

MINUTES

Executive Director Recruitment Workgroup of the Capital Area Regional Planning Commission

July 5, 2007

City-County Building, 210 MLK Jr. Blvd., Room 309, Madison WI

5:00 p.m.

Present: Kristine Euclide; George Kamperschroer; Jeff Miller; Larry Palm

Absent: None

Staff Present: Chris Gjestson; Kamran Mesbah; Travis Myren, Deputy Director, Dane County Department of Administration

The meeting convened at 5:00 p.m.

Staff provided Commissioners with an outline to guide discussion regarding the CARPC Executive Director position description and the process for recruiting the position, which was described by Mr. Myren. The position description was to be submitted by the Commission to the Budget and Personnel Panel for review and approval at their meeting of July 18.

Commissioners agreed that the body was required to forward a list of three names to the Budget and Personnel Panel for their consideration in hiring an Executive Director. Commissioners discussed with staff the recruitment process and position description, and agreed to recommend the following to the full body.

- Dane County Employee Relations Division (DCERD) will develop an advertisement based on the completed position description. The current draft position description is too wordy; its language should be simplified for review by the Commission at its July 12 meeting. The advertisement may be noticed after approval of the position description by the Budget and Personnel Panel, likely at their meeting of July 18.
- CAPD and DCERD staff will find comparable positions nationwide in order to provide a basis for setting the position pay scale. Staff will try to provide this information to the Budget and Personnel Panel on July 18.
- Because of the important nature of the position, a broad search should be conducted. Professional trade websites should be used, such as American Planning Association and National Association of Regional Councils; local newspaper advertising was not necessary due to their limited scope.
- Applications will be screened by DCERD based on meeting minimum requirements as described in the "Education and Experience" section of the description. Commissioners requested that section of the description to more closely resemble the DCRPC description, which appeared less stringent.
- An achievement history questionnaire (AHQ) would be developed by DCERD and would be distributed concurrently with applications.

- The Commission would create a panel, which would consist of Commissioners and other individuals with expertise to review, score and grade the applications and AHQs, which would include questions technical in nature.
- The panel would forward their ranked applicants to the full Commission; the Commission will determine which applicants to interview, and will form a CARPC interview panel which would consist of any Commissioners who were willing to commit to participating in all the interviews, plus a member of CAPD staff. The Commission may choose to not provide reimbursement for travel expenses to interviewees.
- The interview panel will forward the names of their ranked candidates to the full Commission, and references will be checked. The Commission will then select which three are forwarded to the Budget and Personnel Panel.

The meeting adjourned at 6:35 p.m.

Recorded by Chris Gjestson