



City of Madison
Meeting Minutes - Approved
COMMON COUNCIL
ORGANIZATIONAL COMMITTEE

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

Tuesday, December 4, 2007

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room 103A (City-County Building)

Present: 4 -

Brenda K. Konkeli; Robbie Webber; Judy Compton and Michael Schumacher

Excused: 4 -

Michael E. Verveer; Tim Bruer; Satya V. Rhodes Conway and Joseph R. Clausius

Others Present: Ald. Mark Clear, Lucia Nunez (Department of Civil Rights Director), Christie Hill (Affirmative Action Division), Karl van Lith (Training & Organizational Development), Kelli Lamberty, Lorri Wendorf (MPSEA), Rich Beadles (IT), Karen Bollman (IT), Vikki Kratz (Isthmus), Lorie Olsen (Human Resources), Brad Wirtz (Human Resources Director), George Twigg (Mayoral Assistant), Janet Piraino (Mayoral Chief of Staff), Andrew Statz (Fiscal Efficiency Auditor), Dean Brasser (City Comptroller), Maribeth Witzel-Behl (City Clerk) and Chief Noble Wray (Madison Police Department).

Ald. Brenda Konkeli called the meeting to order at 4:39 p.m.

Ald. Joe Clausius arrived at 4:40 p.m. Ald. Mike Verveer arrived at 4:42 p.m.

Present: 6 -

Michael E. Verveer; Brenda K. Konkeli; Robbie Webber; Judy Compton; Michael Schumacher and Joseph R. Clausius

Excused: 2 -

Tim Bruer and Satya V. Rhodes Conway

APPROVAL OF MINUTES

Approval of the Common Council Organizational Committee minutes from November 6, 2007.

Ald. Judy Compton moved, seconded by Ald. Robbie Webber to approve the minutes. Minutes were approved unanimously.

DISCUSSION ITEMS

[08324](#)

Discussion Item: IT Issues: Alder Email Capacity and Alder 2008 Laptops - Rich Beadles and Karen Bollman, Information Technology Department

Rich Beadles and Karen Bollman from the City's Information Technology Department were present to discuss the laptop needs of alders and alder email capacity. Rich Beadles explained that the IT Department was in the process of ordering replacement laptops for alders in 2008 and wanted input on alder laptop needs. Ald. Judy Compton asked what the cost was of the laptop replacement. Rich Beadles responded that approximately \$2,000 per laptop was budgeted for in 2008 (\$40,000 for 20 laptops). Ald. Joe Clausius asked why the city was upgrading alder laptops. Rich Beadles stated that the city is on a 4-year replacement cycle. He noted that IT staff starts to run into maintenance issues with laptops beyond 4 years and ends up costing more.

Ald. Brenda Konkel asked if alders would be able to access Contribute, Legistar or SXD (the City's financial software) if they did not use the city-owned laptop. Karen Bollman indicated that alders would not be able to access those databases unless they used the city-owned laptop. Ald. Robbie Webber indicated that she does not use her city-owned laptop and would not use the replacement laptop. She did not like the Microsoft WebAccess and thought it was "too clunky".

Rich Beadles indicated that allowing access to the city's network on anything other than city-owned laptops would be a security issue for IT. Ald. Michael Schumacher asked if this was only about the security protocols in denying alder access to the city's network from personal laptops. Rich Beadles indicated that it was the main issue but the other issue involved the city's ability to archive email. The city would not be able to comply with the open records law if alders were allowed POP3 or IMAP4 service. An individual would configure a client to anything other than the city's ISP and thereby circumvent the city's archived email system. The city wants alders to comply with the State open records laws when using city-owned equipment, software or services.

The following were identified when IT orders replacement laptops:

1. Small
2. Light
3. Durable (Brenda Konkel stated that her hinges broke quite frequently)
4. Battery life – need two (2) batteries

There was also a request to:

1. Extend the time that you can be on Outlook WebAccess before being "kicked off"
2. Improved WebAccess address book – a need to import staff emails into address book

Rich Beadles noted that the upgrade to Outlook WebAccess 2007 may be in the 2009 budget and that the upgrades may take care of web access issues mentioned above.

Email Capacity: Rich Beadles noted that there was an alder that had a large

amount of email and it would start affecting the city's server. He requested that alders routinely delete emails from their Send and Delete folders since the city archives these emails.

07826

Update: From L. Nunez regarding report on recommendations for changes to the Madison General Ordinances and the Administrative Procedure Memoranda regarding hiring practices.

Attachments: [Amended Resolution 06764 \(text file\)](#)
[Job Control Sheet](#)
[Registration: Lorri Wendorf \(MPSEA\)](#)

Lucia Nunez, Christie Hill from Department of Civil Rights and Karl van Lith from Training & Organizational Development were present to provide an interim report to the CCOC members on the City's hiring practices report.

Legislative File No. 06764 requested that Human Resources and Affirmative Action review the civil service hiring practices and requested that staff to make necessary recommendations for changes for APM 2-8, 2-16 and 2-29 as well as MGO Sec. 3.53 (note: Resolution reads 3.35).

Update: HR and Affirmative Action are in the process of reviewing the APM's and the MGO section and that this would take some time to complete.

Input from the Madison Professional and Supervisory Employee Association (MPSEA) regarding recommendations to changes in hiring practices.

Update: MPSEA will be providing a separate report directly to the CCOC with their recommendations.

Common Council Office, Human Resources, Office of Organizational Development and Training and Affirmative Action staff are requested to seek input from City staff and labor unions, including anonymous comments.

