

AGENDA

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

September 3, 2009

City-County Building Rm 310, 210 Martin Luther King Jr. Blvd., Madison WI

5:00 p.m.

All CARPC Commissioners may attend 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 Personnel Committee members present.

1. Roll Call
2. Approval of minutes of the meeting of July 14, 2009
3. Presentation by enetrix LLC on results of the CARPC salary study
4. Discussion and possible recommendation to CARPC on changes to the salary schedule
5. Consideration of interviews of recruitment firms and discussion of possible interview dates
6. 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 Personnel Committee of the Capital Area Regional Planning Commission

July 14, 2009

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

10:00 a.m.

Present: Martha Gibson, Larry Palm, Kurt Sonnentag

Absent: Harold Krantz, John Murray

Others Present: Chris Gjestson, Katie McCloskey (enetrix LLC)

1. Roll Call

Mr. Sonnentag took the chair. The meeting was called to order at 10:08 a.m.; roll was recorded.

2. Approval of minutes of the meeting of February 12, 2009

Moved by Ms. Gibson, seconded by Mr. Palm, to approve the minutes of the meeting of February 12, 2009. Motion carried unanimously.

3. Presentation by enetrix LLC on results of the CARPC salary study.

Ms. McCloskey provided to Committee members a printed Job Evaluation System summary describing the study methodology, and made a presentation on the study process and results. She indicated that based on the study findings, the salary and wages currently paid to Commission staff were consistent with the market median (102% compared to market). She stated that public sector salary schedules compared in her analysis had on average a 2 to 2.5% annual step increase in each pay range, and each pay range averaged a 29% spread from first to last step; the CARPC salary schedule had on average a 4.8% increase in each pay range, and an average 21% spread. She responded to questions and discussion.

Ms. McCloskey summarized her analysis, and stated that the CARPC pay structure was working, its employees were paid competitively compared to the market, and it provided internal equity. She stated that the Commission should consider as a policy matter how it wanted to structure its pay schedule, which was currently slightly above market. Mr. Palm stated that the Committee should consider a more simplified pay schedule which more closely matches the market, with smaller step increases more similar to the market. Members agreed to meet August 13 at 5:30 to review an alternative pay structure provided by Ms. McCloskey.

4. Discussion and possible recommendation to CARPC regarding recruitment of the CARPC Executive Director position

Mr. Gjestson stated that the Budget & Personnel Panel had indicated the need to hire a recruitment firm to fill the Executive Director position, and requested that the Commission recommend a firm; the Panel hoped for a recommendation by early September 2009. Discussion followed. Members agreed to consider re-interviewing the top two recruitment firms interviewed in September 2008.

5. Adjournment

Motion by Mr. Palm, second by Ms. Gibson, to adjourn; meeting adjourned at 11:20 a.m.

Recorded by Chris Gjestson