



City of Cambridge

Executive Department

YI-AN HUANG
City Manager

November 7, 2022

To the Honorable, the City Council:

I am writing to recommend two Cambridge residents, Keisha Greaves and Robert Goss, for appointment to the advisory board of the Cambridge Commission for Persons with Disabilities (CCPD), each for a three year term.

A summary of the process used to fill these two appointments is described below. While this recruitment process pre-dates the guidelines outlined in City Manager's Agenda Item #207 of October 24, 2022, the CCPD staff implemented a comprehensive recruitment process that has resulted in two strong candidates.

Because the board has canceled two of its monthly meetings since the beginning of the year due to lack of quorum, it is important that we fill these vacancies as soon as possible. There is one additional vacancy on the board, and it is our intention to fill that position using the guidelines outlined in CMA 2022 #207.

About the Cambridge Commission for Persons with Disabilities

The Cambridge Commission for Persons with Disabilities (CCPD) was established under Ch. 2.96 of the Cambridge Municipal Code. The eleven (11) member board consists of: one representative from the Department of Public Works, one representative from the Department of Human Service Programs, at least five people with disabilities, and up to four individuals who are family members, friends, or otherwise connected to people with disabilities.

The two positions being filled on the board were previously held by people with disabilities. The two candidates recommended to these positions self-identify as people with disabilities.

Copy of Posting

City Manager Seeks Applicants for CCPD Advisory Board

Cambridge City Manager Louis A. DePasquale is seeking to fill vacancies on the Cambridge Commission for Persons with Disabilities (CCPD) advisory board.

CCPD works to increase access to all aspects of Cambridge community life for people with disabilities. CCPD raises awareness about disability issues and promotes equal opportunity for people with a range of abilities, including physical, mental, and sensory. CCPD provides



information, referrals, guidance, and technical assistance to individuals and their families, employers, public agencies, businesses and private non-profit organizations.

The CCPD board has 11 members who serve as volunteers for three-year terms. CCPD Board Members:

- *Must be Cambridge residents*
- *Represent different disabilities, diverse cultures and races, and all parts of Cambridge*
- *Attend monthly meetings, held the second Thursday of every month at 5:30 p.m.*
- *Take part in Working Groups and work on projects as needed*
- *Work with other members and the office staff to carry out the CCPD Ordinance (CMC Chapter 2.96).*

Apply to the CCPD advisory board at www.cambridgema.gov/apply. As part of your application, please submit:

- *a cover letter, and*
- *a résumé or summary of relevant experience that includes disability-related issues or projects that interest you*

For a paper application, visit the City Manager's Office at Cambridge City Hall, 795 Massachusetts Avenue. If you need help filling out your application or have any questions, please contact CCPD at:

- *ccpd@cambridgema.gov,*
- *617-349-4692 (voice), or*
- *711 (relay)*

The deadline for submitting applications is March 28, 2022.

Description of Outreach

The City Manager's office posted a request for applications for the CCPD board on the city web site and via a news release on February 24, 2022, with a closing date of March 28, 2022. During that time CCPD sent the notice out to its electronic newsletter recipients (about 1,000 e-mail addresses), contacted the Council on Aging and the DHSP Inclusion Services Program for possible candidates and reached out to anyone who had inquired about board openings since the last application period in 2019. They also utilized the city's social media to recruit applicants.

Summary of Applications, Screening and Interview Process

Six individuals applied for these positions. One applicant provided no supporting materials and did not respond to attempts to contact them. An interview team consisting of CCPD staff and three members of the board conducted virtual interviews with each of the remaining five candidates. All applicants identified as people with disabilities. The team agreed on two candidates to recommend for appointment.

As noted above, a third vacancy has opened on the board. A process will begin shortly to recruit candidates to fill that vacancy.

About the Recommended Appointees

Candidate Keisha Greaves is an entrepreneur and advocate. She is the founder and owner of Girls Chronically Rock, a Cambridge-based small business serving women with disabilities and chronic illnesses. Robert Goss is an artist with personal and professional disability experience.

With your approval, we look forward to working with both of them.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Yi-An Huang', with a stylized flourish at the end.

Yi-An Huang
City Manager