



**CITY OF WORCESTER**  
**CITIZEN ADVISORY COUNCIL**  
**MINUTES**  
**CITIZEN ADVISORY COUNCIL MEETING**

**Tuesday, April 27, 2017 6:00 PM**

**Levi Lincoln Chamber, City Hall**

Present: District 5, Douglas Hannam, Acting Chairperson  
District 1, Martin Shanahan  
District 1, Gerardo Schiano  
District 2, Ken Asafo-Adjei  
District 3, Etel Haxhiaj  
District 3, Davis Asare  
District 4, Jesse Gibson  
At Large, Vanessa Williamson

Excused: District 5, Talena Ngo

Absent: District 4, Paul Smith

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

Guests: Walter Bird

1. Doug called the meeting to order at 6:05pm.
2. Introduction of all CAC members.
3. Doug asked if anyone had questions/comments about the minutes from February 21, 2017.
4. Motioned was made to accept the minutes. Motion was 2<sup>nd</sup> and all in favor. Minutes approved.
5. Recruitment: Jeannie talked about the opportunity at the Library in July and pointed out the websites members could refer to in order to view upcoming events. Members were encouraged to attend any event they wished to recruit and to contact Jeannie for materials when needed.
  - a. Etel is attending the Stand Against Racism breakfast and would like materials to bring to the event. She is not able to attend the event.
  - b. Davis might attend the Stand Against Racism event as well.
  - c. Doug asked if the DCU had their job fair yet. Pam will check with Dr. Carter to find out more information.
6. Chair / Vice Chair: Contact Jeannie if you are interested in serving as Chair, Vice Chair or either. Nominations and voting will take place at the May meeting during the business section.
  - a. As of today (4/28/17 at 11:34am), the following have expressed interest:
    - i. Chairperson: Doug, Marty, Etel
    - ii. Vice Chairperson: Marty, Jesse

7. Introduction of Walter Bird, District 2. Walter was just approved on Tuesday by the City Council as the district 2 representative on the CAC. He still needs to be sworn in prior to participating in the meetings.
8. Goals/Objectives – Pam presented a PowerPoint that included the identified smart goals from the last goal setting meeting.
9. Pam reviewed each of the agreed upon goals:
  - a. Outreach to Employers, Non-Profits, Houses of Faith and Academic Institutions
    - i. Etel will create a list of grassroots organizations with contact information
  - b. Outreach via Radio Engagements
    - i. Reminder that all radio/media engagements must be arranged through the City Manager's Office.
  - c. Host Community Events
    - i. Gerardo wants to invite current board members to an event and ask them to bring others that are not currently serving.
    - ii. Etel requested an update of current stats of members on boards/commissions. Jeannie will provide stats at next meeting.
    - iii. Jesse wants to invite individuals to attend a CAC business meeting.
  - d. Attend Community Events
    - i. Members should think about upcoming events and bring them to the May meeting. However, attend anything coming up and request materials from Jeannie.
  - e. Enhance Social Media
    - i. Promote opportunities on your own personal social media pages.
  - f. Examine Individual Commitment to CAC
    - i. Etel asked about the missed meetings process of removing an inactive board member.
    - ii. Pam reviewed the absence process and stressed the importance of attending all scheduled meetings.
    - iii. Pam asked if the board wanted to review the remaining business meeting dates, in light of all the new members, to make sure that all can attend.
    - iv. Pam wants to review the City Charter description of the goals and mission of the CAC. She would also like to go over the Massachusetts Commission Against Discrimination (MCAD) recommendations for interviewing.
10. Each goal has the same desired outcome: To increase the diversity on boards and commissions by reaching out to diverse populations; provide education on what it means to serve on various boards and their functions; to increase the applicant pool with qualified individuals.
11. Each goal has the same target audience: Historically underserved and under-represented groups: women, women of color, LGBT community, minorities, disabled community, etc. and City residents.
12. The current focus will be on the first goal: Outreach to Employers, Non-Profits, Houses of Faith and Academic Institutions.
  - a. Pam asked members to brainstorm a list of places they could reach to recruit via letter or personally contact. Members should obtain the contact names, addresses and/or email addresses of each organization they mentioned. Members should

think about and consider their own skills and how they can utilize their skills in the process (writing, public speaking, calling, ect.)

i. Universities/Colleges:

1. Marty – said it is difficult to track the return on investment with this strategy, but that it is definitely worth the effort to get the word out there. He suggests using the same letter as last year and mailing it to the college presidents during the mid to late summer.
  - a. Jeannie will bring the letter to the May meeting so the full board can review prior to sending it out.
2. Davis – has contacts with the Student Councils at Holy Cross and Worcester State.
3. All agreed that connecting with the Student Councils at the Colleges is a great idea.

ii. Non-Profits:

1. Etel – Main South CDC
2. Etel – Worcester Community Labor Coalition
3. Etel – YWCA
4. Pam – YMCA
5. Etel – League of Women Voters
6. Etel – Women in Enterprise
7. Pam – Worcester Community Action Council (WCAC)
8. Gerardo – Preservation Worcester
9. Jessie – Worcester Clergy / Police
10. Etel – will get more information about the Worcester Interfaith
11. Davis – Ghana Radio Station
12. Doug/Gerardo – Youth Volunteer Sports
13. Doug – Friendly House

iii. Major Employers:

1. Vanessa – Teamsters
2. Doug – Saint-Gobain
3. Vanessa and Jeannie – Neighborhood Associations
4. Marty and Vanessa – Labor Unions (Carpenters, Electricians, etc.)
5. Marty – Worcester County Bar Association
6. Gerardo – Assisted Living Facilities
7. Etel – Worcester Islamic Center

13. Gerardo asked if Walter Bird, a soon-to-be member, had anything to add to the discussion.

- a. Walter said that he had a lot of ideas but that he wished to reserve those ideas until after he is sworn in. He plans to attend the May meeting.

14. The next meeting is a selection meeting on Thursday, May 18, 2017, 6PM in the Levi Lincoln Chambers, City Hall.

15. Meeting was adjourned at 7:22pm.

/jmm

Approved: 5/18/17