



CITY OF WORCESTER
CITIZEN ADVISORY COUNCIL
MINUTES
CITIZEN ADVISORY COUNCIL MEETING

Thursday, February 11, 2016 6:00 PM

Worcester City Hall, Levi Lincoln Jr. Chambers

Present: District 5, Douglas Hannam, Vice Chairperson
District 1, Martin Shanahan
District 2, Ken Asafo-Adjei
District 4, Jesse Gibson
District 4, Theodore Kostas
District 5, Domenic Warren

Excused: At-Large, Talena Ngo
District 2, Benito Vega
District 1, Coreen Gaffney, Chairperson
District 3, Carol Claros
District 3, Etel Capacchione

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

1. Doug called the meeting to order at 6:03pm.
2. Doug asked if anyone had any questions/comments about the minutes from January 21, 2016.
3. Motioned was made to accept the minutes. Motion was 2nd and all in favor. Minutes approved.
4. SMART Goals:
 - a. The April 14th business meeting will be used to work on SMART goals.
 - i. ABC's
 1. A-Abort--what isn't working for recruitment and should be stopped
 2. B-Begin--what do we want to start trying (see brainstorming)
 3. C-Continue--what is working and should be continued
 - ii. Pam talked about developing a list of goals and tasks associated with each.
 1. Goals are Specific, Measurable, Attainable and Time-bound.
 2. Brainstorm recruitment ideas
 3. Utilize the task sheet format that Coreen developed to create a master list.

4. Master list will be used to divide tasks amongst members and implement with time lines to reach goals.
5. Discussion about the complete process of appointment from CAC meeting to appointment selection.
6. The Arts Council has 2 upcoming vacancies and one should be filled with someone with a financial background.
7. The next meeting is a selection meeting on Wednesday, March 16, 2016 at 6pm in the Saxe Room of the Worcester Public Library.
8. Meeting was adjourned at 6:53pm.

/jmm

Approved: 3/16/16