



# City of Madison

City of Madison  
Madison, WI 53703  
www.cityofmadison.com

## Meeting Minutes - Approved COMMON COUNCIL ORGANIZATIONAL COMMITTEE

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Tuesday, February 7, 2017

4:30 PM

210 Martin Luther King, Jr. Blvd.  
Room 108 (City-County Building)

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### CALL TO ORDER / ROLL CALL

**Present:** 7 - Michael E. Verveer; Marsha A. Rummel; Shiva Bidar-Sielaff; Ledell Zellers;  
Rebecca Kemble; Sheri Carter and Denise DeMarb

**Absent:** 1 - Maurice S. Cheeks

**Others Present:** Heather Allen, Enis Ragland, Heather Stouder, Greg Leifer,  
Gloria Reyes, City Attorney Michael May, Erin Stenson, Natalie Erdman, Ald.  
Barbara McKinney, Emaan Abdel-Halim, Sara Olson, Melissa Gombar, Ald.  
David Ahrens, Karl van Lith, Nick Zavos and Brenda Konkel

Ald. Mike Verveer, chair, called the meeting to order at 4:31 p.m.

### APPROVAL OF MINUTES

A motion was made by Ald. Marsha Rummel, seconded by Ald. Ledell Zellers,  
to approve the minutes from the January 3, 2017 Common Council  
Organizational Committee 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.

Ald. Maurice Cheeks arrived at 4:33 p.m.

**Present:** 8 - Michael E. Verveer; Marsha A. Rummel; Shiva Bidar-Sielaff; Ledell Zellers;  
Rebecca Kemble; Maurice S. Cheeks; Sheri Carter and Denise DeMarb

## PRESENTATION

[44931](#)

Presentation: Equity in Hiring - Brad Wirtz, Human Resources Director

**Attachments:** [2016 Equity Hiring & Employee Development Report.pdf](#)  
[2/7/17 Prezi Presentation: HR Equity Report](#)

Brad Wirtz, Human Resources Director, introduced the HR staff that would be presenting:

Emaan Abdel-Halim & Sara Olson - recruitment strategies and engagement (HR Services Unit)

Melissa Gombar - development and implementation of the city's organizational health and development program (Organizational Health & Development Unit)

Erin Stenson - city's engagement efforts (Organizational Health & Development Unit)

(Please see attached Prezi link for more information that was presented)

Using the Government Alliance on Race and Equity (GARE) Framework:

1. Analyze data
2. Support, engage and organize others
3. Use racial equity tools
4. Create a workplace where racial equity is both a value and operationalized
5. Initiate and implement pipeline development programs
6. Set goals, track progress and focus on accountability

2016 Key initiatives

- \* Hiring Process Analysis
- \* Outreach
- \* Equitable Hiring Tool
- \* Leadership Conference
- \* Onboarding
- \* Women's Leadership Series
- \* Leadership Development Pipeline
- \* Training Modifications

Notable Outcomes

- \* Increase in representation of people of color and women in each step of hiring process
- \* Establishment of new hiring partnerships
- \* Training calendar baseline data established and new calendar developed
- \* Partnership developed with WIC/MAC in Leadership Development opportunities
- \* Increase of women in "top management" positions
- \* Development of Diversity and Inclusion Specialist

**Ald. Shiva Bidar-Sielaff left at 5:13 p.m.**

**Present:** 7 - Michael E. Verveer; Marsha A. Rummel; Ledell Zellers; Rebecca Kemble;  
Maurice S. Cheeks; Sheri Carter and Denise DeMarb

**Excused:** 1 - Shiva Bidar-Sielaff

## REFERRALS FROM COMMON COUNCIL

### 43726

Establishing Goals for Regional Transit Authority Legislation.

