



Appointments Commission Meeting

Monday, November 21st

6:30 pm

Attendees: Regan Allan, Danette Melchionne, Camilla Herrera, Pat Sasser, Nadene McKenzie-Reid, Emily Tang-Lee, Special Assistant to the Mayor for Legislative Affairs Lauren Meyer

Minutes

1. Call to Order & Approval of Minutes

- At 6:33 p.m., Chair Regan Allan called the meeting to order. Chair Allan made a motion to accept the October 10th meeting minutes. Pat Sasser seconded the motion. The October 10th meeting minutes were approved.

2. Staff Report

- Staff report was provided by Lauren Meyer, Special Assistant to the Mayor for Legislative Affairs, on current Board and Commission vacancies. The City is currently seeking to fill a Democratic seat on the Personnel Commission.

3. Discussion on Roles & Responsibilities of Appointments Commission

- Discussion began on structuring the roles & responsibilities of the commission members, with the main goal of organizing and raising awareness about the opportunity to serve on City boards and commissions and vacancies.
- Mr. Sasser brought up the idea of a potential PR campaign to help publicize these opportunities. Members agreed this could be something to explore in the new year.

4. Review Board and Commission Handbook and List

- Chair Allan updated the members on the number of responses received by City Board and Commission Chairs regarding the standardized list of questions that were asked in the survey. Did not receive too many responses back.
- The remaining individuals that needed to be contacted will be divided up among Appointments Commission members for additional follow-up.

5. Next Steps & Timeline

- Ms. Meyer will send an updated Boards and Commission list to the Commission after the December Board of Representatives meeting.

- Commission members will review section 6-123, “Duties and Responsibilities” of the Appointments Commission ordinance to see how they would like to take the lead and get involved.
- Next meeting will be on Monday, December 19th, at 6:30 pm via Zoom.

6. *Adjournment*

- Chair Allan made a motion to adjourn; seconded by Patrick Sasser. Meeting ended at 7:31 pm.