



Meeting Minutes

Regular Virtual Meeting via Zoom Tuesday, December 12, 2023, at 6:00 P.M.

Present: Commissioners Vanessa Ruget, Maximus De Medici, Karin Lin, Shubhan Nagendra, Debbie Klein, Karim Razzaz, Vanessa Sarmiento, Ana Mejia, and Tsamchoe Dolma

CIRC Staff: Acting Executive Director Carolina Almonte, Language Access Manager Crystal Rosa, Immigrant Services Liaison Tagesech Wabeto, and Director of Operations Sarah Binney

Absent: Chairs Jen Sparks and Abhishek Raman

1. Call to order

- AED Almonte called the meeting to order at 6:04pm.

2. Public comment

- No public was present at the start of the virtual meeting. There was no public comment.

3. Review and approval of October 2023 minutes

- Commissioner De Medici moved to approve the October 2023 minutes, Commissioner Lin seconded.

4. Welcome new Commissioners, Shubhan Nagendra and Vanessa Ruget!

- Commissioners introduced themselves and shared why they joined CIRC.

5. Staff reports

- Check-in Question: What are you looking forward to in the new year?
- AED Almonte report
 - The Commission will be electing a new chair. Any Commissioner who is interested should email AED Almonte.
 - The Commission on Immigrant Rights and Citizenship now falls under the Department of Equity and Inclusion following a department restructuring. The department now reports to Chief of Equity and Inclusion Deidre Travis Brown. CEI Brown will present about the restructuring and the work of the Department at the January Commission meeting.
 - On January 25, 2024, all Commissioners will attend a hybrid training about Open Meeting Law. There will be an opportunity for a make up training for those who cannot attend.
 - Monthly Immigration Legal Clinics will remain virtual in 2024.
 - Upcoming CIRC events include Pathways for Immigrant Workers information sessions, an Orientation Workshop for Foreign Trained Immigrants with African Bridge Network, a Welcome Event in May, Citizenship Day, and opportunities for tabling at the River Festival and Danehy Park day.
 - Starting in January, Commission meetings will be hybrid at 51 Inman Street, 2nd floor conference room and on Zoom.
- ISL Wabeto report
 - ISL Wabeto has been attending regular meetings with city outreach workers. They have been discussing how to overcome barriers to continue supporting immigrant communities.
- DOO Binney report
 - DOO Binney is working on updating flyers, CIRC city website, and calendars to reflect 2024 Commission events and services.

6. New Business

- Multilingual Helpline Update
 - LAM Rosa provided a training on November 21, 2023 for city employees that explained the new Multilingual Helpline and trained employees on best practices for working with interpreters and the role of interpreters. LAM Rosa has printed cards in many languages, which contain instructions on how to call the Multilingual Helpline.
- Welcome Event 2024
 - The Commission will be planning a Welcome Event in May 2024. Commissioners should start to think about potential partners, food, and entertainment. Commission staff will work on securing a date and a venue.
- Recruitment for New Volunteer Attorneys
 - AED Almonte is going to create a letter for distribution to recruit new volunteer attorneys for the monthly immigration legal clinics.

Adjournment

- Commissioner Ruget moves for meeting to adjourn. Commissioner Mejia seconds. Meeting adjourned at 7:25pm.