

**Meeting Date:**               **October 13, 2008**

**CSAC members present:** Alisa Cour, John Dutt, Michael Mills, Michael Mock, Jeremy Van Keuren, Vincent Woods

**Others present:**               Shea Marshman, Jenny Scott

**Notes prepared by:**       Shea Marshman                       **Date:** October 14, 2008

Topic	Discussion	Action/ Decision
Prepare for report to Council	<p>The CSAC report will be presented to City Council on November 12, 2008 from 9:30-10:00. All members have been asked to attend.</p> <p>John Dutt, Jeremy Van Keuren, and Alisa Cour will present the history of CSAC, give a summary of the report, and talk about future goals for CSAC. Goals for the future include: 1) Annual reports on Bureau progress with customer service, 2) A citywide customer service survey to resident, which will likely require funding.</p> <p>A summary of the report has been made available to Council Execs for their review with a message that they can contact the committee if they have any questions/concerns or if they would like a committee briefing..</p>	<p>John Dutt, Jeremy Van Keuren, Alisa Cour - meet to prepare for presentation</p> <p>John Dutt – send presentation PowerPoint to members for review and editing</p>
Citizen participation	<p>Michael Kaplan has made it clear that he is available for meetings as needed. In preparation for the presentation to Council, the CSAC members agree that his comments would be very welcome.</p>	<p>Michael Mills – Contact Michael Kaplan to see if he can make the Nov. 10<sup>th</sup> meeting.</p>
Public Safety representation	<p>No new person has been found to replace Kathleen Lynch</p>	<p>John Dutt – follow up with Kathleen</p>
AFSME representative	<p>John Dutt spoke with AFSME president, Carol Stahlke, who expressed interest in participating in CSAC. John has welcomed her and given her meeting dates.</p>	
New coordinator	<p>Effective immediately, Jenny Scott will be taking over for Shea Marshman</p>	
Next meeting	<p>The next meeting is November 10. Final Preparation for report to Council.</p>	