



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, June 24, 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: 983 2939 0233

CALL TO ORDER / ROLL CALL

The Chair called the meeting to order at 1:01pm.

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

Others present: Ald. Keith Furman, Ald. Yannette Figueroa Cole, Tory Larson (Human Resources Analyst), Pooja Gundimeda (Human Resources AASPIRE intern)

APPROVAL OF MINUTES

A motion was made by Wehelie, seconded by Harrington-McKinney, to Approve the Minutes of the May 27, 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.

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

PUBLIC COMMENT

1. [66030](#) Public Comment (6/24/21 meeting)

No members of the public were present.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

DISCUSSION ITEMS

2. [66031](#) Discussion on Chief of Staff Position Description

The members discussed items they thought were missing from the position description, their priorities for the position description, and their recommendations for the position description.

3. [66033](#) Discussion of Next Steps

Tory Larson gave an overview of the process, which would include breaking down each section of the position description more to gain clarity, creating a new draft position description for review by the work group members, and running the recruitment as a whole through the equitable hiring tool.

Chair Carter will compile the suggestions from today's meeting and send the compilation to the work group members in advance of the July 1 meeting.

ADJOURNMENT

A motion was made by Wehelie, seconded by Foster, to adjourn. The motion passed by voice vote/other, and the meeting was adjourned at 2:02pm.