



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION

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Thursday, July 22, 2021

1:00 PM

Via Virtual Meeting

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**Note: Quorum of the Common Council may be present at this meeting.**

### CALL TO ORDER / ROLL CALL

The Chair called the meeting to order at 1:01pm.

Others present: Ald. Keith Furman, Ald. Yannette Figueroa Cole, Matalin Schoone (Legislative Management System Specialist), Karen Kapusta-Pofahl (Common Council Legislative Analyst), Tory Larson (Human Resources Analyst).

Harrington-McKinney joined the meeting at 1:07pm.

**Present:** 4 - Barbara Harrington-McKinney; Sheri Carter; Grant Foster and Nasra Wehelie

**Excused:** 1 - Arvina Martin

### APPROVAL OF MINUTES

Wehelie moved, seconded by Foster, to approve the minutes of the July 8, 2021, and July 15, 2021, meetings of the President's Work Group to Review and Revise the Chief of Staff Position Description. The motion was approved by voice vote/other.

### PUBLIC COMMENT

1. [66515](#) Public Comment (7/22/21 meeting)

No members of the public were present.

### DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

### DISCUSSION ITEMS

2. [66196](#) Discussion of Chief of Staff Position Description: Policy Development, Analysis, and Implementation; Strategic Management of Common Council Office Operations; and Common Council Office Communications

**The members reviewed and revised the Common Council Staffing Needs document from July 15, 2021. The Chair asked Larson to research resident engagement positions in other municipalities.**

3. [66197](#) Discussion on Next Steps

**Larson will come up with a new draft position description for the July 29, 2021, meeting based on the today's discussion.**

#### **ADJOURNMENT**

**Wehelie moved, seconded by Harrington-McKinney, to adjourn. The motion was approved by voice vote/other. The meeting adjourned at 2:43pm.**