



CITY OF WORCESTER

CITIZEN ADVISORY COUNCIL

MINUTES

CITIZEN ADVISORY COUNCIL MEETING

Wednesday, January 15, 2014 6:00 PM

Worcester Public Library Banx Room

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

Excused: District 5, Steve Genduso, Chairperson
District 3, Tina Baxter

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

Guest: City Councilor Michael Gaffney

1. Chris called the meeting to order at 6:10pm.
2. It was motioned to approve the minutes from 12/18/13.
 - a. Katherine asked that we hold the item until Craig arrived.
3. Open Meeting Law: Chris discussed the training he attended, highlighting a couple items he felt thought were of immediate interest to the CAC.
 - a. Sub Committee meetings must be posted with agenda and minutes
 - b. Agendas should be descriptive so people know what will be discussed
 - c. Disclosure of documents used in meetings – Resumes are available upon request with personal information redacted
 - d. Serial conversations must be avoided – Phone conversations and emails that could be forwarded to other members could violate the OML
 - e. It is recommended to post a meeting/agenda if any discussion is warranted – meetings can be cancelled with as little as 5 minutes' notice, if necessary.

4. Chris asked if anyone had questions or changes to the minutes from 12/18/13. It was motioned to approve the minutes. Minutes were approved.
5. SMART Goals Updates:
 - a. Trade/Community/Political/Youth Groups: Chris has the list about 75% complete. He will add the regular meeting dates of the groups that hold regular meetings and will bring the document to the February meeting.
 - b. Quick Guide Handout: Coreen used the information from the website as well as a word document to create the handout. She included the type of board, term length, and meeting day/time.
 - Coreen will add the classification of the boards at the end of the document as well as a header/footer with City Seal and page number.
 - Katherine suggested having a PDF link on the website
 - Jeannie will send document to staff liaisons to confirm descriptions and update meeting day/time.
 - c. Project Management Worksheet: Coreen described the worksheet and how it is managed. As tasks are determined, she will add them to the objective list.
 - Coreen will add all objectives from the July 2013 meeting but indicate that the CAC is currently working on only the items that were voted on.
 - Katherine noted that with the Project Management Worksheet, the CAC board will be able to discuss how we will move forward with the information (e.g., minority groups) and discuss ideas for implementation at the March business meeting.
 - Coreen will keep list current and it will be part of the agenda coinciding with the recurring agenda item “How are we doing”
 - d. Organization Agendas: Linda has been in contact with various organizations and has begun scheduling CAC members to attend their meetings. Would need 2 or 3 CAC members to attend each. So far:
 - Neighbor to Neighbor: (tentative) February 18, 2014 4:30pm @ Denholm Building.
 1. Chris R will attend
 2. Doug will attend
 3. Coreen – maybe
 4. Craig – maybe
 - NAACP - (tentative) April meeting @ YWCA
 - Worcester Democratic City Committee: meeting in wards beginning in March.
 - Worcester Republican City Committee: Linda has not heard back from them. Craig said the chairperson is changing. Linda will let Craig know about meetings so he can pass the message along.
 - Linda contacted 3 houses of faith and is waiting to meet with them to get details on what evenings the CAC could be put on their agendas.
 - Discussion about offering CAC information in other languages.
 1. Translations must be accurate and done correctly.
 2. Ted will get the summary sheet translated to Spanish and Portuguese.

- e. Draft Letter to invite organizations to a CAC meeting: Jesse drafted a letter to be distributed to community leaders so they can come and see what it is like and return to their people and share the ideas.
 - Jeannie will distribute letter to CAC members for editing.
 - CAC to edit and return changes to Jeannie ASAP
 - Draft will be ready at the February meeting
 - f. LinkedIn update: Jeannie indicated that the LinkedIn account is up and running.
 - Request that Tina send invite to CAC members.
6. Discussion Coalition Against Hate and Bias:
 - a. Discussion about how to proceed with Jayna. It was determined to invite Jayna to the May meeting and update her on the CAC recruitment strategies and ask for her ideas on what else could be done.
 7. WoMag Article: Coreen said that she felt the article was distorted and invited City Councilor Gaffney to the meeting to speak on his own behalf.
 - a. Councilor Gaffney said that he was disappointed in Walter Bird's article and felt that the article was an inaccurate account of what was said. He apologized to the CAC for the article and said that the InCity Times article that he wrote himself (<http://incitytimesworchester.org/2013/11/30/the-lack-of-diversity-in-city-of-worcester-employment-and-on-city-volunteer-boards-and-commissions/>) was an accurate account of what he tried to portray to Walter Bird.
 - b. Councilor Gaffney will put an item on a future City Council agenda to discuss boards/commissions and the CAC.
 - c. At the request of Chris, Councilor Gaffney agreed to request that members of the CAC be given an opportunity to speak at the time the agenda item is discussed at the meeting.
 8. The next meeting is a selection meeting on February 13, 2014 in the Levi Lincoln, Jr. Chamber at City Hall.
 9. The meeting was adjourned at 8:15pm.

/jmm

Attachments:

- Open Meeting Law Slides from Training
- Quick Guide Handout
- Project Management Worksheet
- Summary Sheet (to be translated to Spanish and Portuguese)
- Draft Letter for updates

Approved: 2/20/14