



Setting up for Success!

MEETING ROOM LAYOUT, LOGISTICS AND EQUITY

SESSION 6

Setting up for success & why it matters

▶ Part 1 – Setting up your room

▶ Part 2 - Preparing your Members

Racial Equity and Social Justice are core values for BCCs:

- Goal: **All people have opportunities for fair and just inclusion in public processes and decisions.**
- BCC purpose is to maximize resident input to inform decision-makers, but...
- True public participation is constrained by **existing structures** and systems.... speaking limits, language barriers, inconvenient meeting times, other limitations identified in the recent TFOGS report ([link](#))
- **By setting up a successful meeting, you're helping residents who attend and who are impacted by decisions.**

“Our Madison – **Inclusive**, Innovative, and Thriving”

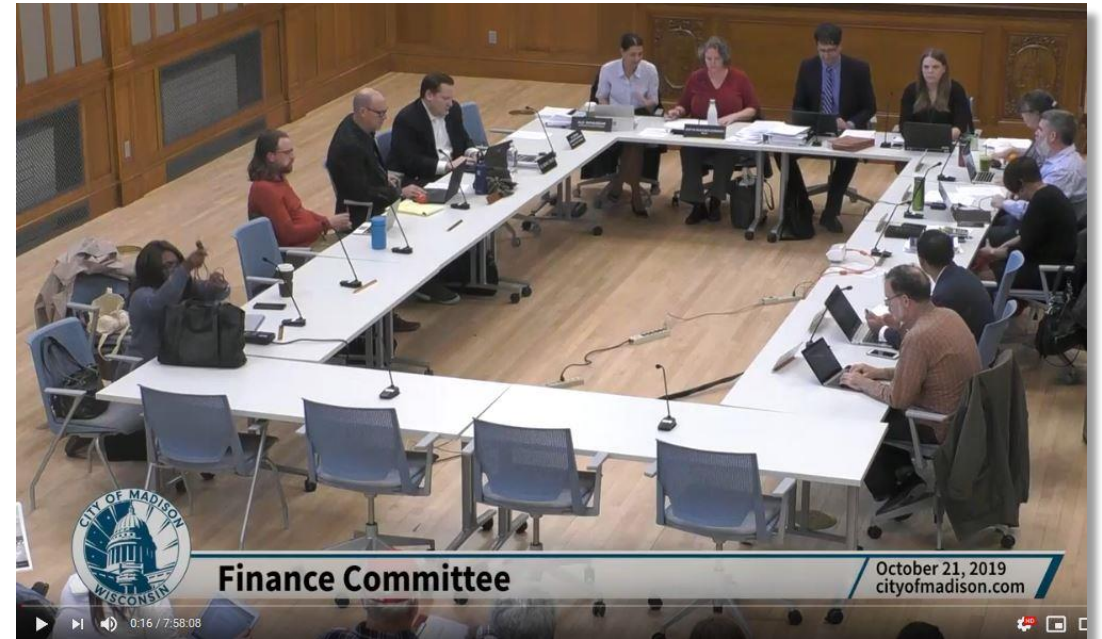
- ▶ As we go through this session, think of ways that you can **make your meetings as inclusive as possible for ALL members of the public.**
- ▶ Attending a BCC meeting is not convenient for anyone, especially those with **transportation, work, or child care constraints.**
- ▶ Can we make their effort to attend the meeting **worthwhile?**

“Our Madison – **Inclusive**, Innovative, and Thriving”

- ▶ **Think Positive:** it’s easy to feel burdened by the work involved in putting on these meetings and dealing with the public, especially when the public might not be happy about a topic, or government in general.
- ▶ an **opportunity to make things better** for our residents – provide a positive, worthwhile experience interacting w/ local government.
- ▶ **The more community engagement and participation, the better.**
- ▶ **YOU have an important role in this!**

Part 1- Preparing the Room

To assist the
public and the
process



Basic room layout - the whole room

- ▶ Meeting table for the the body to sit at that is visible to the audience
- ▶ A “welcome” table for members of the public to check in
- ▶ Registration slips, agenda, attachments, pens.
- ▶ An audience section for the public to sit.
- ▶ Check the acoustics from the audience... (more on that later)

