



City of Madison
Meeting Agenda - Approved
Council President's Work Group:
Developing Council Chief of Staff
Position Description

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

Thursday, February 9, 2017

5:00 p.m.

210 Martin Luther King, Jr. Blvd.
Room 501, City-County Building
Human Resources Conference Room

If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

Если Вам необходима помощь устного или письменного переводчика, а также если Вам требуются материалы в иных форматах либо у Вас имеются особые пожелания в связи с доступом к данной услуге, мероприятию или программе, пожалуйста, позвоните по указанному ниже телефону и сообщите об этом не менее чем за три рабочих дня до соответствующей встречи.

For more information contact: Lisa Veldran, Administrative Assistant to the Council, (608) 266-4071

Work Group Members:

Ald. Denise DeMarb (Chair), Ald. Ledell Zellers, Ald. Shiva Bidar-Sielaff

Staff:

Brad Wirtz (Human Resources Director), Susan Gafner (Human Resources Analyst), Michael Lipski (Human Resources Services Manager)

- 1. Call to order.**
- 2. Approval of January 26, 2017 meeting minutes.**
- 3. Public Comment.**
The work group shall not take action on a matter raised in the public comment portion of the meeting unless that matter is otherwise on the agenda. Members of the public who comply with applicable rules shall be permitted at least three (3) minutes to speak. If the speaker requires an interpreter, either because of his/her limited English proficiency or because of a disability, he/she shall be allowed no less than six (6) minutes.
- 4. Disclosures & Recusals.**
Members of the work group should make any required disclosures or recusals under the City's Ethics Code.
- 5. Discussion:**
 - a) Finalize position description for Common Council Chief of Staff.**
 - b) Review draft employment contract.**
 - c) Discuss terms of employment including compensation group and compensation.**
 - d) Discuss ordinance requirements.**
 - e) Develop recruitment plan.**
- 6. Next meeting (if needed)**
- 7. Adjournment.**