



CITY OF WORCESTER
CITIZEN ADVISORY COUNCIL
MINUTES
CITIZEN ADVISORY COUNCIL MEETING

Thursday, June 8, 2017 6:00 PM

Levi Lincoln Jr. Chamber, City Hall

Present: District 4, Jesse Gibson, Vice Chairperson
District 1, Martin Shanahan
District 1, Gerardo Schiano
District 2, Ken Asafo-Adjei
District 2, Walter Bird
District 3, Davis Asare
District 3, Etel Haxhij
District 4, Paul Smith
District 5, Talena Ngo
At-Large, Vanessa Williamson

Excused: District 5, Douglas Hannam, Chairperson

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

Guests: Domenica Tatasciore, Staff Liaison, Zoning Board of Appeals
Greg Baker, Staff Liaison, Community Development Advisory Committee
Edward Moynihan, Chairperson, Community Development Advisory Committee

1. Walter requested that, at the next CAC meeting, we discuss the development of a process for determining who acts as chair/vice chairperson when they are out.
2. Marty agreed to take the role of Chairperson.
3. Marty called the meeting to order at 6:02pm.
4. Marty asked if anyone had questions/comments about the minutes from May 18, 2017.
5. Motioned was made to accept the minutes. Motion was 2nd and all in favor. Minutes approved.
6. Interviewing: Pam indicated that she would be talking about interviewing questions and how to keep them relevant to the board/commission. Through the Chair, she requested that Domenica be allowed to speak out of order to accommodate her schedule.
7. ZBA: Domenica Tatasciore, Staff Liaison to the ZBA spoke about the role of the ZBA and the qualities they are looking for in members.
8. Interviewing: Pam discussed interview questions and the importance of keeping them relevant to the board duties and qualifications necessary for the board/commission. Sample questions used in follow up interviews were provided.
9. Outreach: Pam requested that this topic be held until the next meeting in light of the number of applicants to be interviewed.

- a. Etel has an extensive list of organizations but would prefer to work on a letter or email and then send it to specific organizations and cc Pam and Jeannie.
 - b. Etel will work on a draft letter and bring it back for full CAC review.
 - c. Mary has a couple changes on the college letter. He will make the changes and send it to Jeannie to include at the next CAC meeting for review.
 - d. Davis will draft a letter for CAC review that can be sent to his contacts.
 - e. Jeannie will send the college letter and the letter drafted by Jesse to each CAC member to use as a guide when drafting their own letters.
 - f. Jesse indicated that he has invited his network of pastors to attend a CAC meeting. A date has not been determined
 - g. Pam said she or Jeannie would get contact information for Women in Enterprise.
 - h. Walter will reach out to Women in Action.
10. CDAC: Greg Baker, Staff Liaison to CDAC and Ed Moynihan, Chairperson to CDAC spoke extensively about the role of the CDAC and the qualities they are looking for in members.
11. Jesse took over as acting Chairperson asked the CAC to introduce themselves.
12. Jesse called the interview section of the meeting to order.
13. Interviews of current applicants:
- a. Andrew Freilich: ZBA: 10-0
 - b. Carl Gomes (Skype): No answer
 - c. Biodun Akande: CDAC: 10-0
 - d. Laura Shrestha (Skype): ZBA: 7-3
 - e. James Ciociolo: CDAC: 8-2
 - f. Dante Comparetto: CDAC: 7-3
 - g. Alicia Graham: CDAC: 9-1
 - h. Suzanne Graham: ZBA: 6-4 | CDAC: 9-1
 - i. Mara Inangelo: CDAC: 10-0
 - j. Russell Karlstad: ZBA: 10-0
 - k. Margaret Melican: CDAC: Withdrew from consideration | ZBA: 4-6
 - i. Marty requested additional training on questioning and materials
 1. Pam will arrange training
 - ii. Ken asked if the sample questions were to be used as a guide.
 1. Pam confirmed the questions were provided to be used by CAC members as a guide to the type of questions to ask.
 - l. Arline Rosario: CDAC: 10-0
 - m. Robb Zarges: CDAC: 10-0
 - n. Nicole Santella: CDAC: No Show
 - o. Keith Scott: CDAC and ZBA: No Show
 - p. Ana Sequera: ZBA: No Show
 - q. Janice St.Amand: CDAC: 10-0
14. The next meeting is a selection meeting on Monday, September 25 2017, 6PM in the Levi Lincoln Jr Chambers, City Hall.
15. Meeting was adjourned at 9:01pm.

/jmm

Approved: 9/25/17