

City of Visalia- Citizen Advisory Committee
Meeting Minutes

Wednesday, March 4, 2020

Members Present: Frank Ruiz, Carla Calhoun, Mary Beatie, Jon Bueno, David Winters,
Steve Garcia

Members Absent: Phil Mirwald, Darin McCall, Lois Sheffield, Joel Rosales

City Staff: Michelle Nicholson

Members of Public: n/a

Next meeting: Wednesday April 1, 2020

1. **Meeting called to order at 5:40 pm by Chair**
2. **Public Comment:** n/a
3. **Approval of minutes from February 5, 2020 meeting**
 - a. Member Calhoun makes a motion to approve the January minutes with changes. Member Garcia seconds. All members vote in favor.
4. **Welcome New Voting Members Darin McCall and David Winters (Council approved 2/18/2020)**
5. **Public Opinion Survey**
 - a. Review final Public Opinion Survey (English and Spanish) approved by Council for Online and In-person dissemination.
 - i. Council went with a modified version of the question presented to them for approval.
 - b. Discuss Action Plan for In-Person Surveys on April 4, 2020
 - i. Sign up sheet being passed around to committee members.
 - c. Seek permission for use of store-fronts (Request letters mailed to Savemart stores and Food4Less). Hard copy to be provided to POS Chair and Vice Chair for hand delivery and follow up.
 - i. Request for permission letters handed to POS Vice-Chair to be delivered to stores. Vice-Chair will make contact with the Chair to deliver letters.
 - d. Distribute signup sheet for in person surveys on April 4, 2020. Need at least 2 volunteers at each location.
 - i. Staff representative will reach out to the VIPS to see how many volunteers would be available to help.

- ii. Member Calhoun will present some in-person surveys to those in line at CSET at the tax help event. Will hand out surveys on two weekends until the April 4th date. March 14th and 28th.
 - iii. Tote bag gifts will be ready before the April 4th date.
- e. Discuss logistics of set up at all locations. (Needs: trucks, tables, banners, chairs, etc.)
 - i. Committee members discuss what time and where tables would need to be picked up and dropped off.
 - ii. Members discuss how many tables and chairs will be needed at each location. 1 table and 4 chairs per location will be necessary.
 - iii. Bags to give away as gifts and surveys will be packaged and put together for pick up on April 4th.
- f. Review/update template for uniform approach by volunteers.

6. Items for future agenda consideration.

- a. Date that survey will be closed
- b. Update on POS results
- c. POS signup sheet finalization

7. Meeting adjourned at 6:15pm moved by Chair Beatie