



**CITY OF WORCESTER**  
**CITIZEN ADVISORY COUNCIL**  
**MINUTES**  
**CITIZEN ADVISORY COUNCIL MEETING**  
**Tuesday, December 2, 2014 6:00 PM**  
**Worcester Public Library, Saxe Room**

Present: District 5, Steve Genduso, Chairperson  
District 1, Coreen Gaffney  
District 1, Richard Trifone  
District 4, Jesse Gibson  
District 4, Theodore Kostas  
District 5, Douglas Hannam  
At-Large, Talena Ngo

Excused: District 3, Tina Baxter

Absent: District 3, Wilberto Soto

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

1. Steve called the meeting to order at 6:05pm.
2. Steve asked if anyone had questions about the minutes from November 20, 2014.
3. It was motioned to approve the minutes. Minutes were approved.
4. Interview:
  - a. Jacqueline Kostas CDAC: 6 – 0
  - b. Jacqueline Kostas Elder: 0 – 6
5. Procedure if late or absent from meeting:
  - a. As much notice as possible: Contact Jeannie
  - b. If short notice (less than 48 hours): Contact both, Steve and Jeannie
6. Procedure for arriving late as it relates to voting at selection meetings:
  - a. After discussion, there will be no change.
7. Vice Chair Nominations:
  - a. Ted nominated Rich (Vote: 2 – 4)
  - b. Rich nominated Coreen (Vote: 6 – 0)
8. Family Member Definition: After discussion, it was determined that the definition of a family member be in line with the definition found in the Ethics Rules:  
*Conflict of Interest Law As Amended by c. 194, Acts of 2011*  
*268A:1. Definitions. (e) " **Immediate family** ", the employee and his spouse, and their parents, children, brothers and sisters.*
9. Windshield Flyer: Coreen will work on a draft flyer. Jeannie to send her graphics used by the City.

10. Cable Services: Jeannie will send minutes from when Judy was at meeting last. CAC to determine what type of video they want and then invite Judy to attend a meeting to express details and move forward.
11. Outreach Opportunities:
  - a. NAACP: Tabled item due to Wilberto absence
  - b. Workforce Development volunteer fair schedule: Table item due to Wilberto absence.
12. Smart Goals Update:
  - a. Faith-based organizations: Jesse will try to have update at next meeting.
  - b. April 29<sup>th</sup> function at the Saxe Room of the Library
    - i. Discussion of ideas included:
      1. Job fair style (tables for each board)
      2. Gift baskets/raffles (not able to do this due to Ethics law)
      3. Need to think of something to draw people in
      4. City Manager and Mayor as special guests
      5. Refreshments (would have to be brought in by CAC – we have no budget)
    - ii. Function discussion to continue at January meeting.
13. Jesse announced that the Liberian Association was having a meeting on Saturday evening, December 6<sup>th</sup> if anyone would like to attend to recruit.
14. Talena announced that the Vietnamese New Year celebration would take place on Sunday, February 8<sup>th</sup> at Chandler Magnet – activities from 9am – 1pm (best time for CAC) and entertainment from 1pm – 5pm. Jeannie asked to reserve a table for CAC.
15. The next meeting is a selection meeting on January 12, 2015 at the Senior Center, 128 Providence Street at 6PM.
16. Meeting was adjourned at 7:07pm

/jmm

Approved 1/12/15 Vote: 7 - 0