



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Agenda - Cancelled

### PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION

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Wednesday, March 17, 2021

5:00 PM

Via Virtual Meeting

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

The City of Madison is holding the President's Work Group to Review & Revise the Chief of Staff Position Description meeting virtually to help protect our community from the Coronavirus (COVID-19) pandemic.

**1. Written Comments: You can send comments on agenda items to [lveldran@cityofmadison.com](mailto:lveldran@cityofmadison.com)**

**2. Register for Public Comment:**

- Register to speak at the meeting.
- Register to answer questions.
- Register in support or opposition of an agenda item (without speaking).

If you want to speak at this meeting you must register. You can register at <https://www.cityofmadison.com/MeetingRegistration>. When you register to speak, you will be sent an email with the information you need to join the virtual meeting.

**3. Watch the Meeting: If you would like to join the meeting as an observer, please visit**

<https://www.cityofmadison.com/WatchMeetings>

**4. Listen by Phone:**

**(877) 853-5257 (Toll Free)**

**Meeting ID: 921 4351 2565**

#### **Interpretation/Translation Services**

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below immediately.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese inmediatamente al número de teléfono que figura a continuación.

Yog tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntauv, cov ntaub ntauv ua lwm yam los sis lwm cov kev pab kom siv tau qhov kev pab, kev ua num los sis kev pab

cuam no, thov hu rau tus xov tooj hauv qab no tam sim no.

Contact: Lisa Veldran, Legislative Services, Common Council Office, (608) 266-4071 or  
lveldran@cityofmadison.com

**1. CALL TO ORDER / ROLL CALL**

**2. APPROVAL OF MINUTES**

Approval of the February 15, 2021 President's Work Group to Review & Revise the Chief of Staff Position Description meeting minutes: <http://madison.legistar.com/Calendar.aspx>

**3. [64688](#) PUBLIC COMMENT (3/17/21)**

*Public Comment is permitted for up to three (3) minutes.*

**4. DISCLOSURES AND RECUSALS**

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

**DISCUSSION / POSSIBLE ACTION ITEMS**

**5. [64679](#) Discussion on Distribution of Work (Council Office) and Staff Poll Results Re: Council Chief of Staff Position**

**Attachments:** [Distribution of Work Council Office Draft Jan 2019.pdf](#)

**6. [63892](#) Discussion on Use of the City's Equitable Hiring Tool for Council Chief of Staff Position**

**Attachments:** [RESJ Equitable Hiring Tool.pdf](#)

**7. [64683](#) Discussion of Work Group Scope and Potential Expansion of Scope**

**Attachments:** [1/4/21 Pres Order Creating WG Council CoS Position Review Revision.pdf](#)

**8. NEXT STEPS**

**9. ADJOURN OR ADJOURN SINE DIE**