

**Caroline Simmons**

Mayor

**Bradley Bewkes**

Board of Representatives, Ex-officio  
member

**Jeff Stella**

Board of Representatives, Ex-officio  
member

**Lauren Meyer**

Special Assistant to the  
Mayor, Director of Policy &  
Legislative Affairs



**Regan Allan**

Chair

**Danette Melchionne**

Vice Chair

**Emily Tang Lee**

Secretary

**Camilla Herrera**

Member

**Nadene McKenzie-Reid**

Member

**Patrick Sasser**

Member

### **Appointments Commission Meeting**

Monday, January 23<sup>rd</sup>

6:30 pm

**Attendees:** Regan Allan, Pat Sasser, Danette Melchionne, Emily Tang-Lee, Representative Bradley Bewkes, Chief of Staff Bridget Fox, Special Assistant to the Mayor for Legislative Affairs Lauren Meyer

#### **1. Call to Order & Roll Call**

- At 6:33 p.m., Chair Regan Allan called the meeting to order. Chair Allan made a motion to accept the November 21<sup>st</sup> meeting minutes, as the December 19<sup>th</sup> Appointments Commission meeting was cancelled. Danette Melchionne made a motion; Emily Tang-Lee seconded the motion. The November 21<sup>st</sup> meeting minutes were approved.

#### **2. Staff Report**

- Chief of Staff Bridget Fox informed the committee that Alejandro Knopoff resigned from the Zoning Board. The Mayor's Office is looking for candidates to fill this vacancy.
- The Mayor's Office is also looking for candidates to fill vacancies on the Camera Review Committee.
- Chair Allan asked if the Mayor's Office does exit interviews for candidates who resign or step down from positions. Chief of Staff Fox noted that this would be a good idea to pursue.
- Questions were asked regarding the time commitment for the Zoning Board and Camera Review Committee. The Camera Review Committee meets on an ad-hoc basis when needed; the Zoning Board is more time intensive.

#### **3. Review of Board and Commission Handbook and List**

- Chair Allan reviewed the latest updates committee members gathered from various Boards and Commissions. The point was made that this document should be posted on the City website soon. Chair Allan will work with a staffer in the Mayor's Office to clean up the document prior to posting it online.
- Representative Bewkes made the point that the staff member should review the description of the Boards and Commissions and make sure they align with the City Charter. Once the document is online, it can also link to the Charter.

- Danette Melchionne mentioned that there could be a QR code on a print-out version of the document.
- Representative Bewkes said that once this document is finalized, it can be sent to the Board Office of the Board of Representatives for broader circulation.
- Emily Tang-Lee mentioned that all current open vacancies on the City Boards and Commissions should be posted on the website. Lauren Meyer from the Mayor's Office said the current website page can be updated more frequently and a new format can be explored for the website.

#### **4. Discuss PR/Engagement Initiative**

- Chair Allan mentioned that she has been receiving inquiries regarding the recent Board of Education vacancy and how the process has occurred. She mentioned having a webinar or workshop that highlights the process.
- Representative Bewkes noted that he felt the Appointments Commission should not delve into the elected office process, as this is different from a volunteer Board or Commission. Pat Sasser agreed.
- Members agreed that a workshop can be held that strictly highlights the process for how to get involved with a City Board or Commission but that it should be held in the future once the Appointments Commission formalizes its responsibilities.
- Pat Sasser suggested that current opportunities can be shared on the City's social media pages, with the Democratic City Committee and the Republican Town Committee.
- Chair Allan suggested that the City move forward with putting up a post this month which highlights the top five committees that have vacancies and sharing it on the social media pages.

#### **5. Next steps and Timeline**

- The next Appointments Commission meeting will be on Monday, February 27<sup>th</sup> at 6:30 pm.

#### **6. Adjournment**

- Chair Allan made a motion to adjourn; seconded by Danette Melchionne. Meeting ended at 7:08 pm.