

CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE
Common Council Office
210 Martin Luther King, Jr. Boulevard
Room 417
Madison WI 53703
266-4071

DATE: February 20, 2009

TO: Common Council Organizational Committee Members

FROM: Lisa Veldran, Administrative Assistant to the Common Council

SUBJECT: **February 2009 Staff Report – CCOC Meeting 2/24/09**

Ald. Tim Bruer, Common Council President, has requested that I provide CCOC members with a monthly staff report. The following is an update on initiatives that have been started in the Common Council Office.

Common Council Office Continuous Improvement Plan

- Draft is in review and should be completed in March 2009.

Office Training Schedule

Training Completed

MEET on Common Ground: Respectful Workplace	Debbie Fields	December 2, 2008
APM 2-3: Rules of Conduct & Labor Relations	Lisa Veldran	December 4, 2008
Business Grammar & Proofreading	Lisa Veldran	January 14, 2009

Upcoming Training:

Coaching & Mentoring Skills	Lisa Veldran	February 24, 2009
Bad Apples: How to Deal with Difficult Attitudes	Debbie Fields	March 19, 2009

Weekly Staff Meetings

- Weekly staff meetings were held on:
 - o January 5, 2009
 - o January 12, 2009
 - o January 21, 2009
(Ald. Mark Clear in attendance)
 - o January 26, 2009
 - o February 2, 2009
 - o February 9, 2009
 - o February 16, 2009
(Ald. Mark Clear in attendance)

Common Council Office Rules & Procedures

- Draft is in review and should be completed in March 2009.