



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 15, 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 Vice Chair called the meeting to order at 1:06pm.

Others present: Common Council President Syed Abbas, Ald. Keith Furman, Karen Kapusta-Pofahl (Common Council Legislative Analyst), Harper Donahue (Human Resources Director), Tory Larson (Human Resources Analyst)

Harrington-McKinney joined the meeting at 1:49pm.

Present: 4 - Arvina Martin; Barbara Harrington-McKinney; Grant Foster and Nasra Wehelie

Excused: 1 - Sheri Carter

APPROVAL OF MINUTES

Wehelie moved, seconded by Foster, to refer approval of the minutes to the next meeting of the Work Group. The motion was approved by voice vote/other.

PUBLIC COMMENT

1. [66363](#) Public Comment (7/15/21 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
Abbas stated that he is expanding the scope of the Work Group so they can consider other possibilities for the Chief of Staff position.

Donahue gave the members an overview of various options in terms of Comp Groups and Ranges for a Chief of Staff or Council office supervisor.

The members discussed their vision and priorities for the Chief of Staff's duties.
3. [66197](#) Discussion on Next Steps

Foster will summarize the needs that were identified at the meeting. Fields (Common Council staff) will forward the summary to Work Group members.

ADJOURNMENT

Harrington-McKinney moved, seconded by Foster, to adjourn. The motion was approved by voice vote/other. The meeting adjourned at 2:53pm.