

AGENDA

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.

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 August 28, 2008
3. Public comment
4. Approval of disbursements for October 2008, and consideration of disbursements for employee travel and training expenses in December 2008
5. Discussion of the Deputy Director's vacation leave status
6. Communications
7. Future agenda items
8. 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

August 28, 2008

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

6:30 p.m.

Present: Kristine Euclide, George Kamperschroer, Jeff Miller

Staff Present: Chris Gjestson, Kamran Mesbah, Attorney John St. Peter

1. Roll Call

Mr. Miller called the meeting to order at 6:30 p.m.; roll was recorded.

2. Approval of minutes of the meetings of July 24, 2008

Moved by Ms. Euclide, seconded by Mr. Kamperschroer, to approve the minutes of July 24, 2008; motion carried unanimously.

3. Review of Agenda

No changes.

4. Public Comment

None.

5. Quarterly Financial Report (2Q CY2008) and approval of disbursements for September 2008

Mr. Gjestson referred to the "CARPC 2Q 2008 Financial Summary" report in the meeting packet, and reported that the anticipated year-end fund balance may increase due to projected under-expenditures on consulting and personnel line items. He summarized the list of CARPC bills (in the amount of \$79,924.23) and Treasurer's Report for September 2008. Discussion followed. Moved by Mr. Kamperschroer, seconded by Ms. Euclide, to approve the disbursements for September 2008. Motion carried unanimously. Mr. Gjestson stated that Mr. Mesbah had expressed strong interest in attending a 3-day program in December at the Harvard Law School Program on Negotiation in Cambridge, which combines two seminars on negotiation conducted by Harvard Law and MIT faculty. Registration cost was \$2,850, and travel and lodging may exceed \$1,000. Although it was not feasible for CARPC to pay all costs, the estimated year-end balance in the staff travel line item (approximately \$1,000) could be discussed by Committee members to be applied towards the cost of the program; Mr. Mesbah was willing to pay for the rest himself.

6. Deputy Director's quarterly progress report

Mr. Mesbah summarized the "Quarterly Report (2Q 2008)" and "CARPC 2nd Quarter 2008 Staff Work Activities" reports provided in the meeting packet. He stated that the six-month work plan had largely been fulfilled. Mr. Gjestson stated that the draft 2007 financial audit was available; the final report was expected to be available at the next meeting. Ms. Euclide suggested that the second six-month work program should prioritize hiring staff to expedite the FUDA planning process; Mr. Mesbah stated that staff was engaged in the hiring process.

7. Recommendation to CARPC to approve hiring the Junior Planner beyond the first step of the position salary range

Mr. Mesbah stated that Personnel Committee had recommended hiring Bridgit Van Belleghem as the limited-term Junior Planner. Because Ms. Van Belleghem had experience and background which substantially exceeded the requirements of the position, staff recommended that she be hired at Step D of the position salary range (M-5-9); CARPC policy required that hires beyond the first step required Executive Committee consent. Discussion followed. Moved by Mr. Kamperschroer, seconded by Ms. Euclide, to approve hiring Ms. Van Belleghem at Step D of the position salary range.

8. Direction to Chairperson to sign legal counsel agreement

Attorney St. Peter summarized the agreement, which was included in the proposal previously provided to CARPC, indicated the hourly rate to be charged, and was an at-will relationship. He indicated that he did not currently charge for travel, and attendance at meetings was billed at a 2-hour minimum. Mr. Gjestson stated that the Commission had previously approved the selection of legal counsel based on the proposal. Mr. Miller asked if there were objections to signing the agreement; there were none.

9. Discussion of recommendation to CARPC on procedures and policies regarding how the Commission communicates with legal counsel

Mr. Miller described Village of DeForest procedures for communicating with legal counsel, which was based on a "gatekeeper" model to ensure that legal costs did not exceed those budgeted: Village staff required Administrator approval to communicate with legal counsel, and Board members required President approval. Discussion followed. Mr. Kamperschroer expressed support for the gatekeeper protocol; Ms. Euclide and Attorney St. Peter agreed. Attorney St. Peter provided an article "10 Tips: Using Your Municipal Attorney More Effectively" by Claire Silverman for members to review. Ms. Euclide suggested that the Chair should be informed of all Executive Director communications with legal counsel, and copies of all written and electronic correspondence to and from legal counsel should be provided to the Executive Committee by staff. Members agreed. Attorney St. Peter stated that he will try to identify those communications which are not public records and protected by attorney-client privilege, so that staff can use caution in distribution.

10. Communications

None.

11. Future Agenda Items

Mr. Miller stated that attendance by Mr. Mesbah at the December seminar be discussed at the next meeting.

12. Adjournment

Moved by Mr. Kamperschroer, seconded by Ms. Euclide, to adjourn. Motion carried at 7:06 p.m.

Recorded by Chris Gjestson