

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE
Common Council Office
210 Martin Luther King, Jr. Boulevard
Room 417
Madison WI 53703
266-4071

DATE: March 27, 2009

TO: Common Council Organizational Committee Members

FROM: Lisa Veldran, Administrative Assistant to the Common Council

SUBJECT: **March 2009 Staff Report – CCOC Meeting 3/31/09**

Ald. Tim Bruer, Common Council President, has requested that I provide CCOC members with a monthly staff report. The following is an update on initiatives in the Common Council Office.

Common Council Office Continuous Improvement Plan

- Draft is in review with HR Director.

Office Training Schedule

Training Completed

MEET on Common Ground: Respectful Workplace	Debbie Fields	December 2, 2008
APM 2-3: Rules of Conduct & Labor Relations	Lisa Veldran	December 4, 2008
Business Grammar & Proofreading	Lisa Veldran	January 14, 2009
Coaching & Mentoring Skills	Lisa Veldran	February 24, 2009
Bad Apples: How to Deal with Difficult Attitudes	Debbie Fields	March 19, 2009

Upcoming Training:

Fundamentals of Business Writing	Debbie Fields	April 15 & April 22, 2009
How to Deal with Unacceptable Employee Behavior	Lisa Veldran	April 30, 2009

Weekly Staff Meetings

- Weekly staff meetings were held on:
 - February 23, 2009
 - March 2, 2009 (Ald. Clear in attendance)
 - March 9, 2009 (Ald. Clear in attendance)
 - March 16, 2009 (Ald. Clear in attendance)
 - March 24, 2009 (Ald. Clear and Brad Wirtz in attendance)

Common Council Office Rules & Procedures

- Draft is in review with HR Director.