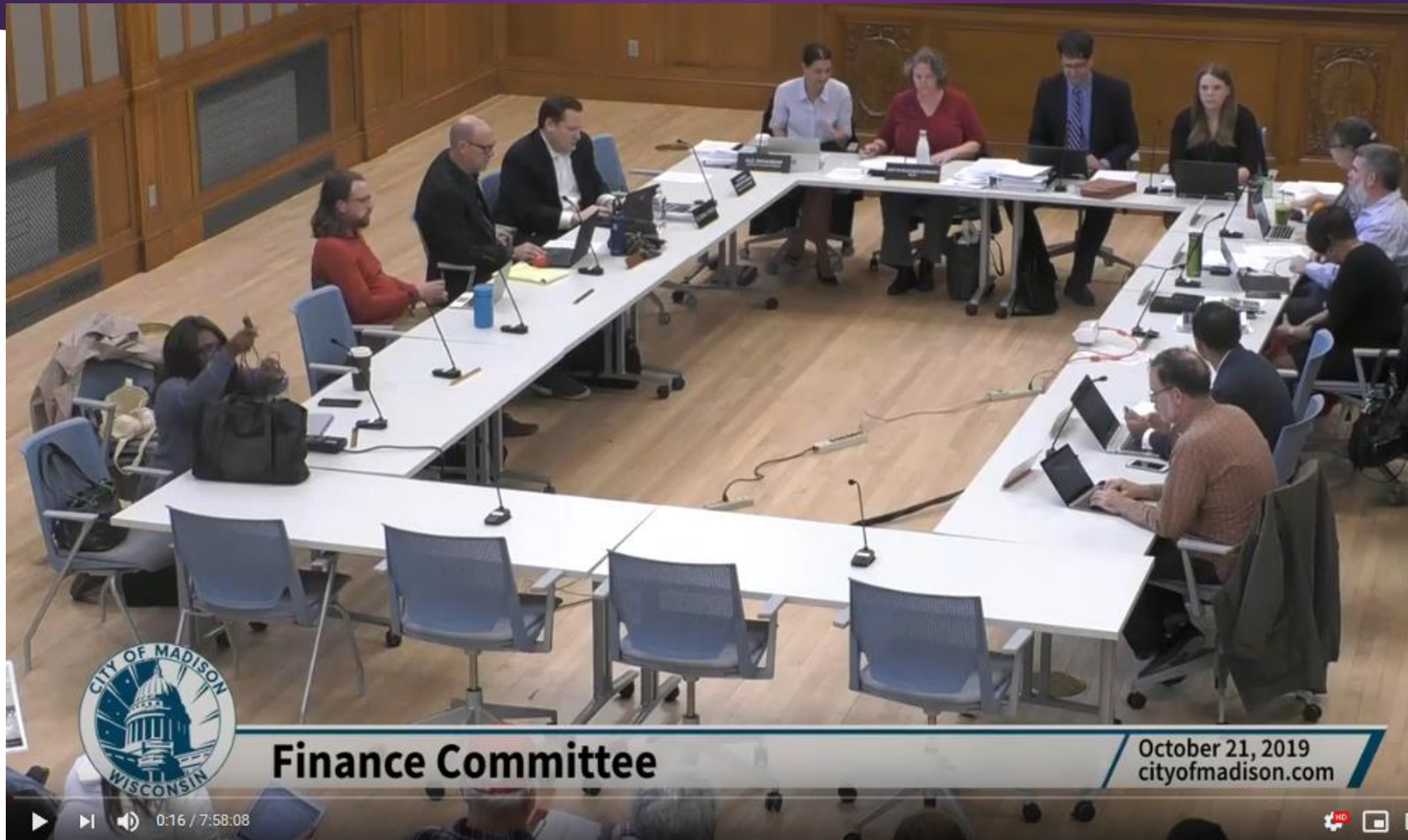
Basic room layout - the meeting table

- ▶ **Arrange member seating so the public can see all of them.**
- ▶ Visible and legible **nameplates** to identify all members
- ▶ Separation between members, staff, guests – so the public can tell **who is a member of the body.**
 - ▶ *Why are staff seated at the table? Is there another place they can sit?*
- ▶ Obvious **place for public speakers** to sit when called to speak.

good example:



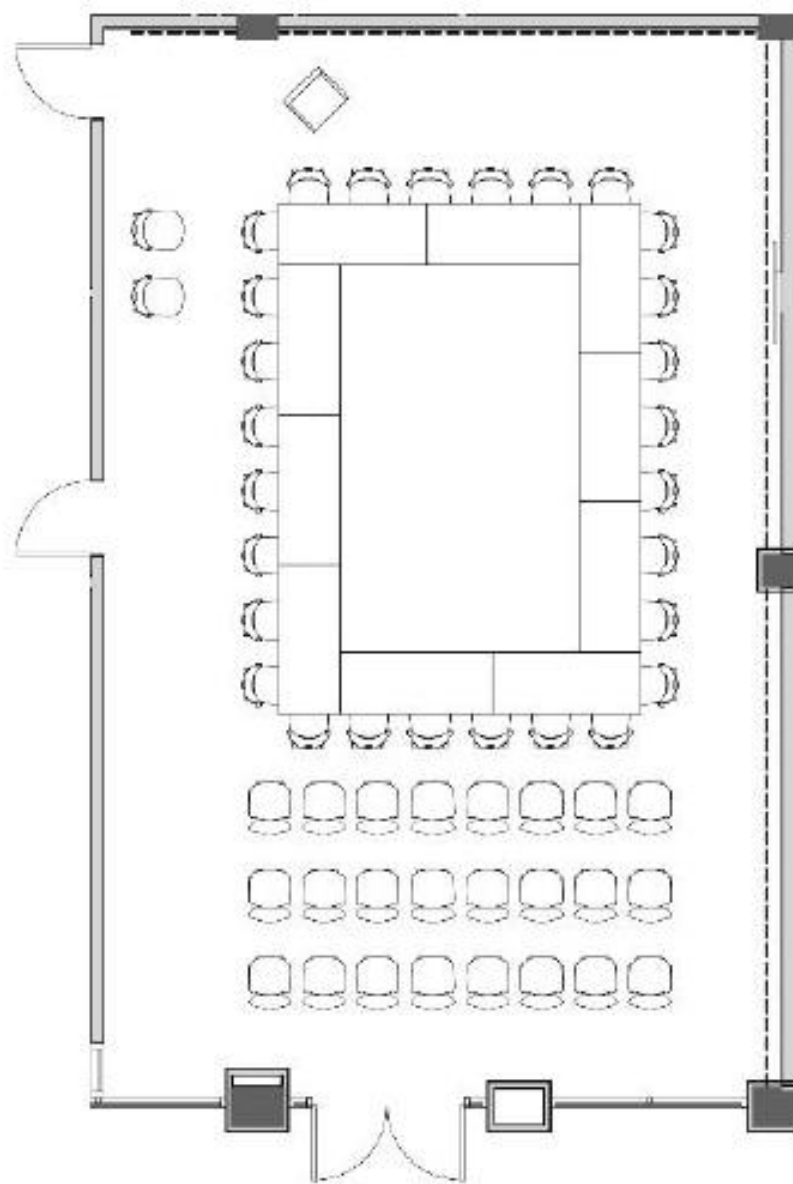
Example: very clear seating for public speakers



