

MINUTES

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

September 25, 2008

City-County Building Rm 201, 210 Martin Luther King Jr Blvd, Madison WI

6:30 p.m.

Present: Kristine Euclide, Steve Hiniker, Phil Van Kampen

Absent: George Kamperschroer, Jeff Miller

Staff Present: Chris Gjestson, Kamran Mesbah

1. Roll Call

Ms. Euclide called the meeting to order at 6:35 p.m.; roll was recorded.

2. Approval of minutes of the meetings of August 28, 2008

Minutes were approved without objection.

3. Public Comment

None.

4. Approval of disbursements for October 2008, and consideration of disbursements for employee travel and training expenses in December 2008

Mr. Gjestson described the list of CARPC bills (in the amount of \$56,344.98), the Treasurer's Report for October 2008, and the August 31, 2008 year-to-date revenues and expenditures report. Moved by Mr. Van Kampen, seconded by Mr. Hiniker, to approve the disbursements for October 2008. Motion carried unanimously.

Mr. Gjestson referred to the August 28 Committee meeting discussion regarding Mr. Mesbah's attendance at a 3-day program in December at the Harvard Law School Program on Negotiation in Cambridge. Registration cost was \$2,850, and travel and lodging may exceed \$1,000. Although it was not feasible for CARPC to pay all costs, staff recommended that the year-end balance in the staff travel and training line items (which was estimated to be between \$1,000 and \$1,500) could be applied towards the cost of the program; Mr. Mesbah was willing to pay for the rest himself. Discussion followed. Moved by Mr. Hiniker, seconded by Mr. Van Kampen, to make available the year-end balance in staff travel and training line items (lines 9 and 10 in the year-to-date report) to reimburse Mr. Mesbah for attendance at the program. Motion carried unanimously. Mr. Mesbah stated that the specific amounts would be presented for approval in January.

5. Discussion of the Deputy Director's vacation leave status

Mr. Gjestson stated that due to staff shortages, including the vacancy of the Executive Director position, Mr. Mesbah had accrued vacation leave well beyond that which can be carried forward into the next year (CARPC policy allows carry-forward of one year's worth of vacation leave). Mr. Gjestson stated that Committee members could discuss action at its next meeting. Discussion followed. Staff was directed to bring the pertinent section from the Personnel Manual to the next Executive Committee meeting, and the details of Mr. Mesbah's estimated year-end remaining leave.

6. Communications

Mr. Mesbah provided an e-mail between staff to Attorney St. Peter regarding a staff question about maintenance of interview records.

7. Future Agenda Items

Mr. Gjestson stated that the Committee has scheduled its regular meetings to take place the fourth Thursday of each month, immediately prior to the CARPC meeting. However, CARPC was not holding its "fourth Thursday" meetings in November and December. Ms. Euclide suggested that the general policy could be that for those months when there are two CARPC meetings, the Executive Committee would meet prior to the second meeting; for those months when CARPC only meets once, the Committee would meet prior to that meeting. Members agreed.

8. Adjournment

Moved by Mr. Van Kampen, seconded by Mr. Hiniker, to adjourn. Motion carried at 6:57 p.m.

Recorded by Chris Gjestson