



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Agenda - Approved

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

Thursday, May 27, 2021

1:00 PM

Via Virtual Meeting

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

The City of Madison is holding the President's Workgroup to Review and 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:
dfields@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: 936 3534 9070

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 at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov toj hauv qab yam tsawg pib hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

For accommodations, contact: Debbie Fields, Program Assistant 2, Common Council Office, (608) 266-4297 or email dfields@cityofmadison.com

CALL TO ORDER / ROLL CALL

APPROVAL OF MINUTES

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

ELECTION OF CHAIR/VICE CHAIR

1. [65633](#) Election of Chair/Vice Chair

PUBLIC COMMENT

2. [65623](#) Public Comment (5/27/21 meeting)

DISCLOSURES AND RECUSALS

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

ITEMS TO BE CONSIDERED

3. [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](#)

Legislative History

3/15/21	Council Office	Refer to the PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION
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4. [63892](#) Discussion on Use of the City's Equitable Hiring Tool for Council Chief of Staff Position

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

Legislative History

3/15/21	Council Office	Refer to the PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION
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NEXT STEPS

5. [65636](#) Future agenda items and meeting dates

ADJOURNMENT