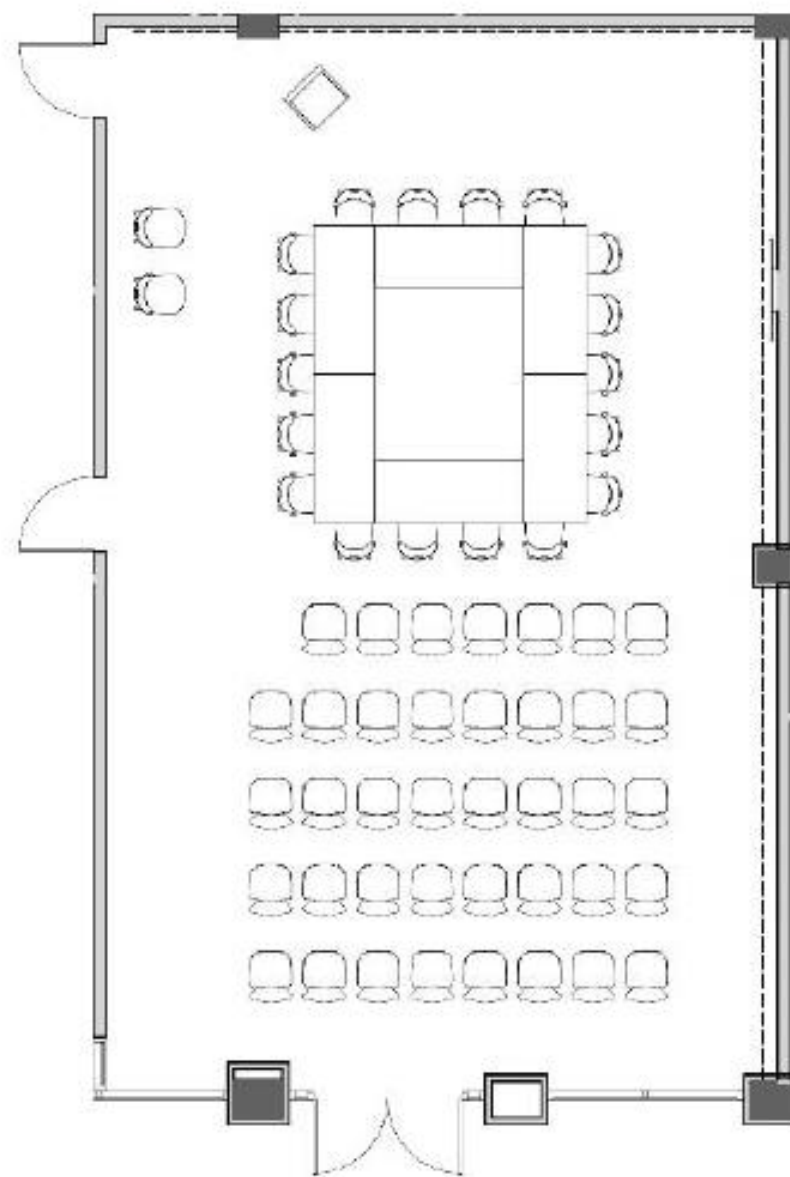


Speaker space set up at the end of the table, with chairs facing the members, with microphones

Option 1



Option 2





Here is another example....

What's wrong with this picture?

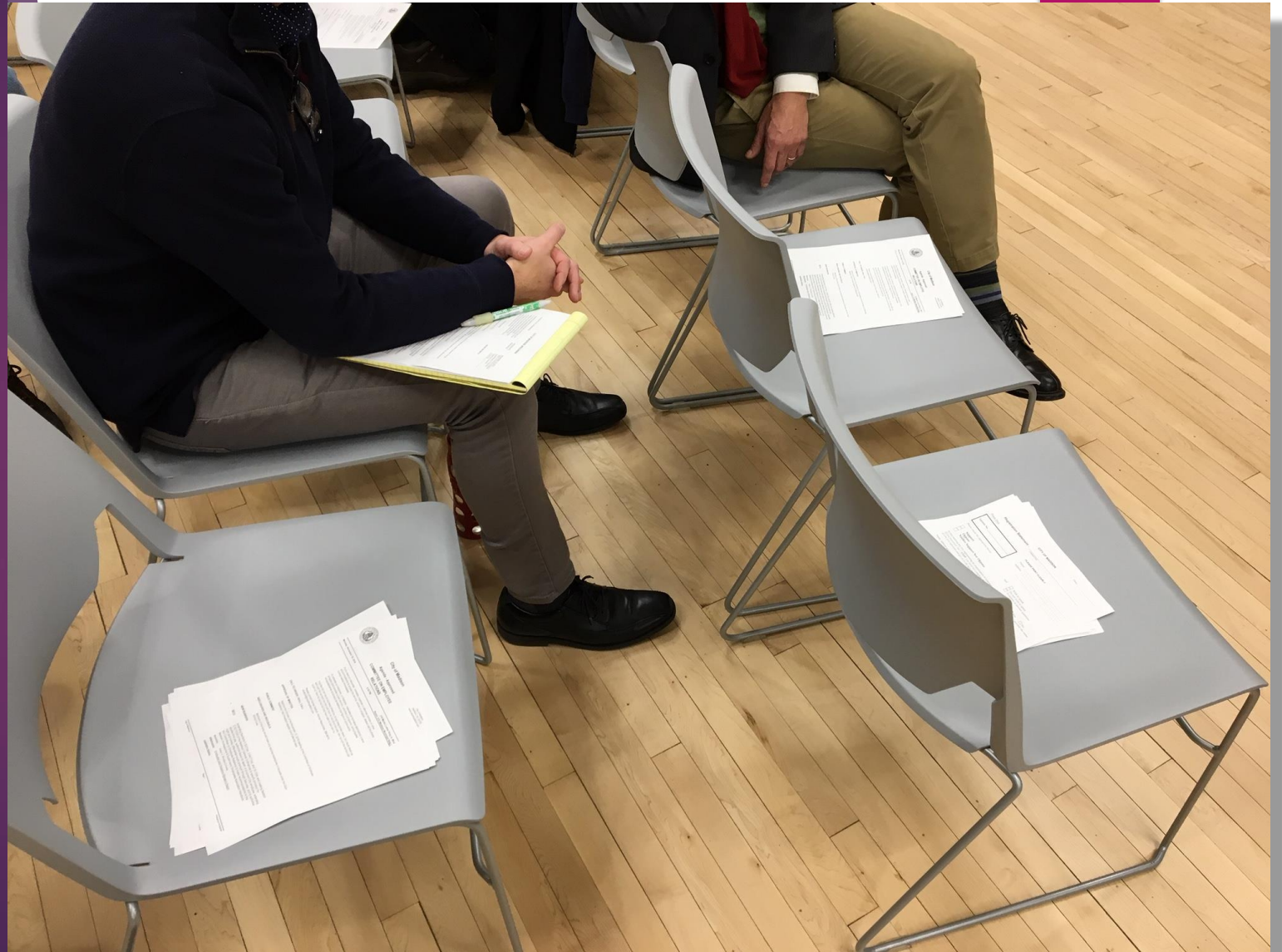
- Members with their backs to the audience
- audience seating is far away from committee



