

## **Council Chief of Staff Update** **3/15/23**

### **Announcements**

Debbie will be out of the office the week of 3/27. Please plan accordingly if you have neighborhood meeting requests to submit to her.

### **Hiring Update**

We received 32 applications for the Legislative Analyst position. Applications are currently being evaluated and interviews are anticipated to start the first week of April.

### **Project Updates**

#### **New Alder Onboarding**

The Council Office continues its push in preparation for the new cohort of alders in April. You will have noticed a couple of calendar invites in your inboxes: an invitation to help us provide a realistic mock Council meeting experience for the newly-elected alders on April 11, and a save-the-date invitation to the incoming/outgoing alder brunch on April 18.

Outgoing alders: Liz will be sending you an alder offboarding survey to complete prior to April 18.

All alder and mayoral candidates have been sent a save-the-date letter with key dates and information about the variety of onboarding activities we have planned for you. After April 4, returning and new incoming alders will also receive an email from Liz with an onboarding survey and welcome letter with detailed information about onboarding resources and events. Returning and new alders are all welcome and encouraged to engage in the onboarding offerings.

#### **Council Website Upgrades**

We met with IT to discuss a variety of improvements to the Council website, including the alder pages on the site. Improvements will be rolled out in time for the start of the new term, including some upgrades to the alder blog tool. IT will be providing training to all alders (returning and new) on the upgraded blog tool in April.

#### **BCC Admin Support Team**

BCC Administrative Support Team met on 3/14 to discuss rolling out a regular communication between the Council Office and the staff of BCCs on the Monday of the week before Council meetings reminding staff to enter BCC actions in a timely fashion and providing tips on common errors that Liz is finding in agenda review. The BCC Admin Support Team also discusses plans to provide BCC staff training and support around the Elected and Appointed Official Code of Ethical Conduct, as well as plans to assess and improve BCC staff training generally. The group also discussed the proposed changes to the handling of documents in Legistar addressed in [#76500](#).

### **Upcoming City Trainings of Interest**

#### *Live Virtual Courses*

- RECOMMENDED: [Gender Inclusive Language](#) (4/27)

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