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DRAFT REGULAR MEETING MINUTES  
Tuesday, September 11, 2018

**I. Call to Order & Orders of the Day**

**Roll Call**

PRESENT: Chair Lydia Lacy, Vice Chair Denise Belisle, Commission Members Michellé Jones-Roberts, Quynh Ho, Ken Kelly, Ruben Valles, Jr. and Ben Mazzone.

ABSENT: Commission Members Linda Stone (excused), Mary B. Gloner (excused), Albert Rios (unexcused), and Malik Brown (unexcused).

STAFF: Deputy City Clerk Elaine Trinh.

**Call to Order and Orders of the Day**

Chair Lydia Lacy convened the Council Appointment Advisory Commission at 6:30 p.m. in Conference Room T-1446 at City Hall, 200 E. Santa Clara Street, San José, CA 95113.

**II. Public Record**

There was no public record on file.

**III. Open Forum**

There was no public testimony on the floor.

**IV. Consent Calendar**

- A. Approve the Minutes for the Regular Meeting of May 23, 2018

Documents Filed: Draft Minutes for the May 23, 2018 Regular Meeting.

Action: Upon a motion by Vice Chair Belisle, seconded by Commission Member Ho, and carried unanimously, the Commission approved the Consent Calendar. (7-0-4. Absent: Stone, Gloner, Rios, Brown.)

**V. Reports and Information Only**

- A. Fall 2018 Recruitment Calendar  
1. Vacancy Flyer  
B. Forwarding City-Issued Email Addresses

Documents Filed: City of San José Fall 2018 Boards and Commissions Recruitment Calendar; and City of San José Board and Commission Vacancy Flyer.

Deputy City Clerk Elaine Trinh provided details about the Fall 2018 Boards and Commissions recruitment and emails. Commission discussion ensued.

## VI. Old Business

There was no old business.

## VII. New Business

### A. Review and Adopt Updated Bylaws

Documents Filed: Draft Council Appointment Advisory Commission Bylaws.

Deputy City Clerk Elaine Trinh provided details about the updated bylaws. Commission discussion ensued.

Action: Upon a motion by Chair Lacy, seconded by Vice Chair Belisle, and carried unanimously, the Commission adopted the bylaws. (7-0-4. Absent: Stone, Gloner, Rios, Brown.)

### B. Review and Adopt Fiscal Year 2018-2019 Workplan and Forward to Rules and Open Government Committee for Approval

Documents Filed: Draft Council Appointment Advisory Commission Workplan for Fiscal Year 2018-2019.

Deputy City Clerk Elaine Trinh provided details about the workplan. Commission discussion ensued.

Action: Upon a motion by Chair Lacy, seconded by Commission Member Kelly, and carried unanimously, the Commission adopted the workplan and directed staff to forward to the Rules and Open Government Committee for approval. (7-0-4. Absent: Stone, Gloner, Rios, Brown.)

### C. Review and Approve Annual Report and Forward to Rules and Open Government Committee for Approval

Documents Filed: Draft Council Appointment Advisory Commission Annual Report for Fiscal Year 2017-2018.

Deputy City Clerk Elaine Trinh provided details about the annual report. Commission discussion ensued.

Action: Upon a motion by Commission Member Kelly, seconded by Vice Chair Belisle, and carried unanimously, the Commission approved the annual report and directed staff to forward to the Rules and Open Government Committee for approval. (7-0-4. Absent: Stone, Gloner, Rios, Brown.)

- D. Review and Discuss Letters Received By Various Commissioners Regarding Interview Questions
1. Historic Landmarks Commissioner
  2. Neighborhoods Commissioner
  3. Planning Commissioner

Documents Filed: Email from Jennifer Provedor dated August 14, 2018 transmitting Commissioner Paul Boehm's response regarding Council Appointment Advisory Commission Interview Questions; Email from Sabrina Parra-Garcia dated August 11, 2018 transmitting Commissioner Jim Carter's response regarding Council Appointment Advisory Commission Interview Questions; and Email from Jennifer Provedor dated August 27, 2018 transmitting Commissioner Ada Marquez's response regarding Council Appointment Advisory Commission Interview Questions.

Deputy City Clerk Elaine Trinh provided details about the letters received. Commission discussion ensued.

- E. Discussion and Possible Approval of New Interview Questions for Various Commissions
1. Letter Sent to Various Commissions
  2. Letter Sent to Clean Energy Community Advisory Commission

Documents Filed: Letter from the Council Appointment Advisory Commission dated May 23, 2018 to various Boards and Commissions regarding the Council Appointment Advisory Commission's Interview Questions; and Letter from Council Appointment Advisory Commission dated May 23, 2018 to the Clean Energy Community Advisory Commission regarding the Council Appointment Advisory Commission's Interview Questions.

Deputy City Clerk Elaine Trinh provided details about the letters. Commission discussion ensued.

Action: Upon a motion by Vice Chair Belisle, seconded by Commission Member Ho, and carried unanimously, the Commission scheduled a Study Session to discuss interview questions for specific Commissions on Tuesday, October 16, 2018 at 6:00 p.m. and directed the Chair to send a thank you letter to the Commissioners who responded with interview questions. (7-0-4. Absent: Stone, Gloner, Rios, Brown.)

**VIII. Meeting Schedule and Agenda Items**

*The next regular meeting will be November 13, 2018 at 6:30 p.m., City Hall Conference Room Tower 1446.*

**IX. Adjournment**

The meeting was adjourned at approximately 7:30 p.m.

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LYDIA LACY, CHAIR

ATTEST:  
COUNCIL APPOINTMENT ADVISORY COMMISSION SECRETARY

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ELAINE TRINH, DEPUTY CITY CLERK