**Registration slips &
agendas = good,
but....**

What's missing?

**What would you
improve?**



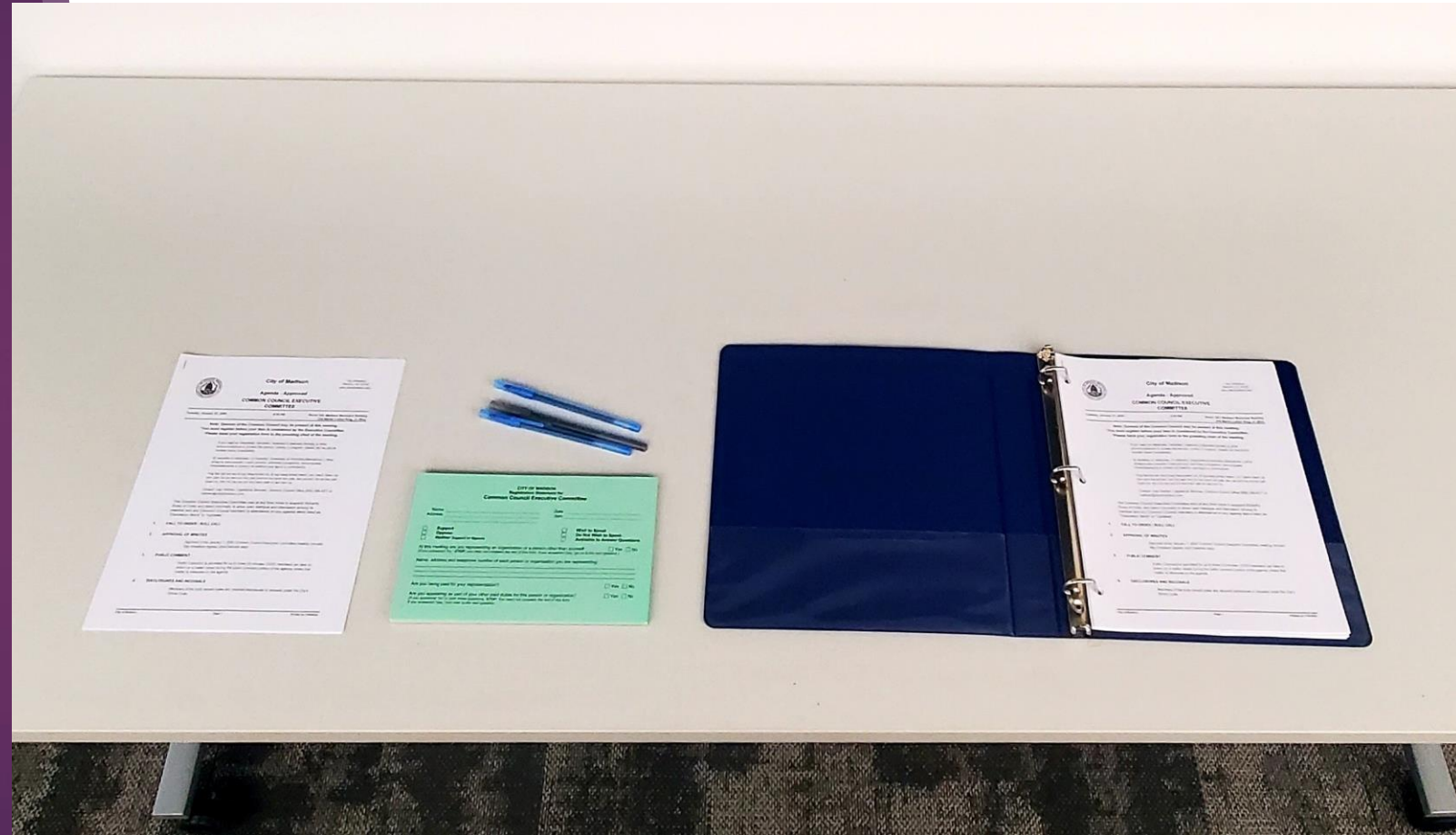
-Use a table, placed near the entrance

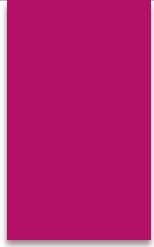
-Binder with copy of agenda & attachments

-Pens

-Tell registrants what to do with their registration slips

-Staff person to help registrants





Let's talk about acoustics....
Notice anything missing from the committee
table?

Audio concerns...

- ▶ If the Media Team is recording your meeting for City Channel → they will set up microphones and you have to use them!
- ▶ If Media Team is NOT recording → it's your responsibility to make sure that the members, the staff, and most importantly – the audience – can hear the conversation at the table.

