



CITY OF WORCESTER
CITIZEN ADVISORY COUNCIL
MINUTES
CITIZEN ADVISORY COUNCIL MEETING

Tuesday, February 21, 2017 6:00 PM

Esther Howland Chamber, City Hall

Present: District 5, Douglas Hannam, Vice Chairperson
District 1, Martin Shanahan
District 2, Ken Asafo-Adjei
District 3, Etel Capacchione
District 3, Davis Asare
District 4, Jesse Gibson
District 4, Theodore Kostas

Absent: District 1, Coreen Gaffney, Chairperson
District 5, Talena Ngo

Staff: Jeannie Michelson, City Manager's Office
Pam Callahan, Department of Human Resources
Effy Larkin, Department of Human Resources

Guests: Paul Smith
Gerardo Schiano
Vanessa Williamson

1. Doug called the meeting to order at 6:15pm.
2. Introduction of all CAC members.
3. Introduction of prospective CAC members: Paul Smith (D-4), Gerardo Schiano (D-1), Vanessa Williamson (At-Large)
4. Doug asked if anyone had questions/comments about the minutes from January 23, 2017.
5. Motioned was made to accept the minutes. Motion was 2nd and all in favor. Minutes approved.
6. Goals/Objectives – Pam
 - a. Review of prior list submitted by CAC members
 - b. Discussion of interview questions/process and keeping questions relevant to what the board/commission does.
 - i. Etel asked about the process after individuals are nominated. She wants to know if there is a rubric involved in the next interview step as developed by Dr. Carter for hiring.
 - ii. Etel wants to make sure someone from the City Manager's Office is at CAC functions to explain the process after the CAC nominations
 1. Pam explained that she or Jeannie is always present and can explain the process.

2. Jeannie pointed out that the process is explained in the application on the “Summary of what to expect”
 - iii. Doug is concerned about former City Councilors and State reps being nominated and appointed. He feels that it is discouraging to the public.
 1. Pam explained that the role of the CAC is to recruit as widely as possible and that the appointments, unlike a hiring process, are at the discretion of the City Manager to recommend and City Council to confirm.
 - iv. The meeting was called back to the Orders of the Day.
- c. Add additional items to the idea board:
 - i. Ted: Would like more recruitment help from the Mayor and City Councilors.
 - ii. Marty: Outreach to colleges
 - iii. Jesse: Outreach to faith based organizations
 - iv. Vanessa: DCU Center events (Home show, Camping show, ect.)
 - v. Gerardo: Targeted approach (artist groups, lawyer groups, youth)
 - vi. Effy: More social media. Post openings on your own page (LinkedIn, Facebook, Twitter, etc.)
- d. Pam reminded everyone that, if you are going to interact with any media (radio, TV, newspaper, etc.) that staff liaison’s will need to contact the City Manager’s Office and speak to the media person, John Hill.
- e. CAC members were given stickers to prioritize the list of goals the way they would like to move forward.
- f. Voting resulted in the following priorities, not listed in order:
 - Targeting women, women of color, LGBT community and other unrepresented populations through:
 - Outreach to:
 - a. Houses of Faith
 - b. Colleges and Universities
 - c. Non-profit organizations
 - d. Other employers in the City
 - e. Other organized groups; (NAACP, Women & Enterprise, etc)
 - Radio engagements
 - Attending community events
 - Hosting community events
- g. Etel expressed extreme frustration that outreach to women’s groups was not the first priority.
 - i. Ted and Davis changed their votes.
 - ii. Jesse, Ken and Marty expressed their thoughts that outreach to employers and houses of faith was intended to include women, and all underserved groups.
 - iii. It was decided to combine the first 2 priorities into one.
- h. Pam explained the SMART goal definition: Specific, Measurable, Attainable, Relavant, Time-based.

- i. Distributed worksheets and sample master list.
 - j. Pam asked members to think about how they can contribute to the goals and fill in the worksheet with deliverables, specific goals/tasks and action items. These will be discussed at the next meeting.
7. The next meeting is a selection meeting on Tuesday, March 14, 2017, 6PM in the Levi Lincoln Chambers, City Hall.
8. Meeting was adjourned at 7:45pm.

/jmm

Approved: 4/27/17