



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW ADMINISTRATIVE PROCEDURE MEMORANDA (APM) APPLICABLE TO ALDERS

Thursday, March 5, 2020

5:15 PM

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

CALL TO ORDER / ROLL CALL

Present: 2 - Marsha A. Rummel and Keith Furman

Excused: 1 - Barbara Harrington-McKinney

Others Present: City Attorney Mike May

Ald. Marsha Rummel, chair, called the meeting to order at 5:20 p.m.

APPROVAL OF MINUTES

There were no objections to approving the minutes from the January 30, 2020 President's Work Group to Review APM's Applicable to Alders meeting from the members present.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

DISCUSSION / POSSIBLE ACTION ITEMS

[59816](#)

Discussion: Resolution - Legislative File No. 59513 - Amending the deadline for the President's Work Group on APM and revising the charge to the Group.

Work Group members discussed Resolution - Legislative File No. 59513 - Amending the deadline for the President's Work Group on APM and revising the charge to the Group.

It was noted that the resolution extended the deadline for a report to July 31, 2020 and added the following charge for the work group:

BE IT FURTHER RESOLVED that in doing its work, the Work Group may recommend changes or additions to the Common Council Policy Guide, and such recommendations are approved as part of the charge to the Work Group.

Ald. Rummel asked that this additional charge be added as an item for future agendas.

[59808](#)

Continued Discussion on APM's:

- 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

The work group reviewed the following APM's:

2-33 Rules of Conduct
Recommendations:

Unacceptable Conduct:

A. General

#1 - Discourteous or abusive behavior toward a client, co-worker, or member of the general public - amend to address civility towards residents, city employees and other alders.

#5 - Giving false information or falsification of any record, including but not limited to, timesheets, payroll, or itineraries.

#6 - Intentional and unauthorized disclosure of any confidential information or record (e.g. information discussed in closed session).

B. Meeting Attendance

#2 - Unexcused absence or excessive absenteeism on committees. (comply with MGO 33.01(8)(b))

#3 - Failure to notify Council office of known absences from the city.

C. Personal Actions and Appearance

#1 - Engaging in unruly, abusive, violent, bullying, or other threatening or intimidating behavior or

language during work hours or while on the work premises, as prohibited by APM 2-25. - need examples in order to avoid being used for political purposes (eg. threatening employee vs. individual alder's vote on legislation).

(Do not include #2 - Reporting to work under the influence of any drug, controlled substance, or alcohol, or using such during working hours, unless such drug can be safely taken and is prescribed by a physician - Note that EAP Services are available in Council Policy Guide.)

#3 - Knowingly making any false and malicious statement concerning any elected officials or city staff or a member of the general public.

#4 - Failure to follow a safety practice, rule, or procedure causing real or potential danger to self, others, or property.

(Do not include #10 - Engaging in political activity or other conduct as prohibited by Madison General Ordinance 3.35, Code of Ethics - Note that this was already part of orientation but include in Council Policy Guide.)

D. Use of City Equipment, Materials, and other Property

Recommendation: Work Group reviewed this section and determined that it was already covered for alders by, and subject to, the Code of Ethics and the

city's CARS Rules

2-44 Volunteers/Unpaid Interns

Recommendation: No action need to be taken. Any further clarification relative to volunteers/unpaid interns utilized by alders should be in Council Policy Guide and does not include volunteers working with neighborhood stakeholder groups.

3-13 Web Linking Policy

Recommendation: Refer to next meeting after questions about alders having more leeway in linking using city platforms has been answered by City IT (CA May would follow up with Sarah Edgerton)

3-18 Use of City of Madison Logo

Recommendation: No action needed to be taken. Any further questions about use of City logo will be addressed by the City Attorney.

3-5 Prohibited Harrassment

Recommendation: Refer to next meeting.

[59260](#)

Discussion: Possible Discipline Process (from City Attorney's Memo, see attachment)

This Discussion Item was Re-referred to the PRESIDENT'S WORK GROUP TO REVIEW ADMINISTRATIVE PROCEDURE MEMORANDA (APM) APPLICABLE TO ALDERS future meeting.

NEXT STEPS / SCHEDULING FUTURE MEETING DATES

Next meeting:

3-13 Web Linking Policy (follow up from IT Department)
3-5 Prohibited Harrassment

Discussion: Possible Discipline Process

Start Policy Guide Review

Potential next meeting dates (poll): April 16, April 23, April 30, May 7

ADJOURNMENT

The meeting ended at 6:37 p.m.