Meetings recorded by the Media Team for City Channel or streaming:

Broadcast Live on City Channel (Charter 994, AT & T U-verse 99)

Livestreamed online at ([link](#))

Available for playback at ([link](#)) and sometimes linked on Legistar calendar

▶ **CC**

▶ **ALRC**

▶ **Finance Committee**

▶ **Transportation Comm**

CCEC

Plan Commission

Disability Rights Commission

Transportation Policy & Planning Board

▶ *Others on Request – depends on location – minimum 2 weeks notice*

Audio considerations – Meetings recorded for City Channel:

- ▶ Media Team will set up microphones, turn them on, record meeting, and put them away.
- ▶ Audio is recording (and broadcast) **when your meeting is called to order**
- ▶ **Mics are “hot”** in the room BEFORE the meeting starts – be careful!
- ▶ Speak directly into the microphone
- ▶ Don't lean back from table while speaking
- ▶ Don't cover it up w/ papers, rustle papers while another is talking
- ▶ **You, the staff, must politely remind your members of these things 😊**

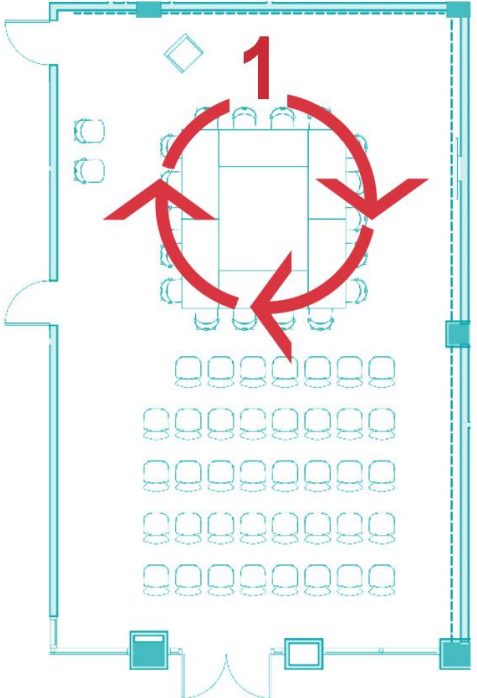
Audio for Meetings NOT recorded for City Channel:

- ▶ microphones available in all MMB meeting rooms
- ▶ **ALWAYS mic your members & yourself**
- ▶ Even if you can hear each other, the public likely can't (206 example...)
- ▶ ***The purpose of your PUBLIC meeting is for the PUBLIC to hear the business conducted by your members***
- ▶ **CCB 201** - most meetings in Council Chambers are recorded by City Channel (CC, Plan Comm, ALRC, etc.)
- ▶ **CCB 103A, 108** – these rooms are small enough not to need mics.

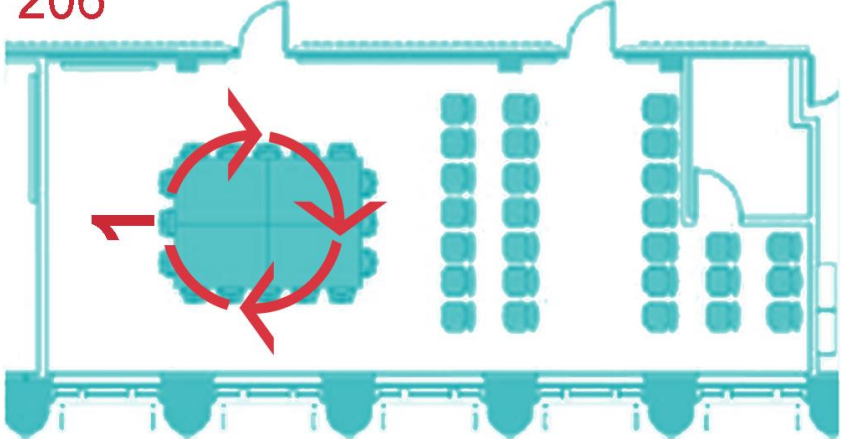
When setting up microphones for meetings, place lowest number microphone at the chairperson, and count up in a clockwise direction.

Place a microphone at every chair, with a limit of 15 mics. If there are more than 15 chairs around the table, simply evenly disperse the 15 mics around the table in the manner stated above.

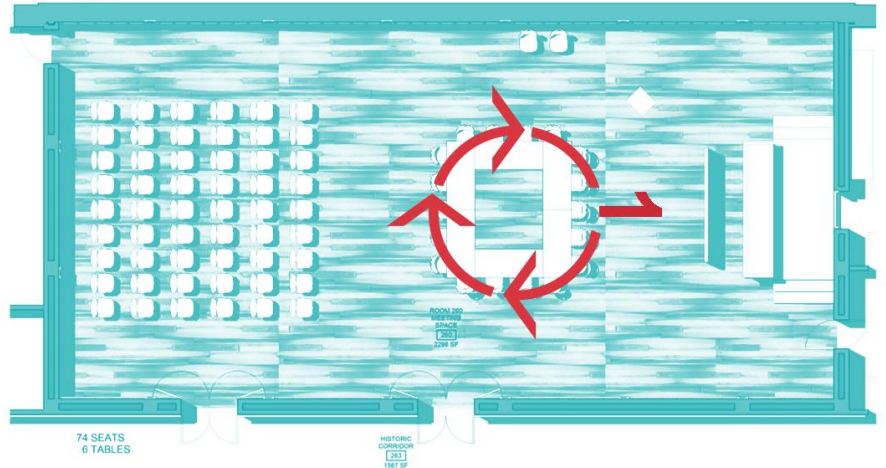
153



206



215



Be sure the mics are securely returned to their chargers.

A green light will appear on the charger when it is plugged in all the way. After a meeting you may only see one or two green lights, indicating that the battery is low and is now charging. When they are fully charged, the charger will display five green lights.



Return the mics to the chargers in numerical order so that it is easier for the next person to set them up.

The chargers and the mics are numbered, and should be matched.

