



# City of Madison

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

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

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Thursday, July 8, 2021

1:00 PM

Via Virtual Meeting

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**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, Matalin Schoone (Common Council staff), Tory Larson (Human Resources Analyst)

Martin arrived at 1:39pm.

**Present:** 5 - Arvina Martin; Barbara Harrington-McKinney; Sheri Carter; Grant Foster and Nasra Wehelie

### APPROVAL OF MINUTES

Harrington-McKinney moved, seconded by Wehelie, to approve the minutes of the July 1, 2021, meeting of the President's Work Group to Review and Revise the Chief of Staff Position Description. Foster abstained. The minutes were approved by voice vote/other.

### PUBLIC COMMENT

1. [66301](#) Public Comment (7/8/21 meeting)

The Chair recognized Juliana Bennett as a registrant wishing to speak. The registrant identified herself as Ald. Juliana Bennett and stated that she used the registration platform as a way to join the meeting because she couldn't find the link.

### 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 and members started reviewing the the Chief of Staff position description, beginning where they left off at the conclusion of the July 1, 2021, meeting. They also discussed the charge of the Work Group.**

**Martin joined the meeting at 1:39pm.**

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

**The members chose the following dates/times for their next meetings:**

**Thursday, July 15, 1:00pm**

**Thursday, July 22, 1:00pm**

**Thursday, July 29, 1:00pm**

#### **ADJOURNMENT**

**Harrington-McKinney moved, seconded by Wehelie, to adjourn. The motion was approved by voice vote/other. The meeting adjourned at 1:47pm.**