



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

**Wednesday, January 30, 2019 6:30 PM**

**Levi Lincoln Chambers, 3<sup>rd</sup> Floor, City Hall**

Present: District 1, Martin Shanahan, Chairperson  
District 4, Jesse Gibson, Vice Chairperson  
District 1, Gerardo Schiano  
District 2, Ken Asafo-Adjei  
District 2, Rachel Brown  
District 3, Davis Asare

Excused: District 3, Vanessa Valery  
District 4, Benetta Kuffour  
District 5, Talena Ngo  
At-Large, Christine Greenawalt

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

1. Marty called the meeting to order at 6:35pm.
2. Marty asked if anyone had questions or comments about the minutes from 12/2/18.
3. Ken motioned to accept the minutes from 12/2/18 and Jesse 2<sup>nd</sup> the motion. All were in favor. Minutes of 12/2/18 were approved.
4. Current Vacancy List:
  - a. Marty began review of the current openings.
  - b. Pam and Jeannie highlighted the current boards that are in immediate need of members:
    - c. Diversity and Inclusion,
    - d. Hope Cemetery,
    - e. Cable Committee, and
    - f. Off Street Parking BoardAll in jeopardy of not meeting quorum, however, the Cable Committee does not have enough members to even hold a meeting.
  - g. Jeannie gave a summary of the current situation on the Cable Committee and the mission of the Committee. Marty added to the mission based on his experience as a member of the board a few years prior.

- h. Rachel asked if either current members or staff liaisons from the compromised boards could attend the next CAC meeting to talk about what they do and what they are looking for in a new member.
  - i. Jeannie will reach out to the boards with immediate quorum concerns to try to schedule them for the February 26<sup>th</sup> meeting.
  - j. Gerardo suggested that, even if they can't all attend in February, we could have them attend as the first item of business during the selection meeting.
5. SMART Goals:
- a. Pam talked about the efforts made by past and current CAC members to make sure that applicants are as comfortable as possible during the CAC interview process.
  - b. Pam shared a story of a prior applicant that had applied for two boards. Although he was equally interested in both, he was asked to decide which one he would be more interested in. Although he was equally qualified and interested in both boards, he was only nominated for one. He left the CAC meeting wondering why the CAC didn't find him qualified to serve on the other board.
  - c. Marty said he proposes that, in a situation where one person applies to two boards, the CAC hear them speak about the first and then vote. This would be followed by asking them to speak about the second board and then vote for the 2nd.
  - d. Pam reassured the CAC that the City Manager would like the CAC to forward as many qualified candidates as possible, even if it is one person for 2 boards. He likes to have a choice.
  - e. Jesse asked what happens after the CAC meeting if someone is nominated for 2 boards.
    - i. Pam explained that the applicant would meet with each of the staff liaisons to the boards they were nominated as well as a representative of Human Resources and City Managers Office. The staff liaisons, HR representative and a representative of the City Manager then make a recommendation to the City Manager. The City Manager meets with every applicant that is recommended to him and makes the final decision. He has indicated that he would prefer to have a choice rather than just be sent one applicant.
  - f. Pam passed out the "Strategic Plan – Smart Goals" that the CAC had worked on previously and asked that the CAC consider the work that was done and if they thought there was anything on the list that was or was not effective.
  - g. Ken asked about how to go about doing radio station work.
    - i. Pam said that we would work through the City Manager's Media person to schedule the appearance.
  - h. Marty said that the letters to the colleges were well received but that he would like to tweak the letter and have a more direct approach so they know more of what we want in a target audience.
    - i. Jeannie will send the previous letter sent to colleges to Marty so he can review, edit and return to Jeannie to be included on the next agenda for CAC review.
  - i. Ken thinks the best way to reach the religious organizations is to send the information to the pastors and ask them to make announcements to the parish.

- i. Jeannie will send the previous letter sent to religious organizations to Jesse so he can review, edit and return to Jeannie to be included on the next agenda for CAC review.
  - j. Rachel asked if the Audio Journal receives the vacancy lists.
    - i. Jeannie will check the outreach list to make sure that they are on the list and will add if needed.
  - k. Jesse would like a list of neighborhood watch meetings.
  - l. Gerardo said that he plans to attend the Indian Lake watch meeting and will ask if he can speak at the meeting about the openings.
  - m. Jeannie will prepare packets of materials for members to use for recruitment as well as electronic copies of talking points and a PowerPoint presentation.
  - n. Pam asked members to hold off on holding a recruitment event for now and focus more on outreach by attending events or meetings. She asked members to keep an eye out for events that, even if they can't go, another CAC member may be able to go.
  - o. Jesse plans to talk about the openings at his round table meetings with the Mayor.
  - p. Pam asked CAC members to think about diversity when recruiting and voting. For example, just because someone has a visible disability does not mean they could not serve on a board other than the Commission on Disabilities.
  - q. Marty asked that a copy of the Law Department PowerPoint and interview questions be forwarded to the members.
6. The next meeting is a business meeting on **Tuesday, February 26, 2019 at 6:30pm** in the Levi Lincoln Jr. Chambers, 3<sup>rd</sup> Floor, City Hall.
7. Meeting was adjourned at 7:31pm.

/jmm

Att: CAC Recruitment Plan  
College Letter  
Community Letter  
Neighborhood Watch Meeting list  
Application Package  
CAC PowerPoint  
CAC Talking Points  
Law Department PowerPoint  
Interview questions used at follow up meeting

Approved: 3/27/19