Tips from Media Team:

- ▶ Book room **1 hour in advance** for meetings they cover
- ▶ When needed, they will supply a laptop.
- ▶ If your meeting goes into **closed session**, work carefully with Media Team so they stop recording (and stop watching) and start again if you're coming back into open session:
 - ▶ email itmediateam@cityofmadison.com That goes to the whole team
 - ▶ To alert media team to **come back**, call 266-6501. That will ring in the control rooms and all desk phones.

Assistance for people with hearing impairment:

- ▶ Use the microphones – all the time!
- ▶ Point out signs in the rooms that are wired for hearing aids
- ▶ Contact Jason Glozier in DCR



Questions about ADA Accessibility or Language Access?

Contact DCR:



Jason Glozier – 266-6511 jglozier@cityofmadison.com

Binta Ceesay – 245-3929 bceesay@cityofmadison.com

LAP inquiries – LAP@cityofmadison.com

Questions for the Media Team?

Helpdesk first – 266-4193

Media Team 2nd - 266-6501



specific questions:

itmediateam@cityofmadison.com

Part 2 –

Preparing your
members for a
successful meeting

Set up your members for success!

- ▶ **Model good behavior:**

Even if you don't always have an audience, conduct yourselves as if you do & expect BCC members to do the same.

- ▶ **Teach your members Legistar Skills:**

- ▶ Know how to use “**External Legistar.**” This is how your members and the public view the content.

- ▶ Finding **Attachments**

- ▶ How to view the **text** of Legislation (ord. or res.)

- ▶ Will you provide a **paper packet**? Are they expected to access all materials electronically? Do they know how?

Example 1: how to access the TEXT of legislation

Here's an agenda that includes both a resolution and an ordinance:

1. [59150](#) *Res.* Authorizing a change to legal documents entered into between the City of Madison and Center for Resilient Cities and Community Groundworks to reflect the merger of the two agencies and a name change to Rooted WI, Inc.
2. [59130](#) *Ord.* Amending Sections 3.12(11) and 33.18(1) of the Madison General Ordinances to make the Community Development Division Conference Committee the final decision-maker for grants awarded under the Emerging Opportunities Program and making related housekeeping changes.



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Reports

File #:	59150	Version: 1	Name:	Authorizing a change to legal documents entered into between the City of Madison and Center for Resilient Cities Groundworks to reflect the merger of the two a
Type:	Resolution		Status:	Items Referred
File created:	1/15/2020		In control:	COMMUNITY SERVICES COMMITTEE
On agenda:	1/21/2020		Final action:	
Enactment date:			Enactment #:	

Title: Authorizing a change to legal documents entered into between the City of Madison and Center for Resilient Cities change to Rooted WI, Inc.

Sponsors: [Christian A. Albouras](#), [Shiva Bidar](#), [Samba Baldeh](#), [Zachary Henak](#), [Arvina Martin](#), [Barbara Harrington-McKinney](#)

[History \(3\)](#)

[Text](#)

[3 records](#) [Create](#) [Export](#)

Reports tab → “Legislative Details (with Text)”



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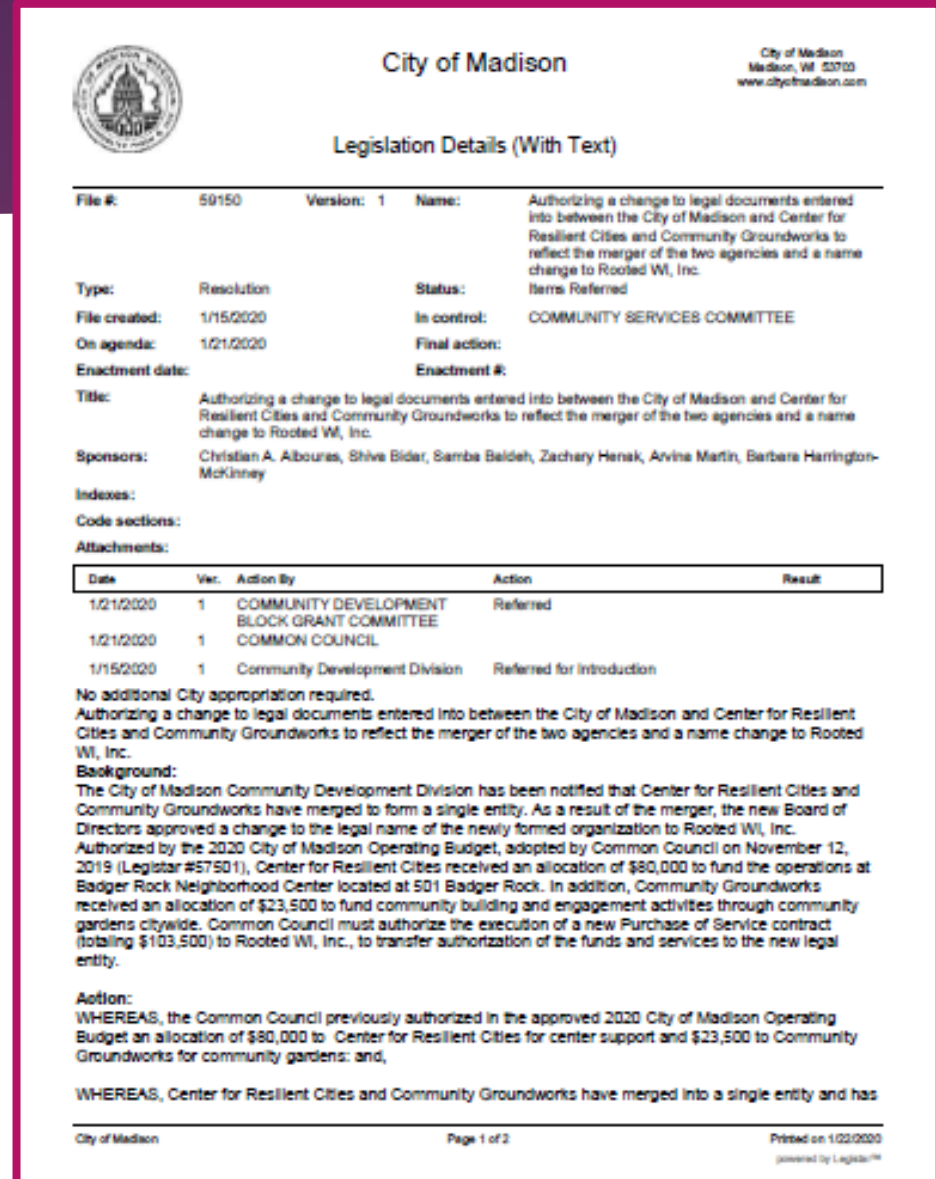
[Details](#)