Update: This request was fulfilled. Lisa Veldran, Council Office staff sent out an email to all employees requesting comments via email, inter-departmental, comments. Distributed a summary of comments and types of issues 32 received. Roger Allen is working to redact information before making them public.

Reports from Human Resources, Affirmative Action, the MPSEA and Common Council staff be prepared by December 31, 2007.

Update: Lucia Nunez indicated that the report would be completed by the due date.

Offices collecting information and creating reports should give an interim briefing to the Common Council Organizational Committee.

Update: Interim report is being provided at this CCOC meeting. The interim report was scheduled for the November 6, 2007 CCOC meeting but was bumped to the meeting on December 4, 2007.

Report from Human Resources Affirmative Action Division shall contain information regarding how many times in review management and supervisory hires within the past two (2) years and report whether a hire was made where:

a) The candidate hired was paid a salary other than the salary that was advertised or reclassified within the first six (6) months of their employment;

Conclusion: No such example. It was noted that there are currently many checks and balances in place between the department head, the Mayor and HR staff.

b) The candidate hired had qualifications that differed from those which were advertised as minimum requirements; and;

Conclusion: No such candidate. Staff reviewed resumes, cover letters, application materials and job descriptions (distributed and attached to this file). Lucia Nunez highlighted language that appears in all job descriptions: "...other combination of training and/or experience which can be demonstrated to result in possession of the knowledge, skills and abilities necessary to perform he duties of this position will also be considered." She noted that this is particularly important for women and people of color in non-traditional roles. It allowed for other experiences to be considered for position requirements.

c) A list of positions that were advertised and a qualified candidate was not found, requiring us to reopen the hire and rewrite the job description:

Conclusion: The Clerk/Treasurer description was changed and two positions were created. In addition to this position city staff reviewed five additional positions. Staff reviewed recruitment applicant materials, cover letters and responses to achievement history questionnaires of the five positions. The review concluded the following:

1. That position descriptions need to be very clear not only to the inside world but also to the outside world and may not produce an accurate picture of the position.
2. The hiring process needs to be clarified, particularly in the areas of terminology: what does "certified" mean, what is an oral board or interview panel, etc.

Registration:

Lorri Wendorf – Representing MPSEA (Madison Professional Supervisor Employees Association)
Spoke (Neither Supports/Opposes)

Ms. Wendorf noted that MPSEA members make up 10% of the city workforce. Employees in 18 and 44 compensation groups completed the report and spent 100 volunteer hours writing the report. MPSEA will report back to CCOC when the other report is submitted.

REFERRALS FROM COMMON COUNCIL

[07784](#)

Requesting quarterly financial reports from the Comptroller and City agencies.

Sponsors: Brenda K. Konkel

Attachments: [City Attorney May's email re: financial reports](#)

Ald. Brenda Konkel moved, seconded by Ald. Robbie Webber to approve the resolution.

Lisa Veldran distributed an email from City Attorney Mike May on this item (attached to this file).

Dean Brassler, City Comptroller, was present to discuss the resolution with CCOC members. Mr. Brassler noted that the adoption of the resolution would require additional staff resources to support the preparation of the required report(s). He stated that the financial reports were set up to monitor expenditures annually versus monthly or quarterly and that they monitor major detail versus minor detail (not massively detailed information as required by the resolution). This report would provide little or no additional information to alders.

Ald. Brenda Konkel stated that her intent with the resolution was to avoid surprise expenditures at the end of the year. She wanted the Comptroller to propose some mechanism to track expenditures. Mr. Brassler stated that he could do an account status report and have it available in the Common Council Office for alders to review. CCOC requested Dean Brassler to develop a draft report that would capture their concerns for review at the next meeting.

Ald. Brenda Konkel, seconded by Ald. Robbie Webber, made a substitute motion to rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE on 1/8/2008. The motion passed.

08238

Requesting a report with recommendations from the Common Council Organizational Committee regarding improvements to the budget process.

Sponsors: Brenda K. Konkel

Attachments: [08238 version 1](#)

This resolution was rereferred to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE on 1/8/2008.

DISCUSSION ITEMS

06417

Discussion Item: Tracking reports requested by the Common Council - Ald. Brenda Konkel

A motion was made by Ald. Brenda Konkel, seconded by Ald. Robbie Webber, to rerefer to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE on 1/8/2008. The motion passed.

07812

Discussion Item: Issue of late Common Council Meetings - Ald. Brenda Konkel

A motion was made by Ald. Brenda Konkel, seconded by Ald. Robbie Webber, to place this discussion item on file. The motion passed.

UPDATES

[07817](#)

Update: CCOC Subcommittee to Review Council Staff Position: Legislative Analyst

Attachments: [Minutes from 10/9/07 Meeting](#)
[Memo dated 10/17/07: Staff Support of Legislative Branch](#)

A motion was made by Ald. Brenda Konkel, seconded by Ald. Robbie Webber, to Place On File Without Prejudice. The motion passed. It was noted that this position discussion may occur at a later date.

[07820](#)

Update: President's Work Group on Council Website Policies/Guidelines.

Ald. Brenda Konkel moved, seconded by Ald. Robbie Webber to rerefer this update to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE on 1/8/2008.

[08325](#)

Update: CCOC Subcommittee on Committee Creation and Committee Rules

Ald. Brenda Konkel moved, seconded by Ald. Robbie Webber to rerefer this update to the COMMON COUNCIL ORGANIZATIONAL COMMITTEE on 1/8/2008.

ADJOURNMENT

The meeting adjourned at 6:12 p.m.