



Room 403
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703

Satya Rhodes-Conway, Mayor



Room 417
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703

Shiva Bidar, Council President
Barbara Harrington-McKinney, Vice-
President

To: Madison Common Council
From: Council President Bidar and Mayor Rhodes-
Conway Re: Committee Meeting Schedule for April and
May

March 27, 2020

Attached you will find a **tentative** schedule of board/commission/committee meetings for April and May. This schedule may be altered as circumstances change.

As you are aware, IT has been working diligently to enable Tuesday's council meeting to be conducted entirely remotely as a virtual meeting. This will be a critical test of our capacity to hold meetings virtually while allowing for public input and ensuring compliance with open meetings law. Based on our experience with Finance Committee, and what we have observed in the preparations for the 3/31 CCEC and Council meetings, it is clear that it is taking many hours of time from at least a dozen staff to prepare for and facilitate these online meetings.

We understand that more boards/commissions/committees are eager to be up and running and we appreciate that we have staff and committee members dedicated to moving the work of the city forward. Please understand that we are balancing that against staff capacity, implementing new technologies, and processes for virtual meetings as well as providing access to our meetings using an equity lens.

Hopefully, our collective test of the new system IT has built for us will go well, and we will be able to roll it out to the committees on the attached tentative schedule and plan on adding additional committee meetings. Please remember, however, that each new body added will need equipment support and training in the platform.

Finally, in order to help reduce the staff time needed and equity issues as it relates to public participation, we are asking staff who manage reinstated committees to only take up critical items. One way of managing this efficiently is through the use of consent agendas that are set in advance (like the Council does).

Thank you for your patience and hard work during this very challenging time.