



City of Madison

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

Thursday, August 5, 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 1:05pm.

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

Present: 3 - Sheri Carter; Grant Foster and Nasra Wehelie

Absent: 1 - Barbara Harrington-McKinney

Excused: 1 - Arvina Martin

APPROVAL OF MINUTES

Wehelie moved, seconded by Foster, to approve the minutes of the July 29, 2021, meeting of the President's Work Group to Review and Revise the Chief of Staff Position Description. The motion was approved by voice vote/other.

PUBLIC COMMENT

1. [66757](#) Public Comment (8/5/21 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 members reviewed and discussed the list of Common Council staff duties prepared by Kapusta-Pofahl and Foster's organizational chart.**
- Larson updated the members on her research into Community Engagement positions in other municipalities and asked for guidance on the type of information the Work Group is looking for.**
3. [66197](#) Discussion on Next Steps
- The chair will summarize this meeting in an email to the members.**

ADJOURNMENT

Wehelie moved, seconded by Foster, to adjourn. The motion was approved by voice vote/other. The meeting adjourned at 2:20pm.