

## RMAP POLICY COMMITTEE

### CLOSED SESSION

### MEETING MINUTES

Thursday, September 24, 2015

Regional Design Center – 315 N. Main Street, Rockford, 61101

**These meeting minutes RELEASED for public viewing by action of the Executive Committee on December 20, 2019.**

- 1. CALL TO ORDER, ROLL CALL AND REPRESENTATION:** Meeting was called to order by Chairman Christiansen with a quorum present at 1:18 PM.
- 2. ROLL CALL**  
**MEMBERS PRESENT:** Winnebago County, City of Belvidere, Village of Machesney Park, Boone County, City of Rockford, City of Loves Park.  
**OTHERS PRESENT:** Michael Dunn
- 3. CLOSED SESSION**  
A **motion** was made by the Village of Machesney Park to go into closed session for the purpose of discussing a personnel matter, seconded by City of Rockford. Roll call vote **carried** unanimously 6-0.

Executive Director Michael Dunn presented current staffing issues and needs for the agency. A planner will be leaving. The executive assistant has taken on more responsibility. A technical writer and GIS planner are needed very soon. Hiring, compensation, and employee engagement strategy to recruit and retain employees was discussed. Employee satisfaction and performance was also discussed.

There was discussion regarding beginning the process of consolidating regional-oriented services and funding for such services, capabilities of current staff and their tools as compared to member needs (such as data warehousing) to inform personnel hiring priorities,

The Committee requested that the executive director:

- bring a recommendation for membership and service agreement fees to fund the organizational structure needed;
- develop and present an organizational chart identifying current and vacant/needed positions;
- work with the City of Rockford Finance and Human Resource Departments to separate fiscal agency; and
- develop a staffing strategy to fill the economic development analysis gap to show a return on member investment.

A **motion** was made by the Village of Machesney Park to go back into open session, seconded by the City of Rockford. Motion **approved** unanimously (6-0). No action was taken in closed session.

**4. ADJOURNMENT**

As there was no further business, City of Rockford made a motion to adjourn, seconded by the City of Belvidere. Approved unanimously (6-0). The meeting was adjourned at 2:38 P.M.

RELEASED