



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, May 27, 2021

1:00 PM

Via Virtual Meeting

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

CALL TO ORDER / ROLL CALL

Present: 5 - Arvina Martin; Barbara Harrington-McKinney; Sheri Carter; Grant Foster and Nasra Wehelie

Others present: Emaan Abdel Halim, Human Resources, and Linette Rhodes, Community Development Division.

The meeting was called to order at 1:02pm.

APPROVAL OF MINUTES

A motion was made by Carter, seconded by Martin, to Approve the Minutes of the February 15, 2021, meeting of the President's Work Group to Review and Revise the Chief of Staff Position Description. The motion passed by voice vote/other.

ELECTION OF CHAIR/VICE CHAIR

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

Harrington-McKinney nominated Carter as Chair, seconded by Wehelie. The nomination was approved on unanimous vote.

Harrington-McKinney nominated Martin as Vice Chair, seconded by Wehelie. The nomination was approved on unanimous vote.

PUBLIC COMMENT

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

There were no registrations.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

ITEMS TO BE CONSIDERED

3. [64679](#) Discussion on Distribution of Work (Council Office) and Staff Poll Results Re: Council Chief of Staff Position

Emaan Abdel-Halim, Human Resources, gave an overview of the survey results to members of the Work Group.
4. [63892](#) Discussion on Use of the City's Equitable Hiring Tool for Council Chief of Staff Position

Linette Rhodes, Community Development Division, reviewed the use of the City's Equitable Hiring Tool with members of the Work Group.

NEXT STEPS

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

Harrington-McKinney recommended the Chair and Vice Chair work together on future agenda items.

Carter directed staff to schedule eight meetings of the Work Group to be held 1pm - 3pm every other Thursday beginning June 10, 2021.

ADJOURNMENT

A motion was made by Wehelie, seconded by Martin, to Adjourn. The motion passed by voice vote/other. The meeting was adjourned at 1:57pm.