

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

DATE: July 7, 2009

TO: Common Council Organizational Committee Members

FROM: Lisa Veldran, Administrative Assistant to the Common Council

SUBJECT: **April/May/June 2009 Staff Report – CCOC Meeting 7/7/09**

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 since the March 31, 2009 CCOC meeting.

Office Training Schedule

Training Completed

Debbie Fields	Fundamentals of Business Writing (Part 1)	April 15, 2009
Debbie Fields	Fundamentals of Business Writing (Part 2)	April 22, 2009
Lisa Veldran	How to Deal with Unacceptable Employee Behavior	April 30, 2009
Lisa Veldran	When emotions run high: Communication skills for challenging conversations	May 4, 2009
Lisa Veldran	Giving feedback: Coaching for change while preserving relationships	May 18, 2009
Lisa Veldran	Office 2007 Training	June 22, 2009
Debbie Fields	Office 2007 Training	June 23, 2009

Upcoming Training:

Debbie Fields	Stress: How Do I Handle It?	August 13, 2009
Debbie Fields	Process Improvement Tools	August 20, 2009

Weekly Staff Meetings

- Weekly staff meetings were held on:
 - March 31, 2009
 - April 20, 2009 (Brad Wirtz in attendance)
 - April 27, 2009 (Brad Wirtz in attendance)
 - May 8, 2009 (Brad Wirtz & Ald. Mark Clear in attendance)
 - May 13, 2009 (Ald. Mark Clear in attendance)
 - May 21, 2009 (Brad Wirtz in attendance)
 - June 3, 2009 (Ald. Mark Clear in attendance)
 - June 10, 2009 (Brad Wirtz & Ald. Mark Clear in attendance)
 - June 24, 2009 (Brad Wirtz in attendance)

Common Council Office Rules & Procedures

- Reviewed draft and finalizing suggested changes.

Common Council Office Continuous Improvement Plan

- Draft is in review with HR Director.

Office Security

- Council staff met with City Architect, Jim Whitney, MPD Officer, Frank Chandler and Council President Ald. Tim Bruer on June 9, 2009 to review safety issues and requested design plan for further review and implementation.