



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Draft PRESIDENT'S WORK GROUP TO REVIEW COUNCIL COMMUNICATION TOOLS & PROCESSES

Thursday, June 11, 2020

12:00 PM

Via Virtual Meeting

CALL TO ORDER / ROLL CALL

Present: 4 - Grant Foster; Arvina Martin; Donna V. Moreland and Patrick W. Heck

Absent: 1 - Barbara Harrington-McKinney

Others Present: Deputy Mayor Katie Crawley, IT Director Sarah Edgerson and Eric Olson, IT Department

Ald. Grant Foster, chair, called the meeting to order at 12:05 p.m.

WELCOME NEW MEMBER

Ald. Arvina Martin was welcomed as the newest member to the work group. She replaced Ald. Lindsay Lemmer who resigned.

APPROVAL OF MINUTES

A motion was made by Ald. Donna Moreland, seconded by Ald. Patrick Heck, to approve the minutes from the February 27, 2020 President's Work Group on Council Communication Tools & Processes meeting. Ald. Martin noted she would be abstaining since she was not a member of the work group at that time.

The motion passed by the following vote:

Absent: 1 - Barbara Harrington-McKinney

Ayes: 2 - Donna V. Moreland and Patrick W. Heck

Abstentions: 1 - Arvina Martin

Non Voting: 1 - Grant Foster

[60803](#)

PUBLIC COMMENT

For 6/11/20 Meeting of the President's Work Group on Council Communication Tools & Processes

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

REFERRAL FROM THE COMMON COUNCIL

60499

Amending the 2020 Adopted Operating Budget to transfer \$89,032 in salaries and benefits from the Information Technology Department to the Mayor's Office, creating a new classification of Communications Coordinator in CG18, R12, and recreating vacant position #4449 of IT Specialist 3 as a Communications Coordinator within the Mayor's Office Operating Budget.

Sponsors: Satya V. Rhodes-Conway

Attachments: [PB Memo Comm Coordinator 5-2020.docx](#)
[PD Communications Coordinator Final.pdf](#)

Deputy Mayor Crawley and IT Director Edgerton were present for discussion on this item. They summarized the position description and answered questions from work group members.

A motion was made by Ald. Arvina Martin to re-refer to the next work group meeting, seconded by Ald. Grant Foster. Motion was withdrawn. Ald. Foster requested a full list of full time public information officer positions in the city. Deputy Mayor Crawley indicated she could request that list.

A motion was made by Ald. Donna Moreland, seconded by Ald. Arvina Martin, to Return to Lead with the Recommendation for Approval to the FINANCE COMMITTEE.

Ald. Heck made a motion to amend the main motion with additional recommendations, seconded by Ald. Moreland. Motion to amend the main motion was approved. Additional recommendations:

1. Consider adding to job duties how the position will interface with the Common Council
2. Noted concern with where the position was to be housed as currently proposed in the Mayor's Office
3. Consider exploring other options where the position could be housed
4. Potentially pursue separate Communications Department in the future (added by Ald. Moreland)

The motion passed by voice vote/other.

DISCUSSION / POSSIBLE ACTION ITEMS

60793

Review progress, charge and work plan of President's Work Group on Council Communication Tools & Processes

Attachments: [56505 Establishing Work Group.pdf](#)
[57510 Extension 3/31/20.pdf](#)
[60615 Extension 9/30/20.pdf](#)
[1/23/20 Work Group Goals.pdf](#)

Ald. Foster provided an overview of the work the group had completed and what still needed to be addressed.

To still be addressed:

1. Creating alder social media accounts / policy recommendations
2. Social Media Survey results
3. Calendaring options
4. Review template for alder weekly summary (K. Kapusta-Pofahl, D. Fields)
5. Legislative management system recommendations
6. Writing final report

Additional items from Ald. Foster:

1. Review and make recommendations on incoming allalders@cityofmadison.com email
2. Equitable access to virtual meetings

[60798](#)

Discuss future meeting schedule for President's Work Group on Council Communication Tools & Processes

Ald. Arvina Martin moved to have the work group meet weekly, seconded by Ald. Donna Moreland (there was no final vote on this motion).

Ald. Moreland said that if meetings were to be weekly she could not commit to 2.5 hours a meeting.

Eric Olson noted that he could not commit to weekly meetings and asked if the agendas could be focused on one topic at a time if the work group did move to weekly meetings.

Ald. Arvina Martin moved to amend her motion to include staff availability. Motion failed for lack of a second.

Ald. Foster noted that the final report is not due until end of September. Asked if members could meet through September: Work group members indicated that they could meet through September. Ald. Foster was concerned with limiting meetings to one hour, preferred 2 hours. Ald. Moreland said she would prefer limiting the number of issues.

Increasing frequency to once/week
Define topics so staff can attend as needed

Lisa Veldran would send out a Doodle.com poll to members on their availability to meet weekly.

Next meeting: Thursday, June 18 @ 12 noon.

ADJOURNMENT

The meeting lost quorum at 2:01 p.m.