



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION

Thursday, July 29, 2021

1:00 PM

Via Virtual Meeting

Note: Quorum of the Common Council may be present at this meeting.

CALL TO ORDER / ROLL CALL

The Chair called the meeting to order at 1:02pm.

Others present: Ald. Keith Furman, Ald. Yannette Figueroa Cole, Karen Kapusta-Pofahl (Common Council Legislative Analyst), Matalin Schoone (Legislative Management System Specialist), Tory Larson (Human Resources Analyst).

Harrington-McKinney joined the meeting at 1:05pm.

Present: 5 - Arvina Martin; Barbara Harrington-McKinney; Sheri Carter; Grant Foster and Nasra Wehelie

APPROVAL OF MINUTES

Wehelie moved, seconded by Martin, to approve the minutes of the July 22, 2021, meeting of the President's Work Group to Review and Revise the Chief of Staff Position Description. The motion was approved by voice vote/other.

PUBLIC COMMENT

1. [66637](#) Public Comment (7/29/21 meeting)

No members of the public were present.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

DISCUSSION ITEMS

2. [66196](#) Discussion of Chief of Staff Position Description: Policy Development, Analysis, and Implementation; Strategic Management of Common Council Office Operations; and Common Council Office Communications

The members continued their review of the Common Council Staffing Needs document, including some of Larson's draft language for the position description, which was based on the previous meeting's discussion.

3. [66197](#) Discussion on Next Steps

The Work Group will focus their discussion on the Community and Resident Engagement component at their August 5, 2021, meeting. They will also look at how work is currently split among staff in the Common Council Office.

ADJOURNMENT

Martin moved, seconded by Foster, to adjourn. The motion was approved by voice vote/other. The meeting adjourned at 2:55pm.