



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 21, 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 1:09pm.

Others present: Victoria Larson (Human Resources Analyst)

Present: 3 - Arvina Martin; Sheri Carter and Grant Foster

Absent: 1 - Barbara Harrington-McKinney

Excused: 1 - Nasra Wehelie

APPROVAL OF MINUTES

Foster moved, seconded by Martin, to approve the minutes of the October 7, 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. [67976](#) Public Comment (10/21/21)

No members of the public were present.

DISCLOSURES AND RECUSALS

There were no disclosures or recusals.

ACTION ITEMS

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

Larson went over the current draft of the Chief of Staff position description, and the members provided their feedback.

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

Larson went over the current draft of the Community Engagement Specialist position description, and the members provided their feedback.
4. [67660](#) Budget Amendment(s)

Chair Carter presented the draft budget amendment for the Community Engagement Specialist position. The members reviewed and provided their feedback.
5. [67979](#) Fact Sheet on Work Group's Recommendations

Larson went over the Fact Sheet, and the members gave their feedback.

DISCUSSION ITEMS

6. [66197](#) Discussion on Next Steps

 1. Larson will incorporate the Work Group's revisions into the Chief of Staff and Community Engagement Specialist position descriptions and into the Fact Sheet.
 2. Chair Carter will let the budget analyst know that the budget amendment is ready to go to the Finance Committee at its October 25 meeting. All five Work Group members will be listed as sponsors.
 3. The Chief of Staff and Community Engagement Specialist position descriptions, the budget amendment, and the Fact Sheet will be reviewed by the Common Council Executive Committee at its October 26 meeting.
 4. Larson will arrange for Human Resources staff to attend the October 25 Finance Committee meeting and the October 26 Common Council Executive Committee meeting.
The Chair and members thanked Larson for her excellent work throughout the review and revision process. They also thanked Fields for staffing the Work Group.

ADJOURNMENT

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