

# Council Chief of Staff Update

## 10/3/2023

### Announcements

#### **Upcoming Staff Out-of-Office**

10/3-10/5 Liz and Isaac at YWCA Summit

10/20 Karen out

### Important Tips & Reminders

**Health and Dental Insurance Open Enrollment:** Open enrollment for health, dental and vision began 9/25 and runs until 10/20. Paper forms are in your mailbox. Emails about open enrollment were sent out on 9/25 from Liz Windsor ([lwindsor@cityofmadison.com](mailto:lwindsor@cityofmadison.com)) and Kurt Rose ([krrose@cityofmadison.com](mailto:krrose@cityofmadison.com)). Please contact Liz with questions, or visit Human Resources in MMB room 204 on Thursday, 10/12 between 8:00 am and 4:30 pm.

**Updating Contact Information:** If you have had a recent change of phone number, address, or email address, please contact Liz so she can make the appropriate updates.

**Budget Season Updates:** The mayor has released the [2024 Executive Operating Budget](#). Binders are available in the Council Office for alders who requested them. The budget is also available [by agency online](#). I recommend starting with the [Executive Summary document](#) when you are familiarizing yourself with the executive budget.

**IT Citywide Website/Blog Tool Updates:** For your advanced planning information, please note that IT is doing critical website upgrades between November 2 and November 8. **The blog tool will not be available during this time**, so if you have a meeting scheduled during this time, please post to your blog before November 2 and/or after November 8.

**Alder BCC Feedback:** As part of the ongoing effort to streamline BCCs, I will be sending each alder a spreadsheet with instructions on how to fill out the feedback form. CCEC members have received their spreadsheets. Please return your completed spreadsheets as soon as possible. Performance Excellence Specialist Kara Kratowicz presented more about the 7 elements of a great city in relation to BCCs to CCEC on 10/03. You can find Kara's [presentation linked here](#).

### City 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. Please reach out to me if you participate in a training, especially if you have experienced one you found valuable and think other alders might as well.

- [Gender Inclusive Language](#)

**Description:** How can you be inclusive and respectful with people of all genders? With verbal and written examples, you will leave this training with specific strategies in using language that shows your coworkers and community members of all genders that you value them. This course is part of the series of offerings related to the implementation of [APM 2-52 PDF](#) as we work towards realizing our vision of being an inclusive organization.

**Upcoming Offerings:** October 10, 1-3 p.m.

- [LGBTQ+ Part 1: Creating Inclusive Spaces](#)

**Course Description:** Do you want to learn how you can create a welcoming environment for LGBTQ+ colleagues, friends, city residents, and visitors? You'll get an overview of LGBTQ issues with a focus on issues that affect transgender people. With this foundation, you'll be ready to discuss LGBTQ+ inclusion

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and how to create a welcoming environment in your workplace and in other spaces you participate in. You are also encouraged to register for [LGBTQ+ Part 2: Contributing to Systemic Change](#)  
**Upcoming Offerings:** October 12, 10:00 – 11:30 AM

- [Giving and Receiving Feedback, Part 2](#)

**Course 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. **Part 2**, Intermediate Feedback will focus on ways to give feedback up, down, and sideways. We’ll also explore practices to receive feedback with gratitude and composure.

**Upcoming Offerings:** October 25, 9-11 AM

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

**Course Description:** Making decisions can be one of the most difficult and stressful things leaders do. Involving others can relieve some of that stress as you gain new perspectives. Inclusive leaders make decisions with, not for, those who are impacted. This improves the quality of our work and relationships with each other. This session will cover basics of stakeholder mapping and group decision-making.

**Upcoming Offerings:** November 1, 9-10:30 AM