



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Draft PRESIDENT'S WORK GROUP TO REVIEW AND REVISE THE CHIEF OF STAFF POSITION DESCRIPTION

Thursday, July 1, 2021

1:00 PM

Via Virtual Meeting

Note: Quorum of the Common Council may be present at this meeting.

CALL TO ORDER / ROLL CALL

The Chair called the meeting to order at 1:04pm.

Others present: Ald. Keith Furman, Ald. Juliana Bennett, Ald. Yannette Figueroa Cole, Tory Larson (Human Resources Analyst), Matalin Schoone (Legislative Management System Specialist, Common Council Office), Karen Kapusta-Pofahl (Legislative Analyst, Common Council Office)

Harrington-McKinney arrived at 1:12pm.

Present: 4 - Arvina Martin; Barbara Harrington-McKinney; Sheri Carter and Nasra Wehelie

Excused: 1 - Grant Foster

APPROVAL OF MINUTES

Martin moved, seconded Wehelie, to approve the minutes of the June 24, 2021, meeting of the President's Work Group to Review and Revise the Chief of Staff Position Description. The motion passed by voice vote/other.

PUBLIC COMMENT

1. [66195](#) Public Comment (7/1/21 meeting)

No members of the public were present.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

DISCUSSION ITEMS

2. [66196](#) Discussion of Chief of Staff Position Description: Policy Development, Analysis, and Implementation; Strategic Management of Common Council Office Operations; and Common Council Office Communications

The Chair showed her proposed changes to the Chief of Staff position description and asked the members for their input. The Work Group started with the Policy Development, Implementation, and Analysis Function and discussed the Worker Activities one by one.

3. [66197](#) Discussion on Next Steps

The Work Group agreed that at their next meeting (July 8, 2021), they would pick up where they left off, and continue their discussion of the Chief of Staff position description.

ADJOURNMENT

Martin moved, seconded by Harrington-McKinney, to adjourn. The motion passed by voice vote/other. The meeting adjourned at 2:03pm.