**Sponsors:** Paul R. Soglin, Michael E. Verveer, Larry Palm and Ledell Zellers

**Attachments:** [43726 v 1.pdf](#)  
[43726 v 2.pdf](#)  
[Verveer amendment.pdf](#)

Nick Zavos was present for discussion on the resolution and provided context on the development of the language.

Ald. Maurice Cheeks wanted to see a timeline that tightened commitments from the city, other municipalities and the state. Mr. Zavos thought that would be difficult to do given the current climate at the state.

Ald. Sheri Carter moved to amend the language to delete the word "beginning" and replace it with the word "continuing", seconded by Ald. Ledell Zellers. Motion was approved. Amendment was part of the main motion.

A motion was made by Ald. Marsha Rummel, seconded by Ald. Ledell Zellers, to RECOMMEND TO COUNCIL TO ADOPT SUBSTITUTE- REPORT OF OFFICER. The motion passed by voice vote/other.

## UPDATES / REPORTS

### 45414

Legislative Update - Nick Zavos, Deputy Mayor

**Attachments:** [2016-2017 Legislative Agenda \(2/7/17 CCOC\).pdf](#)

This item was taken out of order. Nick Zavos distributed a handout entitled, "City of Madison | 2016-2017 Legislative Agenda". Mr. Zavos started to review the document and CCOC members asked him to come back to their March 7, 2017 meeting for further review and discussion.

**REFERRALS FROM COMMON COUNCIL (cont.)**

[45436](#)

Amending Section 3.70(9) of the Madison General Ordinances to clarify procedures for declaring electronic copies of records to be official records .

**Sponsors:** Paul R. Soglin and Mark Clear

**A motion was made by Ald. Sheri Carter, seconded by Ald. Denise DeMarb, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.**

**Ald. Maurice Cheeks left at 5:45 pm**

**Present:** 6 - Michael E. Verveer; Marsha A. Rummel; Ledell Zellers; Rebecca Kemble; Sheri Carter and Denise DeMarb

**Excused:** 2 - Shiva Bidar-Sielaff and Maurice S. Cheeks

[44445](#)

SUBSTITUTE Amending Section 3.35(4) and creating Section 3.35(12)(d) of the Madison General Ordinances to limit the types of complaints that the Ethics Board may hear under Sec. 3.35(4) of the Ethics Code, and to require that any complaint filed against a managerial employee or a committee member be forwarded to the Mayor.

**Sponsors:** Paul R. Soglin

**Attachments:** [Version 2](#)  
[Version 1](#)

**City Attorney Michael May was present for discuss on the ordinance. The following is from the Drafter's Analysis:**

Several times within the last five years, persons have filed complaints with the Ethics Board alleging violations of Sec. 3.35(4), MGO, of the Ethics Code. This is a general section reminding persons covered by the Code to follow the law. In these instances, there was no allegation of a conflict of interest, misuse of property, personal gain or any other part of the Ethics Code's "Standards of Conduct" section. In one case, a claim was brought against Ethics Board members for a "breach of law" by allegedly ruling incorrectly on an Ethics complaint.

Until recently, the Ethics Board (and the Common Council Organizational Committee) in the case of the complaint against the Ethics Board) ruled such allegations were outside their jurisdiction, on the grounds that it would make any legal error (say, a parking ticket) the basis for an Ethics Board complaint. Recently, one member of the Ethics Board suggested this section be clarified. This ordinance change codifies the prior Ethics Board rulings that there must an allegation of a violation of some section other than Sec. 3.35(4) to give the Ethics Board jurisdiction, or if jurisdiction is asserted under Sec. 3.35(4) alone, that some legal entity has found a violation of another legal duty.

Second, at the request of the Mayor, the Code is amended to be certain the Mayor is notified by receipt of a copy of any ethics complaint filed against a city managerial employee or a member of a city committee. This allows the Mayor to determine if discipline or removal from committee membership is appropriate, outside of the Ethics Code process.

