

MINUTES
of the Executive Committee
of the Capital Area Regional Planning Commission

October 7, 2024

Zoom Meeting

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, Heidi Murphy, David Pfeiffer

Commissioners Absent: Nick Zavos

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

David Pfeiffer called the meeting to order at 6:07 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No public comment.

3. **Minutes of September 9, 2024, Executive Committee Meeting (*actionable item*)**

Mr. Hampton moved for approval of the minutes of September 9th, 2024, Executive Committee Meeting; Ms. Murphy seconded. The motion passed on a voice vote.

4. **August 2024 Financial Statements and September 2024 Operating Account Reconciliation (*actionable item*)**

Executive Director Valerius noted that there were a couple outstanding questions in the financial statements and that they had not yet been approved by the Treasurer. Mr. McKeever moved to table the August 2024 Financial Statements and September 2024 Operating Account Reconciliation to the November 11th, 2024 Executive Committee Meeting. Mr. Hampton seconded the motion. The motion passed on a voice vote.

5. Performance Evaluation of the Agency Director – discussion about process

The Committee discussed past practices for annual review of the Agency Director. Executive Director Valerius described current practices for review of agency staff and agreed to draft a new Executive Director evaluation form and procedure, to be discussed at the next Executive Committee meeting.

6. **Authorize Executive Director to Execute the 2025 FHWA Subrecipient Title VI Assurances and Implementation Plan Agreements Parts 1 and 2 (*actionable item*)**

Mr. Hampton moved to Authorize Executive Director to Execute the 2025 FHWA Subrecipient Title VI Assurances and Implementation Plan Agreements Part 1 and 2; Ms. Murphy seconded. The motion passed on a voice vote.

7. Future Agenda Items (next meeting is Monday, November 11, 2024, via Zoom webinar at 6:00 pm)


- a. Resolutions in support of WEM Pre-Disaster Flood Resilience Grant applications due 11/30 (Nov)
- b. 2024 audit services agreement (Nov/Dec)
- c. Potential amendments to the 2025 CARPC budget (December)
- d. Renewed service contract with the opt-out towns (Nov/Dec)

8. Adjournment

Mr. Hampton moved for adjournment. Mr. Mc Keever seconded. The meeting was adjourned at 6:29 P.M.

Minutes were prepared by Tanya Sime and reviewed by the executive director.

Respectfully Submitted


Kris Hampton, Secretary

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