



Appointments Commission Meeting

Monday, October 10th

5:45 pm

Attendees: Regan Allan, Danette Melchionne, Camilla Herrera, Pat Sasser, Nadene McKenzie- Reid, Emily Tang-Lee, Director of Operations Matt Quinones, Mayor's Chief of Staff Bridget Fox, Special Assistant to the Mayor for Legislative Affairs Lauren Meyer

Minutes

Motion was made by Matt Quinones to open nominations for Chair of the Appointments Commission.

- Nominations was made for Regan Allan to be the Chair; nomination was seconded by Danette Melchionne; voice vote was taken, and Regan Allan passed unanimously.

Motion was made by Ms. Allan to nominate Danette Melchionne as Vice Chair of the Appointments Commission.

- Nomination was seconded by Camilla Herrera; voice vote was taken, and Danette Melchionne passed unanimously.

Motion was made by Ms. Allan to nominate Emily Tang-Lee as Secretary of the Appointments Commission.

- Nomination was seconded by Ms. Melchionne; voice vote was taken, and Emily Tang-Lee passed unanimously.

Discussion began on process and procedure for the Appointments Commission to review priority vacancies on City Boards and Commissions.

- Mayor's Chief of Staff Bridget Fox mentioned that there is an urgent need to fill a vacancy on the Board of Tax Assessment Appeals.
- Ms. Fox also mentioned that the process is very fluid, and many individuals are currently serving in expired terms.
- Ms. Tang-Lee brought up the idea of creating a standardized list of questions to ask each Board or Commission Chair to learn more about the roles and responsibilities of the Board or Commission and what types of candidates fit best for the role. Members agreed and Ms. Tang-Lee will work to create a draft of this list.

Mayor's office will work to provide administrative support to the Commission and the City's IT department will create City email accounts for members and a Zoom account for the Commission to use for meetings.

Commission meeting schedule was established to be the third Monday of each month at 6:30 pm. Mayor's team will work to provide administrative support.

Ms. Allan made a motion to adjourn at 6:27 pm.