



# City of Madison

City of Madison  
Madison, WI 53703  
[www.cityofmadison.com](http://www.cityofmadison.com)

## Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW COUNCIL COMMUNICATION TOOLS & PROCESSES

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Thursday, January 9, 2020

12:15 PM

Room 206, Madison Municipal Building  
215 Martin Luther King Jr. Blvd.

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### CALL TO ORDER / ROLL CALL

**Present:** 4 - Grant Foster; Lindsay Lemmer; Donna V. Moreland and Patrick W. Heck

**Excused:** 1 - Barbara Harrington-McKinney

**Others Present:** Jason Glozier (DCR), Anne Shea (Parks Division PIO), Allison Dungan (Public Health) and Deputy Mayor Katie Crawley

Ald. Grant Foster, chair, called the meeting to order at 12:16 p.m.

### APPROVAL OF MINUTES

A motion was made by Ald. Lindsay Lemmer, seconded by Ald. Patrick Heck, to approve the minutes from the December 19, 2019 President's Work Group to Review Council Communication Tools & Processes meeting. The motion passed by voice vote/other.

### PUBLIC COMMENT

There was no public comment.

### DISCLOSURES AND RECUSALS

There were no disclosures and recusals from the members present.

Ald. Barbara Harrington-McKinney arrived at 12:23 p.m.

**Present:** 5 - Grant Foster; Barbara Harrington-McKinney; Lindsay Lemmer; Donna V. Moreland and Patrick W. Heck

## DISCUSSION ITEMS/POSSIBLE ACTIONS

[58977](#)

Discussion: Resident Engagement, Available Focus Groups, Employee Survey - Katie Crawley, Jason Glozier & Allison Dungan

The work group members discussed resident engagement strategies with Jason Glozier (Disability Rights & Services Specialist) and Allison Dungan (Health Equity Coordinator).

Allison Dungan would contact Tariq Saqqaf, Mayor's Office, to discuss NRT involvement. Ald. Foster requested that a meeting be scheduled with him, Allison Dungan and Tariq Saqqaf.

Ald. Foster also wanted to check in with work group members on possibly extending the timelines for the work group's report back to Council if the survey process would take more time to complete.

Ald. Foster requested that Lisa Veldran pull the data from the TFOGS report and email to work group members.

[58972](#)

Discussion: Online Contact Email Sent to Alders - Eric Olson

Eric Olson provided a sample of what the inbound email from the online Council contact form could look like when the alder is viewing it. There was discussion by the work group members and a couple of minor tweaks were suggested.

Ald. Foster will take the final sample to the next Common Council Executive Committee for review/approval.

[58705](#)

Discussion Item: Development of Weekly Summary Content for Alders to Share

A motion was made by Ald. Donna Moreland, seconded by Ald. Barbara Harrington-McKinney, to re-refer to the PRESIDENT'S WORK GROUP TO REVIEW COUNCIL COMMUNICATION TOOLS & PROCESSES and should be returned by 1/23/2020. The motion passed by voice vote/other.

[58971](#)

Discussion Item: Start Discussion on Final Report

**Attachments:** [Updated Work Group Priority Areas/Goals & Objectives.pdf](#)

A motion was made by Ald. Donna Moreland, seconded by Ald. Barbara Harrington-McKinney, to re-refer to the PRESIDENT'S WORK GROUP TO REVIEW COUNCIL COMMUNICATION TOOLS & PROCESSES and should be returned by 1/23/2020. The motion passed by voice vote/other.

**ACTION ITEMS / NEXT STEPS / FUTURE AGENDA ITEMS**

Review Content Spreadsheet / Amended by PIO's - 1/23/20 Meeting  
Review report deadline extension - 1/23/20 Meeting  
Review Council Social Media Policy - 2/13/20 Meeting

**ADJOURNMENT**

A motion was made by Ald. Lindsay Lemmer, seconded by Ald. Patrick Heck, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:59 p.m.

**UPCOMING MEETINGS**

January 23, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

February 13, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

February 27, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

March 12, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building

March 26, 2020 @ 12:15 p.m., Room 206, Madison Municipal Building