A motion was made by Ald. Ledell Zellers, seconded by Ald. Rebecca Kemble, to Return to Lead with the Recommendation for Approval to the ETHICS BOARD. The motion passed by voice vote/other.

[45549](#)

Amending Section 2.05(4) of the Madison General Ordinances to revise the term citizen to resident or person, and to make similar changes in numerous sections of the MGO's.

**Sponsors:** Shiva Bidar-Sielaff, Sara Eskrich, Amanda Hall, Marsha A. Rummel, Michael E. Verveer, Ledell Zellers, David Ahrens, Samba Baldeh, Sheri Carter, Maurice S. Cheeks, Mark Clear, Denise DeMarb, Tim Gruber, Barbara Harrington-McKinney, Rebecca Kemble, Steve King, Larry Palm, Matthew J. Phair, Paul E. Skidmore and Zach Wood

**Attachments:** [Body](#)  
[Table](#)

A motion was made by Ald. Ledell Zellers, seconded by Ald. Marsha Rummel, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

Ald. Denise DeMarb left at 5:58 p.m.

**Present:** 5 - Michael E. Verveer; Marsha A. Rummel; Ledell Zellers; Rebecca Kemble and Sheri Carter  
**Excused:** 3 - Shiva Bidar-Sielaff; Maurice S. Cheeks and Denise DeMarb

## DISCUSSION ITEM

Ald. Denise DeMarb returned at 6:01 p.m.

**Present:** 6 - Michael E. Verveer; Marsha A. Rummel; Ledell Zellers; Rebecca Kemble; Sheri Carter and Denise DeMarb  
**Excused:** 2 - Shiva Bidar-Sielaff and Maurice S. Cheeks

[44769](#)

Discussion: Petitions & Reconsiderations - City Attorney Michael May

**Attachments:** [Draft Ordinance Reconsideration.pdf](#)  
[Draft Ordinance ProtestPetition.pdf](#)  
[CCOC Memo on Petitions and communications.pdf](#)  
[CCOC Memo on RR and Development.pdf](#)  
[2/7/17 L. Lehnertz Comments Re: Reconsideration.pdf](#)  
[3/7/17 CCOC Walker Email.pdf](#)

A motion was made by Ald. Rebecca Kemble, seconded by Ald. Denise DeMarb, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 3/7/2017. The motion passed by voice vote/other.

UPDATES / REPORTS (cont.)

[45718](#) Update: Heather Allen, Common Council Legislative Analyst (February 2017)

**Attachments:** [Legislative Analyst Project Updates February 2017.pdf](#)

A motion was made by Ald. Rebecca Kemble, seconded by Ald. Denise DeMarb, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 3/7/2017. The motion passed by voice vote/other.

[44577](#) Update: CCOC Subcommittee on Police & Community Relations - Ald. Marsha Rummel, Chair

A motion was made by Ald. Rebecca Kemble, seconded by Ald. Denise DeMarb, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 3/7/2017. The motion passed by voice vote/other.

[45853](#) Report: President's Work Group on Developing Chief of Staff Position Description

**Attachments:** [Final Recommendations Work Group Chief of Staff Position.pdf](#)

A motion was made by Ald. Rebecca Kemble, seconded by Ald. Denise DeMarb, to Re-refer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE and should be returned by 3/7/2017. The motion passed by voice vote/other.

FUTURE AGENDA ITEMS

There were no future agenda items discussed.

- \* Update: CCOC Subcommittee on Police & Community Relations (Ongoing)
- \* Update: President's Work Group: Developing Chief of Staff Position Description (Ongoing)
- \* Discussion: City Staff & Lobbying Council - Ald. David Ahrens (City Attorney Michael May)
- \* Review responsibilities of CCOC - Council President Pro Tem Marsha Rummel
- \* Future Organization of Common Council - Ald. Maurice Cheeks

ADJOURNMENT

A motion was made by Ald. Denise DeMarb, seconded by Ald. Rebecca Kemble, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 6:11 p.m.