



City of Hampton, VA

Meeting Minutes

Citizens' Engagement Advisory and Review Commission

Attendance: Steve Bond (ACM), Leroy Foster, Jr., Jim Williams, Michele Benson, Alice Callahan, Simeon Green III, Councilman Will Moffett, Ryan Taylor, Sanket Acharya (CEARC Community Liaison)

Absent: Ahmed Noor, Larry Ensore, Shannon Freeman, Debra Hudgins, Corey Palmer, Shawn O'Keefe, Crystal Carrington

Staff: Synetheia Newby (Executive Director), Latiesha Handie (Program Coordinator)

Date: January 16, 2018 **Time:** 6:30pm **Venue:** Ruppert-Sargent Building, Veterans' Conference Room, 1 Franklin Street, Hampton

Call to Order: Synetheia Newby, CUC Executive Director, called the meeting to order at 6:35 pm

Action Items

Item 1: Review and Approval of Meeting Minutes- November 21, 2017

- The meeting minutes were unable to be approved due to the absence of a quorum.
- These meeting minutes will be placed on the agenda for approval at the next meeting

Old Business

None

New Business

Item 1: Vacancy and New Appointment Updates

- City Council appointed three, new commissioners to this commission in December 2017
- Due to the holidays and inclement weather, the new commissioners have not been notified of their appointments by the Clerk of Council. They will be in attendance at the next meeting.

Item 2: Training Roadmap 2018

- A handout of the recommended training roadmap was disseminated to the commissioners who were present.
- The commission did not vote on approving this roadmap due to the absence of a quorum.

- This roadmap will be placed on the next meeting's agenda for review

Item 3: The Four Stages of CEARC Involvement and Engagement

- This agenda item was not reviewed due to the reduced number of commissioners who were present

Item 4: Training Session: "Communication Skills"

- This agenda item will be postponed to a future meeting of this commission.

Item 5: Recommendation for a February Meeting (this item was added to the agenda during the meeting)

- Due to the absence of a quorum, the commission agreed to hold a meeting in the month of February. Upon recommendation of Commissioner Jim Williams, the commission agreed that the February meeting would be an abbreviated meeting to conduct essential business from the January agenda (i.e. approval of minutes, election of officers).
- The commission chose a tentative meeting date of February 20, 2018 at 6:30pm; CUC Program Coordinator Latiesha Handie will poll the remaining commissioners for their availability and send an email verifying the date.
- Upon recommendation from Commissioner Michele Benson, the commission agreed to hold their regular March meeting since there are new commissioners coming on board.

Meeting adjourned at 6:46 pm.

Next Meeting: Tentatively scheduled for Tuesday, February 20, 2018