



# City of Madison

City of Madison  
Madison, WI 53703  
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## Meeting Minutes ERLANGER, JEFFREY CLAY, CIVILITY IN PUBLIC DISCOURSE AWARD COMMITTEE

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Tuesday, October 6, 2015

3:00 PM

210 Martin Luther King, Jr. Blvd Room 403B  
(City County Building)

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### CALL TO ORDER / ROLL CALL

Ragland called the meeting to order at 3:07 p.m.

**Present:** 5 - Pamela Erlanger; Enis T. Ragland; Denise DeMarb; Leslie Ann A. Howard  
and Michael R. Moskoff

Others Present:

Raquel Aleman - Mayoral Office Clerk

### APPROVAL OF MINUTES

Erlanger made a motion to approve the minutes of 11/11/14. The motion was  
seconded by Moskoff. Motion passed by a voice vote.

### PUBLIC COMMENT

None

### DISCLOSURES AND RECUSALS

None

### DISCUSSION ITEMS

1. [40303](#) Discussion: 2014 Process and Timeline Debrief  
  
Ragland reviewed 2014 process and timeline with the committee and stated  
that the 2015 process would be the same.
2. [35417](#) Discussion: Review of Application, Eligibility Criteria and Rating Criteria  
  
All committee members agreed that no updates need to be made to the  
application. All members agreed that eligibility and rating criteria did not need  
to be updated.  
  
Erlanger noted that last year the eligibility language was updated to state that  
contractors with the City of Madison are not eligible for nomination.

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Howard inquired as to whether members of the committee could nominate an individual. Ragland stated that committee members are allowed to submit nominations, but historically committee members have just helped to promote the award and encourage others to submit nominations.

3. [35418](#)

Discussion: Award Timeline

2015 award timeline will be similar to 2014 timeline.

Press release announcing nomination period will go out Friday, 10/9/15.

Committee discussed how many weeks nomination period should last and determined that at least 4 weeks should be given. Erlanger stated that we should accept nominations as long as possible since last year we received most of them towards the end of the nomination period.

4. [35419](#)

Discussion: Selection of Award Recipient

Howard suggested having the review meeting the week of 11/23 - 11/27. Alder DeMarb suggested a lunch meeting. Howard proposed 11/23/15.

Scores for each application will be added up, committee will discuss each nominee and then select a recipient.

5. [35420](#)

Discussion: Promotion of Award

Aleman shared the outreach list that was used in 2014 and stated that an email that included the press release information and the application was sent to each organization.

Moskoff inquired as to whether or not the 2015 award/nomination period could be mentioned at the next Council meeting. Alder DeMarb commented that it could be done in the announcement portion of the Council meeting.

Howard commented that the press release was good, but thought that it should include more information about Jeff's work and who he was, in order to remind people of what the award is all about. Moskoff mentioned that Jeff Erlanger was on Sesame Street as a child, and asked (Pam) Erlanger if it would be appropriate to play the clip at the Council meeting when award is presented. Erlanger said she thought it would be appropriate, but also thought it would be nice to represent Jeff's accomplishments and the work that he did in his adult life. Alder DeMarb suggested adding personal testimonies to the press release and the website from people who knew Jeff and/or worked with him.

Alder DeMarb inquired as to whether or not there would be a way to have the award announced in as many committee meetings as possible as most committees have an announcements section to their agenda. Aleman noted that we had attempted to do this last year, and that we could look into it again this year.

Alder DeMarb stated the Mayor's blog would be a good way to reach a large audience. And in addition, all of the Alders could be encouraged to spread the

word via their blogs.

#### **ADJOURNMENT**

Ragland made a motion to adjourn. Howard seconded. Meeting was adjourned at 3:30 p.m.