

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

November 7, 2016

CCB Room 321, 210 Martin Luther King Jr. Blvd., Madison WI

4:30 p.m.

Commissioners Present: Mark Geller, Kris Hampton, Peter McKeever (arrived 4:40pm), Larry Palm (Chair)

Commissioners Absent: Ken Golden

Staff Present: Linda Firestone, Mike Rupiper, Steve Steinhoff

Others Present: None

1. Roll Call

Chair Palm called the meeting to order at 4:32pm. Quorum was established.

2. **Approval of Minutes of the October 10, 2016 Executive Committee Meetings (*actionable item*)**

Mr. Geller moved to approve the minutes of the October 10, 2016, Executive Committee meeting; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

3. Public Comment

No members of the public attended this meeting.

4. **Approval of Executive Committee Recommendation to Commission Regarding Position Descriptions for Executive Chairperson, Deputy Director, and Division Director, Community and Regional Development Planning (*actionable item*)**

Mr. Hampton moved to approve a recommendation to the Commission of approval of the position descriptions for the Executive Chairperson, Deputy Director, and the Division Director; Mr. Geller seconded.

Mr. Hampton moved to amend the position descriptions of the Deputy Director and Executive Chairperson by adding another bullet point "Duties as directed by vote of the Commission"; Mr. Geller seconded.

Mr. Steinhoff inquired whether the Executive Committee was approving the language or the format. Chair Palm confirmed that the Executive Committee was approving language. Anything editorial should come back to the Executive Committee.

The amendment passed on a voice vote.

Chair Palm stated that the Personnel Committee should look at all position descriptions.

Mr. Hampton moved to add the duties "Work with Division staff to establish professional development goals and programs" and "Uphold and implement the Agency's Personnel Manual" from the Division Director position description to the Deputy Director position description; Mr. Geller seconded. The amendment passed unanimously on voice vote.

Mr. McKeever moved to change "In conjunction" at the beginning of the second paragraph to "In cooperation" in the Deputy Director and Division Director position descriptions; Mr. Geller seconded. The amendment passed on voice vote.

Chair Palm requested that "RPC" be spelled out in the Deputy Director position description.

The amended motion passed unanimously on a voice vote.

5. **Approval of Executive Committee Recommendation to Commission Regarding Compensating the Executive Chair (Chairperson Designated by Commission as an Employee to Fulfill Some Executive Director Responsibilities) in 2017 With a Fixed Monthly Payment of \$500 Based on an Estimation of 20 Hours of Work at \$25 per Hour (*actionable item*)**

Mr. Hampton moved to approve a recommendation to the Commission to compensate the Executive Chairperson a fixed monthly payment of \$500; Mr. Geller seconded.

Discussion ensued, during which time Chair Palm said there has not been a conversation about how the Executive Chairperson, as an employee, gets reimbursed for expenses.

The motion passed unanimously on a voice vote.

6. **Approval of Executive Committee Recommendation to Commission to Authorize the Deputy Director to Execute Agreement with Wisconsin Center for Education Research to Develop a Regional Planning Simulation for use in A Greater Madison Vision 2016-2018 (*actionable item*)**

Mr. Geller moved to approve a recommendation to the Commission to authorize the Deputy Director to execute an agreement with Wisconsin Center for Education Research to develop a regional planning simulation for use with A Greater Madison Vision; Mr. McKeever seconded.

Discussion ensued. Mr. McKeever questioned the expertise of the Wisconsin Center for Education Research, and he requested that an independent person give outside input and quality control. Mr. Steinhoff stated that Dan White of Filament Games had suggested that CARPC contact the Wisconsin Center for Education Research.

Mr. Hampton amended the motion to conditionally approve the recommendation pending the review of the final version of the agreement at the December Executive Committee meeting; Mr. Geller seconded. The amendment passed on voice vote.

The amended motion passed unanimously on a voice vote.

7. **Approval of Executive Committee Recommendation to Commission to Approval of Authorization of Deputy Director to Execute Title VI Non-Discrimination Agreement with the Wisconsin Department of Transportation (*actionable item*)**

Mr. Hampton moved to approve a recommendation to the Commission to authorize the Deputy Director to execute a Title VI non-discrimination agreement with the Wisconsin Department of Transportation (WisDOT); Mr. Geller seconded.

Mr. McKeever amended the recommendation to include language in the letter to WisDOT that CARPC's non-discrimination policy exceeds the non-discrimination clause listed in the agreement; Mr. Geller seconded. The amendment passed unanimously on a voice vote.

The amended motion passed unanimously on a voice vote.

8. **Approval of Evaluation Process for Deputy Director (*actionable item*)**

Mr. McKeever moved to approve the evaluation process for the Deputy Director; Mr. Hampton seconded.

Mr. Steinhoff gave an overview of the Commission Questionnaire. Chair Palm reviewed the evaluation process. Mr. McKeever requested that the process be written down. Chair Palm stated that it had not been discussed yet whether the Chair would convey the evaluation decision to Mr. Steinhoff or if the Executive Committee would convey the decision. That decision would be made during the evaluation process.

The motion passed unanimously on a voice vote.

9. **Approval of \$500 contribution to Dane County Housing Initiative, Housing Gap Video Project (*actionable item*)**

Mr. McKeever moved to approve a \$500 contribution to the Dane County Housing Initiative; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

10. **Discussion of Updating the CARPC Urban and Limited Service Area Policies and Criteria for the Review of Urban and Limited Service Area Amendments**

Mr. Rupiper gave an update. Discussion ensued.

11. Discussion of Revising Position Descriptions

Chair Palm stated that, once all position descriptions were revised, the next step will be to update the CARPC Personnel Manual.

12. Update of CARPC Joint Study Committee Meeting of April 27 and Next Steps

Chair Palm stated that the next steps need to be initiated by Dane County. CARPC and the MPO will hold a special joint meeting in either January or February to have conversations with each other.

13. **Approval of November 2016 Disbursements and Treasurer's Reports for October 2016 (*actionable item*)**

Mr. Geller moved to approve the November 2016 disbursements and Treasurer's report for October 2016; Mr. Hampton seconded. The motion passed unanimously on a voice vote.

14. Future Agenda Items (Next meetings are December 5th, 2016 and January 9, 2017)

Mr. Hampton cannot attend the December 5th meeting so he requested that another date for the meeting be scheduled. Chair Palm directed Ms. Firestone to send out a Doodle poll to find out when Committee members were available.

Future agenda items:

1. Report on the summary of the strategic planning process; and
2. Discussion of the mission statement.

15. Adjournment

Mr. Hampton moved to adjourn; Mr. Geller seconded. The motion passed unanimously on a voice vote. The meeting adjourned at 5:33pm.

Minutes recorded by Linda Firestone

Respectfully Submitted:



Kris Hampton, Secretary