[Reports](#)

[Legislation Text](#)

[Legislation Details](#)

[Legislation Details \(With Text\)](#)



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

Legislation Details (With Text)

File #: 50150 Version: 1 Name: Authorizing a change to legal documents entered into between the City of Madison and Center for Resilient Cities and Community Groundworks to reflect the merger of the two agencies and a name change to Rooted WI, Inc.

Type: Resolution Status: Items Referred

File created: 1/15/2020 In control: COMMUNITY SERVICES COMMITTEE

On agenda: 1/21/2020 Final action:

Enactment date: Enactment #:

Title: Authorizing a change to legal documents entered into between the City of Madison and Center for Resilient Cities and Community Groundworks to reflect the merger of the two agencies and a name change to Rooted WI, Inc.

Sponsors: Christian A. Albours, Shive Bider, Samba Baldeh, Zachary Henak, Arvina Martin, Barbara Harrington-McKinney

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/21/2020	1	COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE	Referred	
1/21/2020	1	COMMON COUNCIL		
1/15/2020	1	Community Development Division	Referred for Introduction	

No additional City appropriation required.
Authorizing a change to legal documents entered into between the City of Madison and Center for Resilient Cities and Community Groundworks to reflect the merger of the two agencies and a name change to Rooted WI, Inc.

Background:
The City of Madison Community Development Division has been notified that Center for Resilient Cities and Community Groundworks have merged to form a single entity. As a result of the merger, the new Board of Directors approved a change to the legal name of the newly formed organization to Rooted WI, Inc. Authorized by the 2020 City of Madison Operating Budget, adopted by Common Council on November 12, 2019 (Legistar #57501), Center for Resilient Cities received an allocation of \$80,000 to fund the operations at Badger Rock Neighborhood Center located at 501 Badger Rock. In addition, Community Groundworks received an allocation of \$23,500 to fund community building and engagement activities through community gardens citywide. Common Council must authorize the execution of a new Purchase of Service contract (totaling \$103,500) to Rooted WI, Inc., to transfer authorization of the funds and services to the new legal entity.

Action:
WHEREAS, the Common Council previously authorized in the approved 2020 City of Madison Operating Budget an allocation of \$80,000 to Center for Resilient Cities for center support and \$23,500 to Community Groundworks for community gardens; and,

WHEREAS, Center for Resilient Cities and Community Groundworks have merged into a single entity and has

City of Madison Page 1 of 2 Printed on 1/22/2020
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Same goes for Ordinances: full text

the merger of the two agencies and a name change to Rooted WI, Inc.

2.

59130

Amending Sections 3.12(11) and 33.18(1) of the Madison General Ordinances to make the Community Development Division Conference Committee the final decision-maker for grants awarded under the Emerging Opportunities Program and making related housekeeping changes.

City of Madison
City of Madison
Madison, WI 53703
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Legislation Details (With Text)

File #: 59130 Version: 1 Name: Community Development Division Conference Committee-Emerging Opportunities Program
Type: Ordinance Status: Items Referred
File created: 1/14/2020 In control: COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE
On agenda: 1/21/2020 Final action:
Enactment date: Enactment #:

Title: Amending Sections 3.12(11) and 33.18(1) of the Madison General Ordinances to make the Community Development Division Conference Committee the final decision-maker for grants awarded under the Emerging Opportunities Program and making related housekeeping changes.

Sponsors: Shiva Bidar, Christian A. Abouras, Samba Baldeh, Zachary Henak, Aviva Martin

Indexes:

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
1/21/2020	1	COMMUNITY SERVICES COMMITTEE	Referred	
1/21/2020	1	COMMON COUNCIL		
1/14/2020	1	Attorney's Office/Approval Group	Referred for Introduction	

The proposed ordinance amendment is primarily related to committee approval, eligibility, and grant award schedules of the Emerging Opportunities Program and does not include any changes to the program's funding structure. No additional City appropriation is required.

Amending Sections 3.12(11) and 33.18(1) of the Madison General Ordinances to make the Community Development Division Conference Committee the final decision-maker for grants awarded under the Emerging Opportunities Program and making related housekeeping changes.

DRAFTER'S ANALYSIS: This ordinance amendment would make the Community Development Division Conference Committee the final body to approve awards under the Emerging Opportunities program. Currently, the Conference Committee makes recommendations to the Common Council and final awards must be approved through a full Council resolution process. This amendment also clarifies that individuals and unincorporated groups who are residents of the City are eligible for EOP funds as long as they have a fiscal agent, codifying current practice. This amendment also changes the number of times per year for soliciting proposals from two to one, but allows for awards at other times of year if funds are available.

.....

The Common Council of the City of Madison do hereby ordain as follows:

1. Subsection (11) entitled "Emerging Opportunities Program" of Section 3.12 entitled "Department of Planning and Community and Economic Development" of the Madison General Ordinances is amended to read as follows:

(11) Emerging Opportunities Program. The Community Development Division (CDD), in concert with the Community Development Block Grant and Community Services Committees, and with the final approval of the Common Council-Community Development Division Conference Committee.

