Present: District 5, Steve Genduso, Chairperson  
District 2, Katherine Evans  
District 2, Linda Parham  
District 3, Craig Olson  
District 4, Theodore Kostas  
District 4, Jesse Gibson  
District 5, Douglas Hannam  

Absent: At-large, Christopher Roberge, Vice Chairperson  
District 1, Richard Trifone  
District 1, Coreen Gaffney  
District 3, Tina Baxter  

Staff: Jeannie Michelson, City Manager’s Office  

1. Steve called the meeting to order at 6:15pm.  

2. It was motioned and accepted to approve the minutes from 11/20/13.  

3. Discussion/Vote: Procedure for applicants that cannot attend selection meeting:  
   a. Phone Conversation:  
      The members discussed the idea of allowing persons to call if they could not attend a  
      meeting. The majority felt that applicants need to attend meetings:  
      • So that all members can hear the applicants speak, not just the phone  
        interviewer  
      • Phone interviews leave no opportunity for follow up questions  
      • Phone interviews could become an easy road for appointments bypassing  
        the current selection process  

      Vote taken to allow applicants to call when they can’t make a CAC selection meeting:  
      VOTE: 3 YES – 4 NO (not approved)  
   b. Stagger CAC Selection meeting days of the week  
      Members discussed alternating selection meeting days for candidates who have  
      obligations on specific days:
• Most agreed this would be acceptable except for Tuesday City Council evenings.

**Vote taken to Stagger selection meetings to include Wednesdays and Thursdays**

**VOTE: 7 YES – 0 NO – (Approved)**

4. **2014 Meeting Schedule (Location to be determined)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Topic</th>
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</thead>
<tbody>
<tr>
<td>January 15, 2014</td>
<td>Wednesday</td>
<td>Business</td>
</tr>
<tr>
<td>February 13, 2014</td>
<td>Thursday</td>
<td>Selection</td>
</tr>
<tr>
<td>March 19, 2014</td>
<td>Wednesday</td>
<td>Business</td>
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<tr>
<td>April 16, 2014</td>
<td>Wednesday</td>
<td>Selection</td>
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<tr>
<td>May 21, 2014</td>
<td>Wednesday</td>
<td>Business</td>
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<tr>
<td>June 19, 2014</td>
<td>Thursday</td>
<td>Selection</td>
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<tr>
<td>July 16, 2014</td>
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<td>Business</td>
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<tr>
<td>September 17, 2014</td>
<td>Wednesday</td>
<td>Selection</td>
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<tr>
<td>October 15, 2014</td>
<td>Wednesday</td>
<td>Business</td>
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<tr>
<td>November 20, 2014</td>
<td>Thursday</td>
<td>Selection</td>
</tr>
<tr>
<td>December 10, 2014</td>
<td>Wednesday</td>
<td>Business</td>
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5. **Discussion: Response letter to Coalition Against Hate and Bias**
   a. Steve discussed his meeting with Kathy Johnson and Jayna Turcheck. He described that the CAC felt it was an attack on them. He said that Jayna was apologetic and wrote the letter on behalf of the Coalition.
   b. Members discussed the meeting and expressed the following:
      • Belief that perception that CAC is responsible for appointment and therefore blamed for lack of diversity.
      • Craig asked that the T&G Article from when Jayna was hired to be distributed to CAC.
      • Think the subject should be put to rest and that the CAC should now work to build a bridge with Jayna, Sarai and Mable to talk about things and build a relationship.
      • Need to increase the overall number of applicants – not just minorities.
      • Suggestion to invite Jayna to a meeting in March to ask her for help to get information to community.
      • CAC should put ideas together for January meeting of what they want to accomplish with Jayna.

6. **WoMag article discussion**
   a. Steve asked if anyone had comments
   b. Members decided to table to discussion for January when Coreen would be available.

7. **Faith Based Groups:** Linda and Jesse met to discuss how to outreach.
a. Linda will put CAC on the agendas of organizations that she belongs.
b. Jesse will draft letter to be sent to organizations requesting meetings.

8. LinkedIn update tabled to next meeting


10. Meeting adjourned at 8pm.

/jmm

Approved: January 15, 2014