



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, August 19, 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 1:00pm.

Others present: Tory Larson (Human Resources Analyst), Harper Donahue (Human Resources Director)

Present: 4 - Arvina Martin; Barbara Harrington-McKinney; Sheri Carter and Grant Foster

Excused: 1 - Nasra Wehelie

APPROVAL OF MINUTES

Harrington-McKinney moved, seconded by Foster, to approve the minutes of the August 5, 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. [66988](#) Public Comment (8/19/21 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 Chair recapped what the Work Group did at the August 5, 2021, meeting and listed the documents that had been circulated since then.**
- Larson presented her research into Community Engagement Specialist positions in other municipalities.**
- At the request of the Chair, Foster detailed what he envisioned the Community Engagement Specialist would do under the umbrella of the Common Council Office.**

3. [66197](#) Discussion on Next Steps
- Martin will prepare an updated Common Council Office organizational chart that includes the Community Engagement Specialist position.**
- Larson will combine the findings in her research document with the recommendations from the Final Report of the Task Force on Government Structure (TFOGS) and present the new document at the September 2, 2021, meeting of the Work Group. It will be used as starting point for the Community Engagement Specialist position description.**
- Fields will prepare a packet for the members in advance of the September 2, 2021, meeting to include:**
- 1. Common Council staff duties document as prepared by Common Council staff.**
 - 2. Common Council staff duties document as prepared by Martin.**
 - 3. Larson's research document.**
 - 4. Link to Final Report of TFOGS, and a PDF of the portion concerning the creation of an Office of Resident Engagement and Neighborhood Support (ORENS) and an Administrative Services Support Team.**
 - 5. Link to Final Report of the President's Work Group to Review Council Communication Tools and Processes, and a PDF of the Priority Recommendations, which contains several items specific to the area of resident engagement and communication.**
 - 6. Updated Common Council Office organization chart as prepared by Martin.**

ADJOURNMENT

Harrington-McKinney moved, seconded by Foster, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 2:04pm.