

Council Chief of Staff Update
6/6/2023

Office Announcements

Upcoming Staff Out-Of-Office

- Liz will be out June 9 and the week of June 12 (in for agenda review only)
- Debbie will be out of the office June 26-July 4
- I will be out of the office on June 13 and July 3
- Additional dates pending confirmation

Staffing Update

- Welcome back Kehinde Fadele, our AASPIRE summer intern
- Our new legislative analyst, Isaac, will be joining us starting Monday, June 12

Important Reminders & Tips

Alder Blogs and Meeting & Events Highlights

All the alders have now been trained on the updated blog tool, so everyone is now prepared to independently access and post to their alder blog. If you would like a refresher training, please reach out to the Council Office. The blog tool was created so that alders have an independent forum through which they can communicate directly with their constituents about the issues that matter to them and their district. As per the recommendations of the Alder Communications Tools workgroup, the Council Office sends out weekly Meetings & Events Highlights via email, which alders can use as blog content if they so choose. I will be sending a communication that goes into more detail about the alder blogs and the scope of available Council Office assistance in this area.

Neighborhood Meetings

Thank you all for your continued efforts to provide Debbie with the information she needs to process your neighborhood meetings at least 3 weeks in advance of the meeting. This is extremely helpful as she coordinates her workload.

Project Updates

BCC Administrative Support Team

The BCC Administrative Support Team will be meeting on June 26 to continue working on a plan to provide BCC staff with updated training and support.

Alder Social Media Pilot Update

We are ready to present our recommended next steps for full roll-out of district social media accounts to CCEC.

Alder-Intern Matching Program Update

We are ready to present the Alder-Intern Matching Program guide to CCEC.

Training Opportunities (free to alders)

Recommended Trainings

We strongly encourage all alders to attend these free virtual trainings, whether as a refresher or to learn something new.

- [Trauma-Informed Living](#) (*strongly recommended*)

Description: Join us for a deep dive into what it means to live trauma-informed. We will explore the impact of trauma on a personal level and how it shows up in the workplace. We will provide you with skills to navigate this in the workplace by learning more about how to have difficult conversations, how to regulate, and how to set appropriate boundaries.

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Upcoming Offerings: June 21, 2-3:30 PM; August 23, 9-10:30 AM

- [Giving and Receiving Feedback, Part 1](#) (*strongly recommended*)

Description: “Feedback is the breakfast of champions” according to management expert Ken Blanchard. For leaders at all levels, it is how we learn and grow through our experiences. For managers, it’s a critical skill for improving team performance. Feedback also helps us maintain healthy boundaries and work environments. Yet it is one of the hardest “gifts” to give and receive. This two-part series can help you move from fear to finesse. Part 1, Foundational Feedback will focus on the value of a positive feedback mindset, avoiding common pitfalls, and strategies to give effective feedback.

Upcoming Offerings: June 15, 2-4 PM; September 27, 9-11 AM.

Additional Upcoming Trainings of Interest

- [Gender Inclusive Language](#)
- [Involving People in Decisions that Impact Them](#)

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