



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

Thursday, October 7, 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 1:07pm.

Others present: Victoria Larson (Human Resources Analyst)

Present: 4 - Barbara Harrington-McKinney; Sheri Carter; Grant Foster and Nasra Wehelie

Excused: 1 - Arvina Martin

APPROVAL OF MINUTES

Harrington-McKinney moved, seconded by Foster, to approve the minutes of the September 23, 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. [67656](#) Public Comment (10/7/21)

No members of the public were present.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

DISCUSSION ITEMS

2. [67658](#) Final Analysis of the Draft Chief of Staff Position Description

Larson gave an overview of the last round of edits to the Chief of Staff position description. The Work Group members discussed percentages to allocate to the focus areas. They also discussed and clarified the duties that should be in each focus area. Larson will prepare a final draft to be reviewed at the October 21, 2021, Work Group meeting.

3. [67659](#) Final Analysis of the Draft Community Engagement Specialist Position Description

Larson gave an overview of the last round of edits to the Community Engagement Specialist position description. The Work Group members discussed how many focus areas there should be and what percentages should be allocated to the focus areas. Larson will prepare a final draft to be reviewed at the October 21, 2021, Work Group meeting.
4. [67660](#) Budget Amendment(s)

Larson will provide a classification, and Chair Carter stated will work with a the budget analyst and bring an amendment for Community Engagement Specialist to the October 21, 2021, meeting.
5. [66197](#) Discussion on Next Steps
 1. The Work Group will review final drafts of the Chief of Staff and Community Engagement Specialist position descriptions at their October 21 meeting.
 2. Chair Carter and Larson will prepare a fact sheet which will include the charge of the Work Group, and the Work Group's recommendations to be presented to the Common Council Executive Committee on October 26. The fact sheet will be accompanied by both position descriptions.
 3. Chair Carter will be in touch with the Finance Department about a budget amendment for the Community Engagement Specialist position.
 4. Chair Carter will invite the budget analyst to the October 21 meeting of the Work Group.

ADJOURNMENT

Foster moved, seconded by Wehelie, to adjourn. The motion was approved by voice vote/other. The meeting adjourned at 2:29pm.