



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved COMMON COUNCIL EXECUTIVE COMMITTEE

Tuesday, June 18, 2019

4:30 PM

Room 153, Madison Municipal Building
215 Martin Luther King, Jr. Boulevard

CALL TO ORDER / ROLL CALL

Present: 7 - Shiva Bidar; Barbara Harrington-McKinney; Arvina Martin; Rebecca Kemble;
Tag Evers; Grant Foster and Samba Baldeh
Excused: 1 - Sheri Carter

Others Present: City Attorney Mike May, Transportation Director Tom Lynch,
Ald. Patrick Heck, Ald. Zachary Henak, Ald. Keith Furman, Ald. Donna
Moreland and Keith Findley

Ald. Shiva Bidar, chair, called the meeting to order at 4:34 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald.
Rebecca Kemble, to approve the minutes from the June 11, 2019 Common
Council Executive Committee meeting. The motion passed by voice vote/other.

PUBLIC COMMENT

There was no public comment.

Ald. Sheri Carter arrived at 4:36 p.m.

Present: 8 - Shiva Bidar; Barbara Harrington-McKinney; Arvina Martin; Rebecca Kemble;
Tag Evers; Sheri Carter; Grant Foster and Samba Baldeh

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from members present.

Mayor Rhodes-Conway had not arrived at this time, CCEC took up Agenda Item
No. 6, Legislative File No. 56199.

REFERRAL FROM COMMON COUNCIL

56199

Supporting Madison Metro's 5339b Grant Application to Federal Transit
Administration.

Sponsors: Shiva Bidar, Rebecca Kemble and Grant Foster

Attachments: [6/10/19 - Tom Lynch, Transportation Director, Letter.pdf](#)
[6/18/19 CCEC Meeting / Tom Lynch Handout.pdf](#)

Tom Lynch was present for discussion on this item and provided background information on the resolution (see attachment).

A motion was made by Ald. Grant Foster, seconded by Ald. Barbara Harrington-McKinney, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

DISCUSSION WITH MAYOR

[56371](#)

Discussion with Mayor Rhodes-Conway (6/18/19)

- Report on Community Conversation on Intersection of Race & Mental Health Crisis Response
- Report on Meeting with Sun Prairie Mayor

Mayor Rhodes-Conway arrived at this time and provided a report on the following activities:

Meeting with Sun Prairie Mayor and Verona Mayor

- She felt there was an appetite for regional collaboration on Metro/transit, sustainability measures, housing and economic development issues. Looking at having MADRep act as a facilitator.

Community Conversation on Intersection of Race & Mental Health Crisis Response

- She reached out to a number of community leaders to discuss race and mental health issues and police response to them. She then met on June 17, 2019 with those community leaders, city staff, MPD representatives, Mayoral staff, Council Leadership and Council staff. Several post-it sheets were created from the discussion and she would be reviewing them and then developing some early and future action items that resulted from this meeting.

UPDATES

[56341](#)

Update: Task Force on Structure of City Government (6/18/19)

Attachments: [6/17/19 TFOGS CCEC Update.pdf](#)

City Attorney Mike May provided an update on activities of the Task Force on Structure of City Government (see attachment).

[56343](#)

Update: Madison Police Department Policy & Procedure Review Ad Hoc Committee (6/18/19)

Co-Chair, Keith Findley was present and provided a verbal update on the activities of the MPD Policy & Procedures Ad Hoc Committee. He noted that their task now is to write the draft final report for the ad hoc committee to review and finalize and forward to the Common Council. Ald. Harrington-McKinney asked how confident Mr. Findley was in meeting the new deadline. Mr. Findley stated that he was unsure at this point due to review timeline, ad hoc committee discussion, etc.

Ald. Kemble noted that the Oscar Mayer Strategic Assessment Committee Report was a good example of a report with a concise summary and an implementation matrix (including budget implications) that the ad hoc committee might find helpful as they draft their report. Kwasi Obeng would send Mr. Findley the report.

Mr. Findley noted that there would be recommendations that would have 2020 budget implications and they are looking to forward those to the Mayor and Council. Ald. Bidar stated that the ad hoc committee should consider sending those recommendations with budget implications to the Council as soon as possible.

Ald. Kemble suggested that Mr. Findley work with Kwasi Obeng and Council Leadership in developing a draft resolution for CCEC for review at the 7/16/19 CCEC meeting.

DISCUSSION

[56347](#)

Discussion: Role of Council Chief of Staff and Common Council Office Operations

Attachments: [Council Chief of Staff Position Description.pdf](#)
[Legislative Management Systems Specialist Position Description.pdf](#)
[Position Description Council Legislative Analyst.pdf](#)
[Program Assistant 2 Position Description.pdf](#)
[Council Office Duties Information 2019.pdf](#)

Council Chief of Staff Kwasi Obeng provided an overview of his position, staff positions and Council Office operations (see attachments).

He would be focusing on the budget development this year (the 7/13/19 Budget Retreat would be helpful for him) and finding a process on how city staff can handle those situations when there are competing alder ideas/initiatives.

He continues to reiterate to alders who does what in the office so that issues with personalities and favoritism are mitigated.

Ald. Bidar noted that the role of the CCEC was to support and provide feedback to the Chief of Staff and act as a vehicle for the Chief of Staff to bring any challenges to the committee.

Ald. Foster asked if alders could have input into any work plan developed. Mr. Obeng noted that he expected alder input on the development of a work plan. Ald. Harrington-McKinney believed that the development of a formal work plan is critical to the work of the Council as a whole (setting priorities).

Ald. Kemble believed that internal processes should be developed to evaluate the Chief of Staff position (i.e. accountability).

Ald. Bidar noted that Council Leadership had direct supervision of the Chief of Staff (day-to-day) but that the CCEC served as the body that would have broader oversight of the position in terms of a work plan (or goals). She also noted that the Mayor was looking at using performance evaluations for managers and CCEC could look at that tool (with modifications).

Two parts to develop:

1. Common Council Work Plan (possible work group)
2. Council Chief of Staff Work Plan

FUTURE AGENDA ITEMS

Referral from Council:

Legislative File No. 54777 - SUBSTITUTE - Creating a special task force on PFAS (per- and polyfluoroalkyl substances) contamination to review, analyze and provide recommendations for a comprehensive response to PFAS contamination in Madison. (7/2/19 CCEC Meeting)

Future Agenda Items:

- *311 Feasibility Study Presentation (7/2/19 CCEC Meeting)
- *Discussion on Alder Communication Tools Survey (7/2/19 CCEC Meeting)
- *Review of Council Policy Guide & Incorporation of APM's (7/16/19 CCEC Meeting)

Future Agenda Items from 2018-2019 CCEC term:

- *Creating an Annual Common Council Report
- *Audit process for City departments
- *Annual Performance Review - Chief of Staff

Standing Updates

- *Task Force on Structure of City Government
- *President's Work Group on Surveillance & Data Management Policies
- *MPD Policy & Procedures Ad Hoc Committee
- *Council Chief of Staff (monthly)

ADJOURNMENT

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Grant Foster, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 6:01 p.m.