



CITY OF WORCESTER

CITIZEN ADVISORY COUNCIL

MINUTES

CITIZEN ADVISORY COUNCIL MEETING

Wednesday, October 23, 2013 6:00 PM – (Rescheduled from 10/16/13)

City Hall Room 310B

Present:

At-large, Christopher Roberge, Vice Chairperson
District 1, Richard Trifone
District 1, Coreen Gaffney
District 2, Linda Parham
District 3, Craig Olson
District 3, Tina Baxter
District 4, Theodore Kostas
District 4, Jesse Gibson
District 5, Douglas Hannam

Absent:

District 5, Steve Genduso, Chairperson
District 2, Katherine Evans

Staff:

Pam Callahan, Human Resources
Jeannie Michelson, City Manager's Office

1. Chris called the meeting to order at 6:05pm.
2. Chris welcomed our newest members, Tina Baxter (dist 3) and Jesse Gibson (dist 4).
3. Chris asked if anyone had questions or comments on the minutes of 9/18/13.
4. It was motioned and accepted to approve the minutes from 9/18/13.
5. Faith Based Groups: Linda, Chris and Jesse will meet to discuss.
6. Pam gave an overview of how the smartgoals were determined to bring the new members up to speed.
 - a. Tina asked about the status of social media usage.
 - b. Jeannie will ask for approval to set up a LinkedIn account.
 - c. If/when approved, Tina will assist with set up of account.
7. Trade/community/political/youth groups: Chris will update at next meeting.
8. Outreach to employers:
 - a. Coreen will host tables at Hanover whenever they have fairs.
 - b. Linda is involved with the NAACP, DCC and League of Women – she will put the CAC on an agenda of each organization during one of the 2014 general meetings.
9. Status of Hank Stoltz and Jordan Levy: Tabled discussion until Steve returns.

- a. Clarification that all media contact needs to involve the City Manager's Office. Amanda Riik at 799-1175.
 - b. Discussion about various media outlets, Gary's round table, Mauro Depasquale, etc.
10. Quick Guide Handout: Coreen created two versions of a document describing each board
 - a. Coreen agreed to summarize lengthy descriptions to be forwarded to boards for approval.
 - b. Coreen will add a description of types of boards
 - c. Jeannie will send Coreen electronic copies of current brochures and document that with descriptions of all boards.
 - d. When complete, document will be posted as pdf on website and used as handouts.
11. Jessie asked about presenting information in person to groups in addition to on-line information.
 - a. Linda discussed holding an "open house" at a community location so face-to-face contact can be made and a relationship can be built with community leaders.
12. Project Management Worksheet: Coreen will send document electronically to Jeannie to send to all members.
13. Response letter to Coalition Against Hate and Bias: Tabled discussion until Steve returns.
 - a. Chris summarized the Forum held in the spring and the situation that initiated the response letter to the Coalition.
 - b. Jeannie to send copy of the letter from Coalition to the CAC.
14. Procedure for applicants that cannot attend selection meeting: After discussion, this item will be tabled until the next meeting for a vote.
 - a. Coreen: wants to have more than just an application if we allow this. Would like to review a cover letter at minimum.
 - b. Rich: is not comfortable voting on an applicant that doesn't show up at the meeting.
 - c. Linda: Is okay with voting after a phone conversation due to her experience with another situation and not being able to attend a meeting but allowed to interview via phone.
 - d. Coreen and Craig: wants CAC to consider setting strict process and criteria for a phone interview to take place. Such as the needs of the board or if the member can attend a meeting in the following 6 months.
 - e. Chris: does not want to vote on an applicant without having the applicant come to the meeting. Concerned it will become the norm rather than the exception. Suggested accommodating the person with an extra meeting or changing the day of the week for selection meetings.
 - f. Rich: suggested that, with 4 selection meetings, each be scheduled on Mon, Tue, Wed, Thur, leaving opportunity for applicants to choose the best day of week for them.
 - g. Craig: Concerned about changing the meeting days due to the availability of CAC members. If days are changed, CAC members need to take the meetings seriously and attend every meeting on time so it is fair to the applicants.
 - h. Doug and Ted want the applicants at the meeting – no phone interviews.
 - i. Tina: as a recruiter for her work, she finds it absolutely necessary to meet the applicants in order to make a decision.

- j. Coreen: Whatever is decided, it will need to be updated in the Rules and Regs.
15. Other Items of Interest:
- a. Doug is concerned about applicants being appointed if they have not gone through the process.
 - b. Election Commission clarification: The only vacancy to be considered through the CAC is the unenrolled member.
 - c. Doug asked about having a standard list of questions for all applicants.
 - d. Chris: suggested giving applicants that are not nominated a list of organizations that are seeking volunteers.
 - e. Craig: concerned about new Worcester Redevelopment Authority's creation of "Citizen Advisory Committee" and it being confused with the CAC. – *FYI: Jeannie talked to Tim McGouthy and the new committee is associated with the WRA and is a temporary committee.*
 - f. FYI: Open Meeting Law training, hosted by the Attorney General, is scheduled to be held on Wednesday, October 30th from 6-8pm at Quinsigamond Community College.
16. The next meeting is a selection meeting on **November 20, 2013.**
17. The meeting was adjourned at 8:20 pm.

/jmm

Approved: 11/20/13