



CITY OF WORCESTER
CITIZEN ADVISORY COUNCIL
MINUTES
CITIZEN ADVISORY COUNCIL MEETING
Wednesday, July 17, 2013 6:00 PM
Worcester Public Library Banx Room

Present: District 5, Steve Genduso, Chairperson
District 1, Richard Trifone
District 2, Linda Parham
District 2, Katherine Evans
District 3, Craig Olson
District 5, Douglas Hannam
At-large, Coreen Gaffney

Absent: District 3, Christopher Condon
District 4, Theodore Kostas
District 4, Christopher Roberge, Vice Chairperson

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

1. Steve called the meeting to order at 6:20pm.
2. Steve asked if anyone had questions or comments on the minutes of 6/26/13.
3. It was motioned and accepted to approve the minutes from 6/26/13.
4. Discussion: List of organizations that receive vacancy notice
 - a. Jeannie to send email to list to "update" the contact list
 - b. Discussion about meeting face-to-face with representatives in addition to email
5. Smart Goals Activity – Pam. Activity based on CAC members previously submitted SMART goals.
 - a. Pam drafted a list of 5 themes and asked members to prioritize them by placing 1 of 3 stickers on each idea they thought most important.
 - i. 9 votes: Increase Candidate Pool
 - ii. 5 votes: Improve CAC Board Participation
 - iii. 4 votes: Improve Candidates Chance for Success
 - iv. 2 votes: Improve Processes and Implement New Ones
 - v. 1 vote: Increase Effectiveness of CAC Selection Meeting
 - b. The top 2 ideas were discussed, approved by vote, and task list/due date assigned.
 - i. Increase Candidate Pool
 1. Compile List of minority based groups
 - a. WHO: Linda, Chris R., Jeannie
 - b. By WHEN: September Meeting

2. Compile List of Churches and Faith Based Groups
 - a. WHO: Linda, Chris R.
 - b. By WHEN: September Meeting
 3. Compile List of Trade, Community, Political and Youth Groups
 - a. WHO: Linda, Chris R., anyone else with lists/ideas
 - b. By WHEN: September Meeting
 4. Compile List of Local Media and Publications
 - a. WHO: Linda, Jeannie
 - b. By WHEN: September Meeting
 5. Compile List of Past CAC Members
 - a. WHO: HR/Jeannie
 - b. By WHEN: September Meeting
 6. Approach Employer to Encourage Outreach
 - a. WHO: Colleen, Linda
 7. Contact Hank Stoltz and Jordan Levy
 - a. WHO: Steve
 8. Create Quick Guide for distribution – Talking points, list of boards w/ brief description of each. Design to be useful as window flyers, handouts and talking points for CAC members to outreach.
 - a. WHO: Coreen
- ii. Improve CAC Board Participation
1. Take ownership of role as CAC member
 2. Be pro-active about attending meetings
 3. Read circulated materials in advance of the meetings
 4. Section of each agenda devoted to “How we’re doing” to keep updated and on track of tasks.
 - a. WHO: Coreen to develop project management worksheet
 5. Take assignments seriously
6. Feedback from City Managers Community Coalition Against Bias and Hate
- a. Overall resentment by the CAC members with statements and recommendations outlined in memo
 - i. Steve will contact the City Manager’s Office to discuss the Forum Event and fallout from it as well as the past and present initiatives of the CAC’s efforts to recruit applicants.
7. The next meeting is a selection meeting on **September 18, 2013**.
8. The meeting was adjourned at 8:30 pm.

/jmm

Approved: 9/18/13