



CITY OF WORCESTER

CITIZEN ADVISORY COUNCIL

MINUTES

CITIZEN ADVISORY COUNCIL MEETING

Wednesday, May 22, 2013 6:00 PM

City Hall, Levi Lincoln, Jr. Chambers

Present: District 5, Steve Genduso, Chairperson
District 1, Richard Trifone
District 2, Katherine Evans
District 3, Craig Olson
District 4, Christopher Roberge
District 4, Theodore Kostas
District 5, Douglas Hannam
At-large, Coreen Gaffney

Absent: District 3, Christopher Condon
District 2, Linda Parham
District 1, Pedro Figueroa, Vice Chairperson

Staff: Jeannie Michelson, Human Resources
Pam Callahan, Human Resources

1. Steve called the meeting to order at 6:00pm.
2. Steve asked if anyone had questions or comments on the minutes of 4/17/13.
3. It was motioned and accepted to approve the minutes from 4/17/13.
4. WoMag article discussion-
 - a. Discussion based around recruitment
 - i. Churches and community centers
 - ii. Target recruit for districts
 - iii. Need to spread word further than we are
 - iv. Work with Mayors Refugee Immigrant Round Table
 - v. YWCA table functions to advertise opportunities
 - vi. Invite people at forum to a CAC meeting to get their ideas (Sarai Head of Church, NAACP, etc)
 - vii. Invite Staff Liaisons to CAC meeting to get ideas
 - viii. Invite CM representative to discuss process
5. Role of the CAC – Steve discussed the role of the CAC as well as the subcommittee assignments and indicated that the role of every member at this time should be recruitment.
 - a. Katherine said that subcommittee assignments could be developed as the need arises.
6. Minority Stats / CAC Annual Report
 - a. CAC wants historical data for each board to include number of vacancies and appointments for each.
 - b. Annual Report Data should be put on the City website and facebook.
 - c. Draft annual report will be ready for review at the September CAC meeting
 - d. Finalization and approval will take place at the October CAC meeting

7. CAC Survey – CAC will integrate surveys when meeting with staff liaisons at business meetings.
8. Strategic Planning – Pam Callahan assisted the CAC in understanding SMART Goals. Katherine wants each CAC member would think of a SMART goal, ways to reach the goal and email all information to Pam Callahan for discussion at the June meeting
9. Subcommittees – it was decided to table this item until CAC goals were determined so that applicable subcommittee could be developed.
10. Attendance –
 - a. Steve announced that Pedro had resigned from the board due to personal circumstances that make it difficult for him to attend meetings regularly.
 - b. Steve will call Linda Parham and Chris Condon regarding this very important meeting that they had agreed to attend.
11. Nomination and Election of Officers:
 - a. Chair: It was motioned, seconded and voted 8 – 0 – Steve Genduso will remain as chairman of the CAC
 - b. Vice Chair: It was motioned, seconded and voted 8 – 0 – Chris Robarge will be the new Vice Chairman of the CAC.
12. The next meeting is a selection meeting on **June 26, 2013 @ 6pm in the Saxe Room of the Library** with a ½ hour business meeting prior to interviews. Review and submit your SMART Goals to Pam Callahan.
13. The meeting was adjourned at 8:10PM.

/jmm

Approved: 6/26/13