



CITY OF WORCESTER

CITIZEN ADVISORY COUNCIL

MINUTES

CITIZEN ADVISORY COUNCIL BUSINESS MEETING

Wednesday, April 18, 2024 6:30 PM

HYBRID MEETING

Remote Access: Microsoft Teams

Physical Location: Levi Lincoln Chambers, City Hall

Present: District 2, Rachel Brown, Chairperson
District 4, Theodore Kostas, Vice Chairperson
District 1, Tina Zlody
District 3, Michael Richard
District 5, Carol Stovall
At Large, Julie Cohen

Excused: District 1, Isabelo Cruz
District 2, Ammar Asbahi
District 3, Siaka Kromah
District 4, Casey Thomas

Staff: Jeannie Michelson, Human Resources Department

1. Rachel called the meeting to order at 6:30pm
2. Roll call attendance: 7 members were in attendance.
3. Rachel asked for a motion to accept and approve the minutes from the 3/13/24 meeting. Tina made a motion to accept and Carol 2nd the motion. After a roll call, the minutes of 3/13/24 were approved. 7– 0 in favor
4. Current CAC Application Process:
 - a. Jeannie reviewed the application process as detailed in the backup
 - b. Julie and Tina suggested having an automatic response to applicants indicating that their application was received and/or include a link to Human Resources for the applicant to contact if they don't hear back from someone in a reasonable amount of time.
 - c. Julie suggested that every meeting of the CAC be a selection meeting so that the applicants have more options and boards wouldn't have to wait as long for appointments.
 - i. Rachel asked if it would have an impact on HR workload
 - ii. Jeannie indicated that it would increase the workload

- iii. Ted asked for clarification about when the business portion would be held. Rachel said that it would be best to have the business portion at the end of the meeting.
 - iv. Carol asked if there if the CAC is allowed to make this change. Rachel is not aware of a bylaw and Jeannie agreed that it just requires a vote.
 - v. Tina motioned that the CAC meetings all be selection meetings. Julie 2nd the motion. Motion was approved. 7 – 0 in favor.
- d. Julie requested that language be added to the online application to indicate that submitted materials would be part of the public record and put on the website.
 - e. Julie discussed shortening the time frame from the time someone applies to the time they attend their first meeting as an appointed member.
 - i. Jeannie has never measured this but does have the lists of all applicants with the date of the CAC meeting they attended and the date they were appointed/approved by the City Council.
 - f. Julie is concerned about applicants that might need to take time off from work to meet with staff or take oath.
 - i. Jeannie explained that the meeting scheduled with Human Resources, Staff Liaisons and City Manager, are all amenable to meeting at the convenience of the applicants.
 - g. Julie asked if there was ever a time when an applicant was appointed and then not able to serve because the meetings were held during the day. Jeannie indicated that she was not aware of that happening and that applicants are informed about the meeting times during the interview process.
 - h. Julie asked about having preselected time slots for follow up meetings available at the selection meetings so that the individual can be scheduled right away. Jeannie didn't think it would work logistically and she didn't think there was much of a time lapse between the CAC and the follow up meetings.
 - i. Julie discussed prioritizing a board/commission that is in need each month.
 - i. Tina was concerned about prioritizing a board in the case that the recruited applicants are not able to attend that particular meeting.
 - ii. Rachel talked about having a guest speaker that is a current board member attend a CAC meeting to talk about what the board does and to give the CAC a better idea of what skillset to look for in applicants.
 - iii. Ted talked about past practice of encouraging an applicant to consider appointment to a board that they appear qualified for, even if they hadn't considered that board.

- j. Ted would like to have a physical location for each of the 2025 meetings and asked about the Saxe Room at the Library. Jeannie will check the status of the Library for room availability.
5. Recruitment/Outreach
 - a. Rachel asked CAC members to let Jeannie know if they are interested in attending any of the events listed.
6. Future Agenda Items
7. Carol motioned to adjourn the meeting. Meeting was adjourned at 7:04pm.

/jmm

DRAFT