

Meeting Minutes
CCOC Subcommittee to Review
Council Staff Position: Legislative Analyst
Tuesday, October 9, 2007 - 8:30 a.m.
Room 103A, City-County Building

Attending: Ald. Satya Rhodes-Conway, Ald. Michael Schumacher, Ald. Brenda Konkel (arrived at 9:30 a.m.), Lisa Veldran, Council staff and Larry Oaks, Human Resource Department staff

The meeting started at 8:45 a.m.

Selection of Chair

Ald. Michael Schumacher was selected as chair of the subcommittee.

Discussion of Council Position: Legislative Analyst

Ald. Schumacher stated that he saw gaps currently existing in legislative analysis and support for the Common Council. He saw the need for a position that could provide alders with analytical research and possibly include a budget analysis function within the position description.

Ald. Satya Rhodes-Conway stated that in her position as a policy analyst at COWS she brought a different perspective to the table. She noted that a majority of the alders do not have the time for the high level of research needed on policy issues.

Lisa Veldran noted that the Common Council had discussed the issue of creating a new Common Council office position of legislative or policy analyst in 1999. She noted the following issues were discussed but never resolved:

1. Who would this person report to: the Council President, the members of the CCOC or each individual alder?
2. How would this person prioritize requests for service?
3. How would this position fit into the current office structure?

Larry Oaks offered to prepare a position package that would include job classification, job description and estimated salary cost for the next meeting.

Ald. Rhodes-Conway thought maybe a survey to determine the needs of the Council would be helpful. It would help identify if the only service gap exists is in the policy area or if it varies. She also noted that the State Legislative Reference Bureau responds to requests for service by many individuals but they have the staff to respond.

Ald. Michael Schumacher spoke about the concept of creating a Council Office Personnel committee with members being the Common Council President, an alder, a CCOC member and a Human Resource Department representative.

Larry Oaks volunteered to investigate legislative analyst positions in comparable U.S. and Wisconsin municipalities:

1. What is the position?
2. Whom do they report to?
3. How do they prioritize their work?
4. Organizational structure, mayor or city manager?

Ald. Rhodes-Conway noted that the work group should determine:

1. Recommend to CCOC if position is needed in the Common Council Office
2. Recommendations on reporting and prioritizing mechanisms
3. Request that CCOC to determine next steps

Next Meeting

October 30, 2007 was set as a tentative next meeting date.

Adjournment

The meeting adjourned at 9:40 a.m.