commissioners Absent: No Members Absent.

Staff Present: Steve Steinhoff

Others Present: None.

1. Establish Quorum
2. Called to order by Chair Pfeiffer at 9:50 am. Quorum established.
3. Public Comment on Matters not on the agenda.

No public comment.

4. Minutes of the Personnel Committee Meetings (*actionable item*)

- a. November 7, 2023
- b. November 9, 2023

The motion to approve the minutes for 11/7 and 11/9/23 were approved by Mr. McKeever and Seconded by Ms. Crombie. The motion passed unanimously.

5. 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. Ms. Murphy moved for approval for closed session. Mr. Hampton Seconded the motion. The motion passed unanimously at 9:52 am.

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

The motion to return to the Open Session was called by Ms. Murphy. Mr. McKeever seconded the motion. The motion passed unanimously at 10.36 am.

7. Executive Director Compensation Package (*actionable item*)

The motion to provide the Executive Director offer terms to Greg Brockmeyer at Dane County HR for presentation to candidate approval by BPP and for Executive Chair Pfeiffer to attend negotiation meeting with the candidate was called by Ms. Crombie. Seconded by Mr. Zavos. The motion passed unanimously at 10:37 am.

8. Future Meetings and Agenda Items

None.

9. Adjournment

Ms. Murphy moved to adjournment. Mr. Hampton seconded. The motion passed on a voice vote. The meeting was adjourned at 10:39 am.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted:

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

Kris Hampton, Secretary