



CITY OF WORCESTER

CITIZEN ADVISORY COUNCIL

MINUTES

CITIZEN ADVISORY COUNCIL MEETING

Thursday, January 21, 2021 6:30 PM

WebEx Virtual Meeting – ID 160 184 4534

Call in number: 1-415-655-0001 - Access code: 160 184 4534

Present: District 1, Gerardo Schiano, Chairperson
District 2, Rachel Brown
District 2, Alan Larrivee
District 4, Benetta Kuffour
District 4, Janny Nivar De Reyes
District 5, Carol Stovall
At-Large, Elle Parker

Absent: District 2, Raymond Smith, II, Vice Chairperson
District 5, Terrance Ford
District 3, Ken Asafo-Adjei

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

1. Gerardo called the meeting to order at 6:32pm.
2. Rachel made a motion to accept the minutes from 12/16/20. And Benetta 2nd the motion. Minutes of 12/16/20 were approved.
3. Gerardo asked if anyone had ideas for recruitment.
4. Rachel suggested that notices targeted towards specific boards be prepared to share on social media.
 - a. Rachel will draft a notice in two formats – picture and text based.
 - b. Drafts will be sent to Jeannie to share with Amy Peterson, Communications Specialist, for edits if needed.
5. Gerardo asked about the current openings on website.
 - a. Openings on website will be made current by adding 2 openings on the Diversity/Inclusion Committee.
6. Gerardo asked about districts that have the most openings.
 - a. District 3 has many openings and has been lacking in applicants.
 - b. Rachel suggested inviting City Councilor Russell to the next CAC business meeting to ask him for ideas to target his area and to spread the word about vacancies.

- c. Jeannie will contact Councilor Russell to invite him to the next business meeting.
7. Elle suggested having a link added to the Worcester Public School Parent Information website.
 - a. Carol thought we could contact whoever keeps the site updated to ask them to put the link on their site.
 - b. Gerardo would like to have a letter drafted to the School Committee to request that the information be provided to parents through the website.
 - i. Elle will draft a letter and sent it to Jeannie to provide to the CAC at the next business meeting.
8. Gerardo suggested that we look into going on the Hank Stoltz radio show.
 - a. Jeannie will contact Walter Bird, Media Specialist for the City to ask him to arrange a date for a member or two of the CAC to go on the radio show.
 - b. Jeannie will provide talking points to the CAC members.
 - c. Jeannie will send an email to the CAC when a date/time is confirmed to see who is available to go on the radio show.
9. Gerardo asked about the letters that we were going to send to religious organizations.
 - a. Jeannie will provide the draft letter at the next business meeting.
10. Alan suggested asking the new Chief Diversity Officer to attend the next business meeting to ask her for ideas to recruit applicants.
 - a. Pam will talk with Stephanie Williams, Chief Diversity Officer, to invite her to the next CAC business meeting.
11. Rachel wants to talk about pronoun usage on the application form.
 - a. Pam will talk to Stephanie Williams about updating the application form.
 - b. A draft updated application will be provided at the next business meeting for the CAC to vote on.
 - c. Benetta would like clarification on pronoun usage.
 - d. Pam will ask Stephanie to give a brief tutorial on pronoun usage.
12. The next meeting is a selection meeting on Tuesday, February 16, 2021 at 6:30pm.
13. Rachel made a motion to adjourn. Elle 2nd the motion to adjourn. Meeting was adjourned at 7:15pm.

/jmm