



City of Madison

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

Tuesday, March 3, 2020

4:30 PM

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

CALL TO ORDER / ROLL CALL

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

Excused: 1 - Samba Baldeh

Others Present: Ald. Keith Furman, Ald. Sally Rohrer, Ald. Lindsay Lemmer,
Ald. Patrick Heck, Jim O'Keefe, Linette Rhodes, Ethan Tabakin, City Attorney
Mike May, Harper Donahue, Alia Stevenson, Mayor's Chief of Staff Mary Bottari

Ald. Shiva Bidar, chair, called the meeting to order at 4:30 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald.
Tag Evers, to approve the minutes from the February 25, 2020 Common Council
Executive Committee meeting. The motion passed by voice vote/other.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

DISCUSSION ITEM

[58815](#)

Discussion: Council Chief of Staff Survey Results & Annual Performance
Review

Attachments: [2/25/20 CC Chief of Staff Report.pdf](#)
[2/15/20 CC Chief of Staff Qualitative Information.pdf](#)
[12/9/19 Alder CoS Survey Results.pdf](#)
[12/9/19 Department Division Head CoS Survey Results.pdf](#)

Alia Stevenson (Organizational Health & Development Manager) and Harper
Donahue (HR Director) were present for discussion on this item.

Ms. Stevenson reviewed the executive summary, survey highlights and
recommendations (see attachment to legislative file).

Recommendation:

Suspend any “re-envisioning” of the position and any subsequent updates of the position description until process improvements can be implemented to support greater alignment with the intended role and function of the position.

Next Steps:

Create a communication plan
Standardize process for when and how to request support from the CoS
Standardize format for ongoing information sharing
Standardize policy development and implementation process
Conduct a follow-up assessment in a year to measure impact of process improvements

Ald. Bidar noted that the survey came from the perspective of how people viewed the Council Chief of Staff position (expectations) and how effective the position was in city government, not as a formal performance review.

CCEC Recommendation:

Review the Council Chief of Staff position description and next steps (CCEC meeting 3/17/20).
Bring back draft work plan to CCEC for review and input (outlined in next steps above).

PRESENTATION

59725

Presentation: External Funding Sources Available for Affordable Housing Development & Preservation - Linette Rhodes, Community Development Division

Attachments: [12/2019 PowerPoint: External Funding Sources Available for Affordable Hou](#)

Linette Rhodes (Community Development Grants Manager) and Ethan Tabakin provided a PowerPoint presentation on "External Funding Sources for Affordable Housing Development & Preservation" (see attached PDF to legislative file).

REFERRALS FROM THE COMMON COUNCIL

59427

Amending Section 8.41(2) of the Madison General Ordinances to modify the number of resident members of the Downtown Coordinating Committee to include one (1) student at the University of Wisconsin-Madison

Sponsors: Sally Rohrer, Patrick W. Heck, Michael E. Verveer and Keith Furman

Attachments: [Letter In Support of Student Seat on DCC.pdf](#)

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Arvina Martin, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER.

Ald. Sally Rohrer was present for discussion on this item.

The motion passed by voice vote/other.

[59513](#)

Amending the deadline for the President's Work Group on Administrative Procedure Memoranda and revising the charge to the Group.

Sponsors: Marsha A. Rummel, Shiva Bidar and Keith Furman

A motion was made by Ald. Barbarfa Harrington-McKinney, seconded by Ald. Tag Evers, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER.

Ald. Marsha Rummel, chair of the work group, and City Attorney May were present for discussion on this item.

The motion passed by voice vote/other.

UPDATE

[58654](#)

Update: President's Work Group to Review Applicable APM's (3/3/20) - Ald. Marsha Rummel, Chair

Ald. Rummel, chair, noted that she did not have an update. The work group is meeting on Thursday, March 5, 2020 and an update will be on the 3/17/20 CCEC agenda.

REFERRALS FROM THE COMMON COUNCIL (continued)

[59671](#)

Creating the Ad Hoc Task Force on the Structure of City Government (TFOGS) Final Report Implementation Work Group.

Sponsors: Grant Foster, Rebecca Kemble, Shiva Bidar and Keith Furman

Attachments: [59671 v1.pdf](#)

A motion was made by Kemble, seconded by Martin, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER.

Ald. Grant Foster was present for discussion on this item. He noted that the resolution created a work group to organize the recommendations contained in the Task Force on Government Structure's (TFOGS) final report into actionable proposals. The work group will be staffed by the Common Council Chief of Staff with assistance from other City staff.

The motion passed by voice vote/other.

UPDATES

[57517](#)

Update: President's Work Group on Council Communication Tools & Processes (3/3/20) - Ald. Grant Foster, Chair

Attachments: [3/3/20 Pres. Work Group on Council Communication.pdf](#)

Ald. Grant Foster, chair, of the work group provided an update to CCEC members (see attached update to legislative file).

Ald. Bidar had concerns about extending the scope of the work to address resident/community engagement.

Ald. Foster noted that the work group was using RESJI tools and input from residents was part of that conversation. Ald. Lindsay Lemmer also noted that the information from the survey is data that they need to gather information on their audience and resident preferences in engaging with alders.

Ald. Bidar also cautioned the work group about pursuing the future implementation of a weekly summary content and the city-wide PIO that would be hired and that recommendation may fall under their purview.

Ald. Foster said the work group's focus is on alder-specific communications.

[59801](#)

Update: Common Council Chief of Staff (3/3/20) - Kwasi Obeng

Attachments: [3/5/20 Soft Roll-Out Version Civic Health of Wisconsin Short Overview.pdf](#)
[4/19/20 Getting the Work Done: How To's In Community & NonProfit Efforts](#)

Council Chief of Staff Kwasi Obeng provided a verbal update on his activities:

Attending the 3/5/20 Civic Health Report of the State of Wisconsin Initiative Convening at UW South Madison Partnership Space.

Taking part in civic engagement with Dr. Todd Newman's class, Dept of Life Science Communication (through UW Morgridge Center for Public Service).

Currently building connections with May Beth Collins, Executive Director, Center for Community and Nonprofit Studies.

Attending 4/9/20 Getting the Work Done: How-To in Community & Nonprofit Efforts hosted by Center for Community and Non-profit Studies annual event.

FUTURE AGENDA ITEMS

There were no other future agenda items discussed.

Legislative File No. 59242 - Accepting the Final Report of the President's Work Group to Develop City-wide Surveillance Equipment and Data Management Policies. (CCEC lead, Finance Committee recommended approval, Public Safety Review Committee, Equal Opportunities Commission, Digital Technology Committee)

Legislative File No. 59300 - Creating Section 23.63 of the Madison General Ordinances to establish Surveillance Technology guidelines for Departments. (CCEC lead, Public Safety Review Committee, Equal Opportunities Commission, Digital Technology Committee)

Legislative File No. 59138 - Repealing Section 33.11, amending Sections 33.23(2) and 33.31 of the Madison General Ordinances to eliminate the Committee on the Environment. (CCEC lead, Committee on the Environment, Sustainable Madison Committee)

Discussion Items:

- *PFAS Proposal (Ald. Rummel / Future CCEC Meeting)
- *Creating an Annual Common Council Report
- *Audit process for City departments

Standing Updates

- *President's Work Group on Council Communication Tools & Processes
- *President's Work Group on APM's
- *Council Chief of Staff

ADJOURNMENT

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