



City of Madison

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

Meeting Minutes - Approved COMMON COUNCIL EXECUTIVE COMMITTEE

Thursday, April 9, 2020

6:00 PM

Via Virtual Meeting

SPECIAL MEETING

Meeting Video Available Online at Madison City Channel: <https://bit.ly/3bbU5By>

CALL TO ORDER / ROLL CALL

Ald. Sheri Carter arrived at 6:09 p.m.

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

Others Present: Mayor Rhodes-Conway, Mayor's Chief of Staff Mary Bottari,
MFD Chief Steve Davis, City Attorney Michael May, Ald. Patrick Heck, Ald.
Lindsay Lemmer, Ald. Mike Verveer, Ald. Marsha Rummel, Ald. Donna
Moreland, Ald. Sally Rohrer, Ald. Paul Skidmore, Ald. Zachary Henak, Ald.
Keith Furman and Ald. Christian Albouras

Ald. Shiva Bidar, chair, called the meeting to order at 6:02 p.m.

PUBLIC COMMENT

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

DISCUSSION ITEMS

60110

Discuss Council's Role & Response during COVID-19 (Novel Coronavirus) Emergency

1. Interface with Emergency Operations Center (EOC)
2. Constituent communication and engagement
3. Board, Committee and Commission meetings

Members of CCEC and the Common Council discussed their role and responsibilities during the COVID-19 emergency around the topics:

- Interface with Emergency Operations Center (EOC)
- Constituent communication and engagement
- Board, Committee and Commission (BCC) meetings

Ald. Donna Moreland stated that she would like to see a protocol developed for these types of emergencies, particularly around how alders communicate with residents.

Ald. Barbara Harrington-McKinney stated that she also felt out of the loop and alders had some responsibilities during these types of emergencies, particularly how they communicate between themselves (alders) and communicating with residents - not just cutting and pasting information to residents.

Ald. Keith Furman stated that he would like to see alders participate in the EOC but acknowledged open meetings issues with that participation. He wondered if there could be a process whereby the Council Chief of Staff provided information from the EOC briefings to alders.

Ald. Tag Evers stated that he had concerns with the EOC flowchart and the position of the Council in the chart. He asked if it could be revised so that the Council would play more of a role, particularly around identified problems. He didn't want to micromanage EOC but policy responses should include the Council and provide a means for discussing those responses.

Ald. Marsha Rummel stated that she also had issues with the EOC flowchart. She asked if everything needed to go through the Chief of Staff to be routed to the EOC or could she just contact staff directly on daily alder issues. She would also like to see information that is being shared packaged more towards communicating with residents vs. the cut and paste information currently being sent to alders.

Ald. Harrington-McKinney had a question about John Hausbeck's role in EOC. Chief Davis stated that Mr. Hausbeck's role is as the public health liaison to the EOC. He provides updates on public health issues, trends, any new guidances from public health or CDC (information deliverer) to the EOC. Ald. Harrington-McKinney asked if it would be possible for the Council Chief of Staff to provide a late afternoon verbal round-up and then a summary sent to alders so they can post information to residents.

Ald. Sally Rohrer also thought Council should be involved in the EOC's conversations but realized that the open meetings law could limit that participation. She supported having the Council Chief of Staff provide information from the EOC. She would also would like to have a list of FAQ's on questions that alders are receiving from their constituents.

Ald. Furman noted that residents are completely overwhelmed by the amount of information they are receiving but they appreciate information from the alders. He thought that the Council Chief of Staff's round up could be more timely and concise and there were city staff who could assist. He asked Chief Davis if he had thoughts on the alders involvement with the EOC.

Chief Davis noted that the EOC was not a policy-making body. He provided the following information:

- EOC has triaged over 700 requests to-date
- Found housing for 3000 people

- Working on a support network that people would need to be successful in those housing situations
- Redeployed people to work on elections
- Working non-stop on PPE demand
- Finance Department continues to develop and implement work flows (e.g. cost tracking)
- Working with Dane County, State and UW EOC's on operational support,
- Daily briefings for the Mayor
- Putting a team together to work on worse case scenarios (e.g. high rate of COVID 19 cases and a tornado)

He noted that the city is at the "tip of the iceberg" on the pandemic. Council could focus on policies around economic recovery, housing issues (now and in the future), food supply security, supporting small businesses - these are decisions that EOC hasn't/doesn't address and those are the areas that the Council would need to address.

Ald. Evers thought the Council should be involved at least conversationally in current policy decisions and should have their own box in the flowchart. He didn't think the Mayor should have sole decision authority on all policy decisions.

