



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW ADMINISTRATIVE PROCEDURE MEMORANDA (APM) APPLICABLE TO ALDERS

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Thursday, January 30, 2020

5:15 PM

Room 417, City-County Building  
210 Martin Luther King, Jr. Blvd.

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### CALL TO ORDER / ROLL CALL

**Present:** 2 - Barbara Harrington-McKinney and Marsha A. Rummel

**Excused:** 1 - Keith Furman

**Others Present:** City Attorney Mike May, Council Chief of Staff Kwasi Obeng

Ald. Marsha Rummel, chair, called the meeting to order at 5:15 p.m.

### APPROVAL OF MINUTES

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Marsha Rummel, to approve the minutes from the January 15, 2020 President's Work Group to Review APM Applicable to Alders meeting. The motion passed by voice vote/other.

### PUBLIC COMMENT

There was no public comment.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

### DISCUSSION / POSSIBLE ACTION ITEM

#### [59173](#)

Continued Discussion on APM's:  
2-22 Workplace Accommodations  
2-33 Rules of Conduct  
2-44 Volunteers/Unpaid Interns  
3-5 Prohibited Harrassment  
3-13 Web Linking Policy  
3-18 Use of City of Madison Logo

**Attachments:** [1/30/20 WG on APM Review Referrals.pdf](#)  
[1/27/20 Email Re APM 2-22.pdf](#)  
[Information on City's Assistive Listening Devices](#)

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The work group reviewed the following APM's:

**APM 2-22 - Workplace Accommodations**

**Recommendation:** No action need to be taken. Any further requirements would need to be addressed in Common Council Policy Guide.

There was discussion on the remaining APM's be discussed at this meeting without Ald. Furman:

**2-33 Rules of Conduct**

**2-44 Volunteers/Unpaid Interns**

**3-5 Prohibited Harrassment**

**3-13 Web Linking Policy**

**3-18 Use of City of Madison Logo**

A motion was made by Harrington-McKinney, seconded by Rummel, to Re-refer the remaining APM's to the PRESIDENT'S WORK GROUP TO REVIEW ADMINISTRATIVE PROCEDURE MEMORANDA (APM) APPLICABLE TO ALDERS and should be returned by 3/5/2020. The motion passed by voice vote/other.

[59265](#)

Discussion / Possible Action - Expanding the scope of the work group to include review of Common Council Policy Guide

**Attachments:** [Common Council Policy Guide](#)

There was discussion on extending the report deadline for the work group and amending the Council Policy Guide during review of the APM's.

There was discussion on the Ethics Code and the City's lobbying ordinance as information to add to the Council Policy Guide and potentially adding an equity analysis (along with a fiscal note) on legislation.

Motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Marsh Rummel to recommend that the chair discuss at the 2/4/20 CCEC meeting the request for an report deadline extension and expansion of the work group's scope to include recommending changes or additions to the Council Policy Guide (possible revised resolution).

Motion was approved.

## **NEXT STEPS**

**Next Steps:**

- Update on extending timeline and expansion of scope (Council Policy Guide)
- Start discussion on possible discipline process

## **ADJOURNMENT**

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Marsha Rummel, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 6:14 p.m.