



**Regular Meeting**  
**Thursday, December 21, 2017**

Present: Commissioners Leslie DiTrani, Alejandro Epstein-Santoyo, Karin Lin, Nick Lopez-Cortes, Roxanna Maldonado-Garcia, Elena Chopyak, Merline Sylvain-Williams, Jennifer Sparks, Melanie Torres, and Yarlennys Villaman and CIRC Staff Nancy Schlacter, CIRC Staff Crystal Rosa, and Immigrant Services Liaison Tagesech Wabeto

Absent: Commissioners Roxanna Maldonado-Garcia and Marcio Macedo (MM on conference call)

**1. Call to order**

The Commission heard from Arthur Goldberg, Deputy City Solicitor, who discussed Open Meeting Law and answered questions from the members present. A quorum was not present at the time of the presentation. Co-Chair DiTrani called the meeting to order at 7:15 pm when a quorum was present.

**2. Public comment:**

Newly elected City Councilor Sumbul Siddiqui was present and expressed interest in the work of the Commission.

**3. Welcome and Introductions**

The Commission welcomed City Councilor Siddiqui and exchanged introductions.

**4. Review and approval of November Minutes**

Commissioners reviewed the minutes. Commissioner Sparks moved to approve them and Co-Chair DiTrani seconded.

**5. Rename Subcommittees**

After the discussion about Open Meeting Law, Co-Chair DiTrani moved to rename any subcommittee formed to function as a working group and Commissioner Sparks seconded. The name change was approved unanimously by roll call: Leslie DiTrani, Alejandro Epstein-Santoyo, Karin Lin, Nick Lopez-Cortes, Elena Chopyak, Marcio Macedo, Merline Sylvain-Williams, Jennifer Sparks, Melanie Torres, and Yarlennys Villaman.

**6. Executive Directors Report**

• **Discussion about Legal Screening Clinic status**

The first clinic occurred on Wednesday, December 13, 2017 from 5:15-7:15 pm. There were five Volunteer Attorneys scheduled by CIRC and vetted by CLSACC, and an additional vetted Attorney arrived to help. Thirteen individuals used the Legal Screening Clinic that evening. Immigrant Services Liaison Tagesech Wabeto heard positive feedback directly from the clients present. Specifically, they did not feel rushed and felt understood. ED Schlacter heard from one of the attorneys that it was “the most organized clinic” he had been involved with. Going forward, DHSP will provide childcare workers who are CORI checked, and CPR/First Aid trained. ED Schlacter is determining whether CHA interpretation line will be helpful to avoid expensive legal interpretation services. Through the MLAC agreement, CLSACC must track some demographic information to meet the terms of the agreement.

**7. New Business**

• **Review Legal Clinic flyer and feedback**

The Commission provided suggestions for edits on the newly designed flyer with 2018 dates for the City of Cambridge/CLSACC Immigration Legal Screening Clinics.

• **‘Elevator Pitch’ on CIRC for outreach**

The Communications working group has not had an opportunity to meet yet and discuss an elevator pitch for CIRC.

- **Social Media/Public Outreach: FB issues and “Find It, Cambridge”**  
Project Coordinator Rosa explained that CIRC’s Constant Contact account was deactivated and she will put in an IT request to get it reinstated so the commission could have a newsletter.
- **Generic Business Cards for Commissioners**  
Members of the commission provided suggestions for edits on the newly designed business cards for the Commission.
- **Follow up of Goals & Ideas brainstorm for 2018**
  - **DACA presentations for CRLS staff**  
ED Schlacter has reached out to School Department staff to inquire about CIRC providing information to guidance counselors and school staff about DACA and how it impacts CRLS students seeking financial aid for college. The idea was put on the agenda for the next meeting for discussion. Co-Chair DiTrani will work on arranging dates for meeting with members of the working group to develop a presentation.
  - **PSAs for CIRC**  
Due to multiple commitments, Commissioner Villaman asked for this topic to be moved to a discussion in the Spring.
- **Demographics presentation by CDD**  
Project Coordinator Rosa will email the Commission a link of a recent presentation by CDD demographer to help them decide what they would like to learn more or have clarified.
- **Immigrant Family Preparedness trainings**  
ED Schlacter described her interest in preparing families in case of detention or deportation of parents. This training would be geared to social service staff, perhaps through the Cambridge Health Alliance, to help families prepare necessary paperwork regarding what steps are to be taken if they are picked up by ICE. After a discussion, Commissioner Sparks moved to use materials prepared by PAIR/MLRI to coordinate a Family Preparedness training for Trainers, and Commissioner Torres seconded. The motion was approved unanimously by roll call: Alejandro Epstein-Santoyo, Karin Lin, Nick Lopez-Cortes, Elena Chopyak, Marcio Macedo, Merline Sylvain-Williams, Jennifer Sparks, Melanie Torres, and Yarlennys Villaman. ED Schlacter will work through City channels to see about arranging for these trainings.
- **Immigrant Welcoming Event – Subcommittee Report**  
The working group for the Welcoming Event met on December 8 to discuss ideas for the event. The working group members are aiming to organize the event for May 2018 to take place in the Library. The idea is to make it an all-inclusive event with an introduction to CIRC, awards of appreciation, a discussion panel, and a multicultural performance. The panel could focus on providing information to immigrants such as “Did you know . . .” The event would also have outreach tables and food. Commissioner Villaman has reached out to the events coordinator at the Main Library and asked CIRC staff to find out if there are any dates in May to avoid.

Commissioner Macedo moved to adjourn the meeting at 8:00 p.m., seconded by Commissioner Torres.

Next Commission meeting will be on Thursday, January 25, 2018 in the Large Conference Rm on the 2nd Flr at 6 pm.