

Citizens Advisory Council (CAC)
Qualifications Subcommittee Meeting
3/1/2012

Attendance: Ted Costas, Craig Olson

7:00 pm: meeting called to order

Discussion:

- Reviewed ideas on how to have applicants express their interest on the application for the board/commission being applied
- Talked about trying to develop a type of qualification or knowledge background for each board/commission to help vet applicants for the specific boards/commissions
- Question how to obtain information from all the Boards/Commissions the CAC works with to get information on ideal candidates from the actual Boards themselves
- Mentioned that creating a survey might be the best way pulse each Board for what would be qualified candidates; survey would be created in this subcommittee, then be submitted to the full CAC for approval, then vetted by HR and/or legal to ensure the integrity of the survey prior to any use or distribution outside of the CAC
- Discussed how to implement survey; option to divide up all the Boards/Commissions amongst all CAC members with the Qualifications subcommittee embers overseeing the administration of the survey; also discussed working with the Outreach & Recruitment Subcommittee as another option
- Further discussed having a CAC representative for each Board/Commission who would be responsible for interacting with that Board on a regular basis

Tasks/Follow-up:

1. need to confirm the Boards and Commissions the CAC is responsible for (Ted Kostas)
2. develop a survey to be presented to the CAC for the next business meeting for comment and discussion (Craig Olson)

8:00 pm: meeting called to an end