

Council Chief of Staff Update
6/20/2023

Office Announcements

Upcoming Staff Out-Of-Office

- Debbie will be out of the office June 26-July 4
- I will be out of the office July 3
- Liz will be out of the office July 3
- Lorissa will be out of the office July 3

Welcome to Isaac Matthias, our new Legislative Analyst!

Important Reminders & Tips

New Alder Orientation Videos Spotlight: Agency Budgets

As budget season approaches, I would like to remind folks to watch the videos available on the [New Alder Orientation webpage](#). We strongly recommend that alders watch the agency budget videos for an overview of each agency's capital and operating budgets in order to make the whirlwind of budget season a bit more manageable.

Resolutions: New Deadline

Due to the increase in interest in creating resolutions, the hectic nature of the days leading up to Council agenda generation, as well as an uptick in neighborhood meeting requests, the Office is requesting that materials for resolutions be submitted to the Council Office by two Mondays before the Council meeting at which you would like it introduced. **The new deadline for submitting resolution materials to the Council Office for creation for the 7/11 Council meeting is Monday 6/26 and for the 7/25 meeting is 7/10.** Resolution materials received after this time may need to be introduced at the next following meeting, depending on the individual circumstances of each case. Please reach out to me if you have questions about this timeline or the process of creating and finalizing resolutions.

Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- **City of Madison [Disability Summit: Collective Visioning for a More Equitable Future](#)**

July 27 – 28, 2023

Description: The Department of Civil Rights is excited to host our first **Disability Summit: Collective Visioning for a More Equitable Future on July 27th – 29th** virtual and in-person at Warner Park. The Disability Summit will take place virtually on **July 27th and 28th from 5:00 – 8:00 p.m.** This event is a platform for visioning and developing a city-wide agenda that will direct the work of the Disability Rights and Services Program and ensure all City programs include the voices and needs of the disability community. This event is open to the public and City staff are encouraged to attend. Visit our [upcoming events page](#) for more information.

- **[Trauma-Informed Living](#)**

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

Upcoming Offerings: June 21, 2-3:30 PM; August 23, 9-10:30 AM

- **[Giving and Receiving Feedback, Part 1](#)**

Council Chief of Staff Update
6/20/2023

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

Find a [detailed list of upcoming offerings](#) on the Organizational Development website.