Ald. Heck agreed with Ald. Evers but pointed out that he saw the question more on how the Council could collaborate more with the Mayor on policy decisions during a crisis. Policy solutions outside of the EOC would be a discussion mechanism where the Council could contribute.

Ald. Harrington-McKinney asked Chief Davis what would it take for an EOC summary as an update to the Council. Would it be possible?

Chief Davis said it would be possible but the questions are how often and did Council want a summary on decisions that have no policy implications (e.g. buying PPE and guidance for employees). He also would need to know what alders planned to do with the information because that would assist them on what information they provided to alders.

Ald. Sheri Carter noted that information sent via email would be subject to the open records law.

Ald. Arvina Martin would like EOC shareable content. She noted a recent report that stated that people trusted information from their local leaders. She didn't know how the Council was being stopped from making policy and wanted to know what alders thoughts were on policies they should be working on.

Ald. Evers appreciated the memos from Assistant City Attorney Marci Paulsen and all future legislation should have those informative types of memos attached.

Ald. Moreland supported the Mayor's authority in emergency situations even if Council relinquished some policy making decisions in the interim.

Ald. Furman thought that getting boards, commissions and committees back

online was important but would be dependent upon staff capacity. Trusts the Mayor and EOC's judgement at this time during the emergency (flexibility) and Council has the option to meet more often, vote things up and down and provide feedback.

Ald. Bidar provided a summary

- Better daily communication from Council Chief of Staff with language that alders could use to communicate to constituents
- Think about how alders can receive communications from the EOC - need to determine frequency, what content and that information is intended for alders only
- Add role of Council in the EOC flowchart, add a box for Council with a note that the role was specific to policy-making
- Create a FAQ depository that alders can access (same questions from residents sent to alders)
- Frequency of CCEC or emergency meetings of the Council

Ald. Rummel asked if a daily summary of resident issues and answers could be sent to all alders.

Ald. Rohrer suggested organizing alders into focus areas to start looking at recovery legislation in collaboration with the Mayor and the BCC's - example: food, housing, transportation, unemployment, small business.

Ald. Evers wanted to know what the obstacles were to BCC's meeting. Mayor Rhodes-Conway responded that the constraints did not revolve around committee staff time (although some staff have been redeployed) it is the tech staff. For example for this meeting there were two tech staff involved, facilitating the meeting and public comments and that would need to occur for every committee meeting. For every meeting body there needs to be a device, a small amount of training on the platform and the chairs would get more intensive training on the platform. Then there was the issue of capacity of staff to work through each meeting body. The other constraint is the city does not have the capacity to host two meetings at the same time that are broadcast on Madison City Channel. Her goal was to get as many BCC's meeting again as soon as possible and will be a phased in approach. Ald. Bidar concurred with the Mayor's assessment and goal of having BCC's meeting again as soon as possible.

Kwasi Obeng noted that some of the information in his daily emails do contain EOC information and he would clarify that in future communications. Ald. Heck suggested possibly having a website to post this information vs. email.

Ald. Lemmer suggested a Google doc that they could look at internally to track the information. The Mayor noted that the Joint Information Center (JIC) staff are also looking at posting information online.

Ald. Bidar would send a list of the next round of BCC's able to meet; updated and added Landlord/Tenant Issues, Madison Food Policy Council, Housing Strategy Committee, Community Services Commission, Economic Development Committee, CDBG Commission and Complete Count Committee (UDC, Zoning Board of Appeals were added previously). She asked if there were others alders wanted to see added.

Ald. Harrington-McKinney asked at what point do alders have input on the selection of the next committees able to meet. Ald. Bidar noted that there was a list circulated previously but this was the opportunity to make a list. She asked if any alders wanted to develop a methodology on scheduling committees to meet for future discussion by CCEC (alders).

Ald. Rummel suggested that they should look at what legislation is already in the queue for action when developing the list. Ald. Furman cautioned thinking that all committees could start meeting right away. Ald. Grant Foster also agreed with Ald. Rummel but that committee chairs/staff should also be involved in finding out what needs more immediate action, possibly have the Council Chief of Staff or council staff reach out them.

[60140](#)

Discuss Council's role, processes and structure in regards to the city's recovery from COVID-19 Emergency

Members did not discuss. Ald. Bidar would put on another meeting agenda for discussion but if alders wanted to start working on a structure around this issue they could.

FUTURE AGENDA ITEMS

- Continue discussion around recovery
- Schedule another meeting on April 16, 2020

ADJOURNMENT

A motion was made by Ald. Barbara Harrington-McKinney, seconded by Ald. Tag Evers, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 7:50 p.m.