

Council Chief of Staff Update

8/11/22

Council Office Staff Updates

- Our new Legislative Administrative Assistant, Liz Windsor, started last Monday (8/1). As she is participating in trainings and onboarding activities, she is also working on documenting workflows and processes for cross-training and process improvement purposes.
- We began the first round of interviews for the Legislative Analyst position this week. The panel will be choosing finalists to advance to the next round of interviews, which will take place in the latter half of this month.
- HR is finalizing the posting for the Community Engagement Specialist now and plans to post it tomorrow. Once it is posted, I will forward it to all of you to share with your networks. Please share this posting widely!
- Debbie is hard at work coordinating neighborhood meetings and onboarding Liz. Remember, please get neighborhood meeting information to her 3 weeks before the event, because many aspects of the process are time-sensitive.
- In addition to onboarding Liz and interviewing candidates, I am also continuing to take trainings on supervisor development through Organizational Development. I am also drafting work plans for the Office and my role, which I will be able to present to CCEC soon.

Common Council Events

- Reminder that we are having a Council get-together on Monday, September 5, at Garner Park. More information about how to pay, as well as signing up to bring items, will be sent out soon.

Upcoming Alder Trainings

- I am finalizing dates and content for de-escalation training in September and active shooter training in October for the Council and key staff. I will be sending out Doodle polls soon-please respond to them as soon as you can.

Police Civilian Oversight Board

- Finalists for the Independent Police Monitor position have been selected and will be announced in the upcoming days. There will be a virtual candidate forum at 5pm on August 18th where everyone will be able to get to know the finalists. An announcement about this forum will be coming soon.