



**CITY OF WORCESTER**  
**CITIZENS ADVISORY COUNCIL**  
**MINUTES**  
**CITIZEN ADVISORY COUNCIL MEETING**  
**City Hall, Levi Lincoln Chambers**  
**Monday, April 1, 2013**

Present: District 5, Steven Genduso, Chairperson  
District 2, Linda Parham  
District 2, Katherine Evans  
District 3, Craig Olson  
District 4, Theodore Kostas  
District 4, Chris Robarge  
District 5, Douglas Hannam  
At Large, Coreen Gaffney

Excused: District 1, Pedro Figueroa, Vice Chair  
District 1, Richard Trifone  
District 3, Christopher Condon

Staff: Jeannie Michelson, City Managers Office

1. Steve called the meeting to order at 6PM
2. Motion to accept minutes, second, unanimous vote to accept.
3. Attendance:
  - a. After discussion, it was determined that all CAC members would confirm their attendance at ALL scheduled meetings with a “yes” or “no”
  - b. Confirmation for selection meetings should be at least 48 business hours prior to the meeting so that, if needed, applicants can be contacted if we don’t have a quorum and must cancel meeting.
4. Subcommittee Update – Surveys
  - a. Jeannie will send email to staff liaisons of boards that have not returned the survey
  - b. Jeannie will check the status of returned surveys from Parks
  - c. Doug indicated that, although Parks Commission does not require district representation, they would like the CAC to try to nominate applicants from diverse districts.
5. List of Vacancies will be updated to reflect appointments scheduled for 4/2/13.
6. Spring Forum: Chris Robarge gave a summary of the Spring Forum for the City Manager's Coalition Against Bias & Hate. Event is on **April 11<sup>th</sup> from 3:30-5:30pm.**
  - a. Ted will be there at 4:30pm
  - b. Coreen is willing to speak on behalf of the CAC
  - c. Chris R will be there
  - d. Linda will distribute flyers to businesses on Main Street
7. Recruitment:

- a. Steve will call Jordan Levy to schedule interview
  - b. Jeannie will call Paul Wescot to schedule either Steve or Pedro
  - c. Craig asked about the video spots that were talked about with Judy Warren.
    - i. Jeannie will check the minutes from that meeting to see where it was left.
  - d. Festivals – Discussion about recruitment fairs / ethnic festivals
    - i. Steve suggested that we should have a “CAC” event at City Hall to garner the best results.
8. Coreen asked for the board to consider changing the meeting currently scheduled for June 19<sup>th</sup>.
- a. The new meeting date for the June selection meeting is Wednesday, June 26, 2013.
9. The next meeting is a selection meeting on Wednesday, April 17, 2013 at the Public Library in the Saxe room.
10. Meeting adjourned 7:00 PM

Att: Revised 2013 meeting schedule

/jmm

Approved: 4/17/13

### 2013 CAC Meeting Schedule

DATE	TYPE	LOCATION
January 16, 2013	Business	no meeting
February 20, 2013	Selection	Levi Lincoln Room, City Hall
March 20, 2013	Business	no meeting
April 1, 2013	Business	Human Resources, City Hall
April 17, 2013	Selection	Saxe Room, Library
May 15, 2013	Business	Banx Room, Library
June 26, 2013 <b>UPDATED</b>	Selection	Banx Room, Library
July 17, 2013	Business	Banx Room, Library
August 21, 2013	No Meeting	Summer Break
September 18, 2013	Selection	Saxe Room, Library
October 16, 2013	Business	Banx Room, Library
November 20, 2013	Selection	Saxe Room, Library
December 18, 2013	Business	Banx Room, Library