

# Council Chief of Staff Update

## 1/9/2024

### **Announcements**

- City Offices Closed 1/15/24 for Martin Luther King Jr Day
- 1/15-1/19 Debbie out

### **Important Tips & Reminders**

#### **District 19 Interim Alder Interviews**

CCEC will be interviewing D19 interim alder candidates and voting to make a recommendation at its 1/23/24 meeting, in person in MMB 215. All alders are invited to attend. The meeting will be streamed and recorded but is not hybrid.

#### **New Year Account Updates**

Liz will be sending out a communication in the next few days with reminders and information about the alder intern stipend, expense reimbursement deadlines, public records, as well as current alder expense account balance information. In her December wrap-up email, Liz provided information on alder time recording, including specific details on deduction amounts and the retirement benefit, as well as a custom spreadsheet to assist in the process. For questions on the value of time recording, or to receive another copy of the email, please contact Liz.

#### **Upcoming M365 Office Hours for Alders**

To help alders get ready for the M365 email migration, City IT is offering drop-in hours and appointments. You are all invited and encouraged to attend the upcoming in-person sessions on January 17 to get help setting up multifactor authentication (MFA) or check in with IT staff about what to expect as we migrate. Please make sure your MFA is set up prior to January 22. Drop in any time during the listed hours below.

#### **Wednesday, January 17<sup>th</sup> in CCB Room 417 Conference Room**

- 12:00 pm to 1:00 pm
- 3:30 pm to 5:30 pm

We are working with IT to set up additional drop-in times and appointments for you. Please contact Karen Kapusta-Pofahl at [kkapusta-pofahl@cityofmadison.com](mailto:kkapusta-pofahl@cityofmadison.com) or Lorissa Banuelos at [lbanelos@cityofmadison.com](mailto:lbanelos@cityofmadison.com) for additional assistance getting in to visit IT.

### **Upcoming Custom Council Trainings**

#### **Facilitated Policy Discussion**

The facilitated policy discussion will be held on Saturday, January 20, at 10 AM at the Parks Office location. Lunch by Melly Mel's catering will be provided. If you haven't already, please respond to the Outlook invitation so I know an accurate count for food.

#### **NAMI Mental Health & Illness Training**

NAMI will be offering two sessions for alders. I have sent out calendar invitations for you to choose from an in-person afternoon session and an online virtual session, both in February. Please sign up if you are interested.