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approved by Legistar™

File #: 59130, Version: 1

established in Sec. 33.18 will allocates City resources to a resident group of residents and/or community organizations for projects and activities that serve prioritized issues or populations. Such allocations are generally made through structured and regularly scheduled funding processes. Emerging needs or unanticipated opportunities routinely occur throughout the calendar year that cannot be properly addressed by these funding processes. This program is created and maintained so that the City can respond to such developments in a more timely manner and seize these opportunities as they are presented and most viable. It is also intended to offer opportunities for new and recent organizations to receive financial support provided they can demonstrate broad engagement in the development of projects or activities they propose to undertake.

(a) Eligibility.

1. Applicants. Eligibility is limited to a resident or unincorporated group of residents that can secure a fiscal agent acceptable to the City, and non-profit organizations and agencies that have obtained tax exempt status under 26 USC §501(c)(3) and groups that can secure, as fiscal agents, organizations that have obtained such status.

2. Projects/Activities. Grants shall be awarded under this program only to support projects or activities that are not eligible for other City funding and/or that are of such immediate need or of such a short-term opportunity that they could not reasonably be supported within the normal structures of other City funding processes.

(b) Uses. Funding may will be used to support such uses as childcare, early childhood education, tuition assistance, housing, neighborhood revitalization, or other projects and activities that focus on a geographic area within the City, or specific populations and/or community-defined needs, uses, or activities that can reasonably be expected to enhance the quality of life in the City by responding to identified emerging needs and unanticipated opportunities. In awarding grants, the City may identify specific uses for which program dollars are to be used, which may include expenses, related to such things as staffing, stipends, staffing, program operations, equipment and supplies.

(c) Process. The Emerging Opportunities Program grant process shall be administered by the Community Development Division. The Division shall solicit proposals twice per calendar year, in March and September, but may deviate from this schedule with the consent of the Common Council twice per calendar year. The Division may also consider a proposal outside of this yearly funding cycle, if funds are available, in response to an emerging or unanticipated need under circumstances that cannot be properly addressed within the regular funding cycle, and present the same to the Conference Committee for consideration outside of the annual process. The Division shall establish program guidelines, award criteria and an application form and identify appropriate supporting documentation requirements.

2. Subsection (1) entitled "Purpose and Intent" of Section 33.18 entitled "Community Development Division Conference Committee" of the Madison General Ordinances is amended to read as follows:

(1) Purpose & Intent. The Community Development Division (CDD), the Community Development Block Grant Committee (CDBG) and the Community Services Committee (CSC) each exercise an important and ongoing role in allocating City resources, through established and regularly scheduled City funding processes, that seek to address and fund social services and community needs through investments in programs that serve prioritized issues or populations. Within these funding processes, the roles of the CDBG and CSC frequently intersect. In addition, emerging or unanticipated needs or opportunities sometimes arise under circumstances that cannot be properly addressed within established funding cycles. To meet these various needs, this Committee is created and charged with coordinating final decisions that are required under CDD's established funding processes; reviewing applications for Emerging Opportunities Program funds submitted pursuant to Sec. 3.12(11) and making recommendations to the Mayor and Common Council; the final funding and award decision for funds awarded under that program; and facilitating discussions or decisions around other issues that affect both the CDBG and CSC.

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Example 2: Reports and other non-legislative attachments

4 DISCLOSURES AND RECUSALS

Members of the body should make any required disclosures or recusals under the City's Ethics Code.

5 President of the Park Commission

6 Superintendent of Parks

7 [58899](#)

January 2020 Superintendent's Report

RECOMMEND ACCEPTANCE OF THE REPORT

8 [58890](#)

Report of the November 19, 2019 Olbrich Botanical Society Minutes.

RECOMMEND ACCEPTANCE OF THE MINUTES

Finding the attachments....

EmployeeNet, City of Madison, City of Madison - Meetings City of Madison - File #: 588... City of Madison - File #: 58890 Conferences

File Edit View Favorites Tools Help

Employeeenet - City of Madi... Government Resource Guid... HUD-5a-Forms Network Operations - Digit... New tab Suggested Sites Web Slice Gallery



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Details Reports

File #: 58899 Version: 1 Name: January 2020 Superintendent's Report
Type: Report Status: Held in Commission
File created: 12/30/2019 In control: [BOARD OF PARK COMMISSIONERS](#)
On agenda: Final action: 1/8/2020
Enactment date: Enactment #:
Title: January 2020 Superintendent's Report
Attachments: 1. [January 2020 Superintendent Highlights.pdf](#), 2. [January 2020 Public Information Office Quarterly Report.pdf](#), 3. [January 2020 Planning and Development Quarterly Report.pdf](#)

History (1) Text

1 record Group Export

Date	Ver.	Action By	Action
1/8/2020	1	BOARD OF PARK COMMISSIONERS	

This attachment *doesn't* have a great name:

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Details Reports

File #: 58890 Version: 1 Name: Report of the November 19, 2019 Olbrich Botanical Society Minutes.
Type: Report Status: Approved
File created: 12/30/2019 In control: [BOARD OF PARK COMMISSIONERS](#)
On agenda: Final action: 1/8/2020
Enactment date: Enactment #:

Title: Report of the November 19, 2019 Olbrich Botanical Society Minutes.
Attachments: 1. [11.19.19.pdf](#)

History (1) Text

1 record Group Export

Date ▾	Ver.	Action By
1/8/2020	1	BOARD OF PARK COMMISSIONERS

Take-aways from this session:

- ▶ Thoughtful seating, the correct supplies, good audio make the meeting **successful**
- ▶ Set up your room to be useful for your members and **welcoming to the public**
- ▶ Equip your members to make **informed decisions**
- ▶ Feel good knowing that you're helping make City government more **inclusive and equitable**

The End.

Questions?

Thank you!

Lara Mainella, Assistant City
Attorney

266-4511

lmainella@cityofmadison.com

