



City of Madison

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

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

Thursday, August 13, 2020

12:00 PM

Via Virtual Meeting

CALL TO ORDER / ROLL CALL

Present: 3 - Grant Foster; Patrick W. Heck and Max Prestigiacomo

Excused: 2 - Arvina Martin and Donna V. Moreland

Others Present: Eric Olson, IT Department and Karen Kapusta-Pofahl, Council
Legislative Analyst

Ald. Grant Foster, chair, called the meeting to order at 12:03 p.m.

APPROVAL OF MINUTES

A motion was made by Ald. Patrick Heck, seconded by Ald. Max Prestigiacomo, to approve the minutes from the July 9, 2020, July 16, 2020 and July 23, 2020 President's Work Group on Council Communication Tools & Processes meetings. The motion passed by voice vote/other.

[61154](#)

PUBLIC COMMENT

For 8/13/20 Meeting of the President's Work Group to Review Council Communication Tools & Processes

There was no public comment.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

Ald. Donna Moreland arrived at 12:16 p.m.

Present: 4 - Grant Foster; Patrick W. Heck; Donna V. Moreland and Max Prestigiacomo

Excused: 1 - Arvina Martin

DISCUSSION ITEMS / POSSIBLE RECOMMENDATIONS

[61449](#)

Discussion Item: Public Comment - All Alder Email Account & Via Virtual Meeting Registration

Attachments: [9/10/29 Electronic Public Comment.pdf](#)
[8/13/20 Electronic Public Comments.pdf](#)
[7/23/20 Electronic Public Comments.pdf](#)

Ald. Grant Foster noted that there are challenges related to public commenting and alders receiving comments. Ald. Foster wanted the work group to focus on outcomes vs. solutions (see attached PDF):

1. Make it easy for public to comment on any item
2. Make sure those comments are easily viewed by BCC members
3. Make it easy for BCC support staff to support this process
4. Reduce negative impact of high volume email comments in alder inbox
5. Maintain/strengthen impact of large public input/voice
6. Allow public comment to travel with legislative items across BCCs/council

There was discussion on:

-Filtering emails sent to all alders. Eric Olson noted that rules can be created in Outlook to direct those emails into folders (Helpdesk can assist).

-Reviewed TFOGS Recommendations (being reviewed by Implementation Work Group):

- Recommendation 29: Allow public comments to be made and considered prior to a meeting, such as through a system that notifies residents of decisions to be made, asks for their input, and then relays that input to decisionmakers

- Recommendation 32: Make written comments available to the public and Council members at the time of the meeting

- Recommendation 36: Create a way for people to provide input in Legistar or some other appropriate platform

-Feeling that emailed comments are less important than those people who register at a Council meeting

-Council administrative support to triage, review and/or tabulate all alder emails

-Automated solution to categorize comments and attach to appropriate legislative file (Ald. Prestigiacomo)

-Figuring out system to allow and facilitate comments on Council new business items for referral (Ald. Heck)

Ald. Heck thought the work group should think about what tool collects what - do all emailed comments need to be attached to a legislative file or is the

emailed input alders receive separate from a legislative management system?

Ald. Moreland and Ald. Prestigiacomo asked that any identified solutions/mechanisms for input also take into account typically marginalized residents who may need another avenue to provide input (example: no access to internet to provide comments).

Ald. Foster requested Karen Kapusta-Pofahl to pass along the final goals document to the TFOGS Implementation Work Group and to the future Administrative Services Team.

Eric Olson requested that the work group, when making recommendations, focus on the priorities and ask staff to suggest solutions/timelines vs. asking the work group itself come up with solutions/timelines (set forth the vision to improve the system).

Ald. Foster would revise his document based on the discussion/input at this meeting and bring it back to the next meeting (easy for people to comment and not losing comments in the process).

[59505](#)

Discussion Item: Alder Calendars & Calendaring Tools

Ald. Foster identified the following regarding alder calendars:

1. Opportunities to share alder calendars with Council staff
2. Virtual meetings, potential to use calendar events to access all meeting information: agenda, Zoom link etc. (example: MMSD Google calendar event links to calendar)
3. Potential for public to use calendaring from Legistar, events, etc. (not focusing on at this meeting)

Ald. Prestigiacomo wanted to see the integration of Google calendars and the City's Outlook calendar that alders use. It was noted that there was a way to import/publish Google free/busy into Outlook calendar. Ald. Foster and Karen Kapusta-Pofahl have been using this to schedule meetings.

Eric Olson thought that an audit should be done first to see what calendars alders are using. Lisa Veldran will send out a survey to find out what alders are using currently.

Ald. Foster and Karen Kapusta-Pofahl will develop a best practices document around their use of Google calendar integration to bring back at the next meeting (eventually vet by IT and City Attorney's Office).

Discussed developing standards around Outlook invites being sent by staff to BCC's:

Should staff be sending Outlook calendar invites to all members of the BCC?

Suggested standards when sending scheduled Outlook meeting dates to all members that staff add Zoom login details and agendas (Type 2 meetings, Type 1 meetings).

Eric Olson suggested for changes to the Type 1 meetings invites be sent to the IT Helpdesk:

Ask: Unify the BCC staff calendar invite with the Zoom meeting email invite so that they appear on the Outlook calendar

Alders can provide input on legislative management system and use of calendaring when the RFP process occurs in the future (include in the final report).

UPCOMING MEETING DATES / TOPICS

Outstanding Items for Discussion / Possible Action:
Review of Draft Social Media Policy (ACA Lara Mainella)
Updated Public Comment Document

Thursday, August 20 (*note meeting was cancelled)
Finish Discussion on Initiatives / Draft Report

Thursday, August 27
Finish Discussion on Initiatives / Draft Report

Wednesday, September 2 (*rescheduled from Sept. 3)
Finish Discussion on Initiatives / Draft Report

Thursday, September 10
Draft Final Report

Thursday, September 17
Finalize Draft Final Report

ADJOURNMENT

A motion was made by Ald. Max Prestigiacomo, seconded by Ald. Patrick Heck, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 1:51 p.m.