



City of Madison

City of Madison
Madison, WI 53703
www.cityofmadison.com

Meeting Minutes - Draft COMMON COUNCIL EXECUTIVE COMMITTEE

*Consider: Who benefits? Who is burdened?
Who does not have a voice at the table?
How can policymakers mitigate unintended consequences?*

Tuesday, September 1, 2020

4:30 PM

Via Virtual Meeting

Meeting Video Available Online at Madison City Channel: <https://bit.ly/2GKS8BD>

CALL TO ORDER / ROLL CALL

Present: 7 - Sheri Carter; Barbara Harrington-McKinney; Rebecca Kemble; Paul E. Skidmore; Zachary Henak; Michael J. Tierney and Shiva Bidar

Excused: 1 - Syed Abbas

Others Present: Betsy York, Finance Department, Sarah Edgerton, IT Director, City Attorney Michael Haas, Ald. Keith Furman, Ald. Lindsay Lemmer, Ald. Grant Foster, Ald. Patrick Heck, Ald. Samba Baldeh and Ald. Arvina Martin

Ald. Sheri Carter, chair, called the meeting to order at 4:36 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Paul Skidmore, to approve the minutes from the August 18, 2020 Common Council Executive Committee special meeting. The motion passed by voice vote/other.

[61960](#)

PUBLIC COMMENT (9/1/20 CCEC Meeting)

Attachments: [9/1/20 CCEC Public Comment.pdf](#)

See attached list of registrants to this legislative file.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

PRESENTATION

[61965](#) Presentation: Scheduling Process & IT Support for Type 2 BCC Meetings - Sarah Edgerton, IT Director

IT Director Sarah Edgerton provided information on the process that staff follows in scheduling Type 2 city board, commission and committee meetings. Staff no longer needs to notify the Mayor's office to schedule. IT staff are training and supporting city committee staff. She noted that this process/steps are fluid and change when issues arise and need to be addressed.

UPDATES

[61977](#) Update - 2021 Common Council Office Budget - Kwasi Obeng, Council Chief of Staff

Betsy York (Finance Department) provided an overview of the 2020 Council budget that was submitted: Cost-to-Continue Budget.

[60823](#) Update: President's Work Group on Council Communication Tools & Processes (8/18/20) - Ald. Grant Foster, Chair

Ald. Grant Foster, chair, provided an update on the work group's work to-date:

- Council staff developing a weekly summary to be shared with all alders on Fridays.
- Developing a draft social media policy and creating a pilot for alder Facebook and Twitter accounts.
- Developing a draft proposal to review processes around electronic public comment (alternative to emails).
- Developing final report.

[61986](#) Update: Ad Hoc TFOGS Final Report Implementation Work Group (9/1/20) - Council Vice-President Syed Abbas, Chair

Ald. Abbas was not present so Ald. Kemble provided the update:

The work group has been working on the development of an Administrative Services Team. Kwasi Obeng and Karen Kapusta-Pofahl developing a work plan on how the team will roll out and function.

Assistant City Attorney John Strange will be presenting to the work group potential referenda on organizational changes to the Common Council.

Looking at TFOGS recommendations for 2021 budget implications.

REFERRALS FROM THE COMMON COUNCIL

60125

BY TITLE ONLY - Defining the Common Council's Policy-Making and Oversight Responsibilities During Officially Declared Emergencies.

Sponsors: Tag Evers, Grant Foster, Patrick W. Heck, Rebecca Kemble and Marsha A. Rummel

Attachments: [Weblink: State Statutes 323.11 Declaration by Local Government 3.02 MGO Continuity of Government.pdf](#)
[City Emergency Management Plan.pdf](#)
[City of Madison Emergency Operations Center Flow Chart 2020.pdf](#)

Ald. Grant Foster provided an update on his work to draft language for the by title only resolution. Referenced materials attached to the legislative file and develop a plan when another emergency happens and how the Council take action vs. waiting around for a Mayor to take action and the Council's role in/on the Emergency Operations Center (EOC). Suggested forming a work group to review and come up with recommendations.

Ald. Carter will send out an email to alders asking if anyone would be interested in serving on a President's Work Group to Define the Council's Policy-Making and Oversight Responsibilities During Officially Declared Emergencies.

A motion was made by Ald. Rebecca Kemble, seconded by Ald. Zachary Henak, to RECOMMEND TO COUNCIL TO PLACE ON FILE - REPORT OF OFFICER. The motion passed by voice vote/other.

Ald. Syed Abbas arrived at 5:11 p.m.

Present: 8 - Sheri Carter; Syed Abbas; Barbara Harrington-McKinney; Rebecca Kemble; Paul E. Skidmore; Zachary Henak; Michael J. Tierney and Shiva Bidar

61541

Creating an Administrative Services Team to support and enhance Board, Commission and Committee staffing, training, and resident engagement, and to evaluate the overall structure and size of the City's BCC system.

Sponsors: Rebecca Kemble, Grant Foster, Syed Abbas and Keith Furman

A motion was made by Ald. Rebecca Kemble, seconded by Ald. Syed Abbas, to RECOMMEND TO COUNCIL TO ADOPT - REPORT OF OFFICER. The motion passed by voice vote/other.

FUTURE AGENDA ITEMS

Add updates from Administrative Services Team for future CCEC meetings

Standing Updates

***Discussion with the Mayor**

***President's Work Group on Council Communication Tools & Processes**

***President's Work Group on APM's**

***Ad Hoc TFOGS Final Report Implementation Work Group**

***Body-Worn Camera Feasibility Review Committee**

***Council Chief of Staff**

Discussion Items:

***Discussion: Council Chief of Staff Position Description & Next Steps**

***PFAS Proposal (Ald. Rummel / Future CCEC Meeting)**

***Creating an Annual Common Council Report**

***Audit process for City departments**

ADJOURNMENT

A motion was made by Ald. Zachary Henak, seconded by Ald. Syed Abbas, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 5:20 p.m.

UPCOMING CCEC MEETINGS

September 15, 2020

4:30 pm

Regular Meeting Date

Tuesday, September 29, 2020

4:30 p.m.

Special Meeting Date

Tuesday, October 6 & Tuesday, October 20, 2020

4:30 pm

Regular Meeting Dates