



City of Madison

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

Meeting Minutes - Approved PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION

Monday, February 15, 2021

5:00 PM

Via Virtual Meeting

CALL TO ORDER / ROLL CALL

Present: 4 - Barbara Harrington-McKinney; Shiva Bidar; Arvina Martin and Syed Abbas

Others Present: Tory Larson, Human Resources and Linette Rhodes,
Community Development Division

The meeting was called to order at 5:04 pm.

ELECTION OF CHAIR / VICE-CHAIR

Ald. Shiva Bidar nominated Ald. Syed Abbas as chair, seconded by Ald.
Barbara Harrington-McKinney.

Ald. Barbara Harrington-McKinney nominated Ald. Arvina Martin as vice-chair,
seconded by Ald. Shiva Bidar.

Nominations were approved on unanimous vote.

[64156](#)

PUBLIC COMMENT (2/15/21)

Public Comment is permitted for up to three (3) minutes.

There were no registrations.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals from the members present.

DISCUSSION ITEMS

[64161](#)

Overview of Common Council Office Structure

Tory Larson reviewed by the Common Council Office structure with the
members of the work group.

64167

Survey Data Review (Council Chief of Staff)

Tory Larson reviewed the surveys that were done on the Council Chief of Staff position (by alders and department heads).

Ald. Abbas asked that the survey data be combined and brought back to the next meeting.

64174

Common Council Chief of Staff Equitable Hiring Tool Discussion

Linette Rhodes reviewed the Equitable Hiring Tool.

NEXT STEPS / FUTURE MEETING DATES

Expand on the draft position description chart (attached to Legislative File No. 64161)

Tory Larson to reach out to council staff on their thoughts on the Council Chief of Staff position

ADJOURNMENT

A motion was made by Martin, seconded by Bidar, to Adjourn. The motion passed by voice vote/other.