

AGENDA

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

January 14, 2010

City-County Building Rm 315, 210 Martin Luther King Jr. Blvd., Madison WI

6:45 p.m.

All CARPC Commissioners have been invited to this meeting, and a quorum of the full CARPC may be present. It is intended that actions at this meeting will be voted on by only those Executive Committee members present.

1. Roll Call
2. Approval of minutes of the meeting of November 12, 2009
3. Review of agenda
4. Public comment
5. Approval of disbursements and Treasurer's Report for December 2009 & January 2010
6. Consideration of recommendation to CARPC to consider an exception to CARPC personnel policies governing vacation and holiday leave
7. Communications
8. Future agenda items
9. Adjournment

<p>If you need a sign language interpreter, materials in alternate formats, or other accommodations to access this meeting, please contact CARPC staff at 266-4137, or TDD 266-4529, at least 72 hours in advance of the meeting.</p>

MINUTES

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

November 12, 2009 City-County Building Rm 315, 210 Martin Luther King Jr Blvd, Madison WI

6:45 p.m.

Present: Kristine Euclide, Steve Hiniker, Jeff Miller, Phil Van Kampen

Absent: Martha Gibson, John Murray

Staff Present: Chris Gjestson, Kamran Mesbah

1. Roll Call

Chair Miller called the meeting to order at 7:08 p.m.; roll was recorded.

2. Approval of minutes of the meeting of October 8, 2009

Moved by Mr. Van Kampen, second by Ms. Euclide, to approve the minutes of the meeting of October 8, 2009; motion carried (Mr. Hiniker abstained due to absence on October 8).

3. Review of agenda

None.

4. Public comment

None.

5. Approval of disbursements and Treasurer's Report for November 2009

Provided at members' places were the list of November voucher bills (in the total amount of \$79,346.38) and Treasurer's Report, and the October 31, 2009 year-to-date revenues and expenditures report. Treasurer Van Kampen had reviewed and signed the Report. Moved by Mr. Van Kampen, seconded by Mr. Hiniker, to approve the disbursements and November Report. Motion carried unanimously on voice vote.

6. Quarterly report (3Q 2009) on CARPC finances and work activities

Mr. Mesbah referred to the report in the meeting materials; most work activity in the third quarter was spent on FUDA planning, followed by USA planning.

7. Communications

None.

8. Future agenda items

Mr. Gjestson requested that the December agenda include an item to consider a recommendation to CARPC regarding carry-over into 2010 of Mr. Mesbah's vacation time. Mr. Miller agreed to include the item, without objection.

9. Adjournment

Moved by Mr. Hiniker, seconded by Mr. Van Kampen, to adjourn. Motion carried at 7:13 p.m.

Recorded by Chris Gjestson

Re: Consideration of recommendation to CARPC to consider an exception to CARPC personnel policies governing earned vacation and personal holiday leave and/or payout of leave liability

Decision Items:

1. Recommend to CARPC an exception to the CARPC personnel policies or a payout of leave liability

CARPC personnel policies (Sec. C-5, sub. 2, par. (b), CARPC Personnel Manual) allow for an employee to “carry forward” one years’ worth of vacation leave. This provision is intended to accommodate those employees who are not able to use all their earned vacation leave due to heavy workload.

In November 2008, the Commission approved an Executive Committee recommendation to allow for a specific exception to the “carry-forward” policy so that Kamran Mesbah, Deputy Director, would not lose earned leave due to his inability to take time off without adverse effect on CARPC operations. Kamran carried 68 surplus hours into 2009.

It was noted at the time of Commission action that it was possible that a similar scenario may be present at the end of 2009, which may require similar action for exception. The Executive Director position in 2009 remained vacant, and the associated workload has grown, most notably in support of work activities of the CARPC Policies and Criteria Advisory Group. This resulted in Kamran having 316 hours of vacation and personal holiday leave remaining to his credit on December 31, 2009, which is 100 hours over the maximum allowed carry-forward amount. This is the equivalent of over twelve days of work and \$5,304.

Similar to last year, Kamran has made every effort to use vacation leave whenever possible. However, staff shortages combined with Kamran’s central role on staff have not allowed him to take sufficient leave. Given the increased work expected for FUDA planning, land use inventory, updates to technical appendixes of the Water Quality Plan, and other updates and studies, as well as the potential for work required for recruiting and debriefing a new executive director, it may not be feasible for Kamran to use the surplus leave in 2010 either. Kamran has stated that he would prefer a one-time payout for the 100 hours of unused vacation. If the Commission takes this approach, the payout would be paid from 2009 funds, and would be 2009 taxed income for Kamran. CARPC personnel expenses in 2009 are under budget by approximately \$179,000.

At its Jan. 14 meeting, the full Commission will consider the Executive Committee recommendation.

Materials Included with the Item:

1. None

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