



Appointments Committee – Board of Representatives

Felix Gardner, Co-Chair

Steven Shore, Co-Chair

Committee Minutes

Date: Thursday, December 18, 2025

Time: 6:30 p.m.

Place: *This meeting was held remotely.*

The Appointments Committee met as indicated above. In attendance were Co-Chairs Gardner and Shore and Committee Member Reps. Camporeale, Weathers, and Weinberg. Absent or excused were Reps. Bradford and Hill. Also in attendance were Reps. Walston; Bridget Fox, Chief of Staff; and Paula Russell, Director of Human Resources.

Co-Chair Gardner called the meeting to order at 6:31 p.m.

Item No.	Description	Committee Action
1. A32.001	REVIEW; Overview of the Boards & Commissions Appointment Process. 12/03/25 – Submitted by Dir. Quiñones	REPORT MADE

Bridget Fox and Paula Russell reviewed the boards and commissions appointment process, including application requirements, interview steps, and vacancy tracking. The committee reviewed the [Boards & Commissions Report](#) dated December 17, 2025, which outlines current memberships, vacancies, and upcoming term expirations. The committee also reviewed the [Interview Guidance Memorandum](#) from the Director of Human Resources addressing best practices for conducting interviews, including the use of standardized, job-related questions, FOIA awareness, and avoidance of candidate ranking. During discussion, Representative Weathers asked about the availability of standardized interview materials and access to current vacancy information; Ms. Russell indicated that interview templates and guidance would be shared, and Ms. Fox explained that updated vacancy information is maintained on the City website.

Co-Chair Gardner adjourned the meeting at 6:59 p.m.

Respectfully submitted,
Felix Gardner, Co-Chair

This meeting is on [video](#)