

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

November 30, 2023

Via Zoom

5:30 pm

Commissioners Present: Maureen Crombie, Kris Hampton, David Pfeiffer, Heidi Murphy, Nick Zavos

Commissioners Absent: Peter McKeever

Staff Present: Steve Steinhoff

Others Present: Peter Gray

1. Establish Quorum

Called to order by Chair Pfeiffer at 5:00 pm. Quorum established.

2. Public Comment on Matters not on the agenda.

No public comment.

3. **Minutes of the November 16, 2023, Personnel Committee Meetings (*actionable item*)**

The motion to approve the minutes from the November 16th, 2023, Personnel Committee Meeting were approved by Ms. Crombie and seconded by Mr. Zavos. The motion passed unanimously.

4. **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 5:02 pm.

5. **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 5:38 pm.

6. **Executive Director Employment Agreement (*actionable item*)**

Motion to approve the Executive Director Employment Agreement as discussed in closed session by Mr. Hampton and seconded by Mr. Zavos. The motion passed unanimously.

7. Future Meetings and Agenda Items

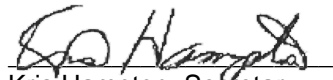
None.

8. Adjournment

Ms. Murphy moved to adjournment. Ms. Crombie seconded. The motion passed on a voice vote. The meeting was adjourned at 5:42 pm.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted:


Kris Hampton, Secretary

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