

**EXECUTIVE SESSION  
MINUTES OF THE  
CITY CLERK PRELIMINARY SCREENING COMMITTEE  
Friday, October 10, 2025**

**COMMITTEE MEMBERS**

Megan Bayer, City Solicitor  
Raecia Catchings, Chief People Officer  
Marc McGovern, Vice Mayor/City Councillor  
Matt Nelson, Director of Administration and Operations, City Manager's Office  
Melissa Peters, Assistant City Manager, Community Development Department  
Jivan Sobrinho-Wheeler, City Councillor  
Mayor E. Denise Simmons

A Special Meeting of the Cambridge City Council's City Clerk Preliminary Screening Committee was held on Friday, October 10, 2025. The meeting was called to order at 10:00a.m. by the Honorable Mayor E. Denise Simmons. Pursuant to Chapter 2 of the Acts of 2025, adopted by Massachusetts General Assembly and approved by the Governor, this public meeting was remote only via Zoom.

**At the request of the Mayor, Clerk of Committees called the roll.**

Megan Bayer – Present  
Raecia Catchings – Absent  
Vice Mayor McGovern – Absent  
Matt Nelson – Present  
Melissa Peters – Present  
Councillor Sobrinho-Wheeler – Present  
Mayor Simmons – Present

**Present -5, Absent – 2. Quorum established.**

Mayor Simmons offered opening remarks and noted that the Call of the meeting was for the City Clerk Preliminary Screening Committee will meet to go into executive session to consider applicants for the position of City Clerk by a preliminary screening committee because doing so in an open session will have a detrimental effect in obtaining qualified applicants. Also present at the meeting was Naomie Stephen, Executive Assistant to the City Council.

**Mayor Simmons recognized Councillor Sobrinho-Wheeler who made a motion to move to executive session.**

**Clerk of Committees Erwin called the roll.**

Megan Bayer – Yes  
Raecia Catchings – Absent  
Vice Mayor McGovern – Absent  
Matt Nelson – Yes  
Melissa Peters – Yes  
Councillor Sobrinho-Wheeler – Yes

Mayor Simmons – Yes  
**Yes – 5, No – 0, Absent – 2. Motion passed.**

**At the request of the Mayor, Clerk of Committees Erwin called the roll for executive session.**

Megan Bayer – Present  
Raecia Catchings – Present  
Vice Mayor McGovern – Absent  
Matt Nelson – Present  
Melissa Peters – Present  
Councillor Sobrinho-Wheeler – Present  
Mayor Simmons – Present  
**Present -6, Absent – 1. Quorum established.**

Naomie Stephen provided an overview of what the Committee would be discussing today.

Mayor Simmons provided a brief update on the candidates who have been interviewed. The Committee agreed on two candidates to move forward to final interviews with the full City Council and discussed why they agree these candidates have been chosen as finalists. Raecia Catchings provided an overview of how Human Resources would go forward with background checks, and what the process of background checks would look like.

The Committee discussed a timeline of when they would like final interviews to be conducted.

**Mayor Simmons recognized Councillor Sobrinho-Wheeler who made a motion to advance Josh Stevenson and Glayds Oyola-Lopez to final interviews with the full City Council. Clerk of Committees Erwin called the roll.**

Megan Bayer – Yes  
Raecia Catchings – Absent  
Vice Mayor McGovern – Absent  
Matt Nelson – Yes  
Melissa Peters – Absent  
Councillor Sobrinho-Wheeler – Yes  
Mayor Simmons – Yes  
**Yes – 4, No – 0, Absent – 3. Motion passed.**

**Mayor Simmons recognized Councillor Sobrinho-Wheeler who made a motion to adjourn the meeting.**

**Clerk of Committees Erwin called the roll.**

Megan Bayer – Yes  
Raecia Catchings – Absent  
Vice Mayor McGovern – Absent  
Matt Nelson – Yes  
Melissa Peters – Absent  
Councillor Sobrinho-Wheeler – Yes  
Mayor Simmons – Yes

**Yes – 4, No – 0, Absent – 3. Motion passed.**

**The meeting adjourned at approximately 10:46a.m.**