

**Proposed Time Outline for  
Confirmation Hearings for Cuc T. Vu  
Director, Office of Immigrant and Refugee Affairs  
2014**

July 15	<p>Receive Clerk File containing the following:</p> <ul style="list-style-type: none"> <li>• Transmittal letter from Mayor Murray</li> <li>• Letter to appointee describing terms of appointment</li> <li>• Notice of Appointment</li> <li>• Oath of office form</li> <li>• Resume of Cuc T. Vu</li> <li>• Memo relating to background check</li> </ul>
July 21	<ul style="list-style-type: none"> <li>• Clerk File 313893</li> <li>• Introduced/referred to Public Safety Committee</li> <li>• C.F. on referral calendar</li> <li>• Clerk posts materials on website</li> <li>• All materials distributed to all Councilmembers</li> </ul>
<b>September 3 @ 2:00 pm</b>	<p><b>Initial Public Safety Committee meeting, discussion</b></p> <ul style="list-style-type: none"> <li>• Discuss Timeline for Hearings at Public Safety Committee on 9/3 and 9/17</li> <li>• Receive initial feedback from Councilmembers and public</li> <li>• Send memo to Mayor's Office re: next hearing date (Invite the Executive to sit at table at next PSCRT committee meeting)</li> </ul>
September 5	<ul style="list-style-type: none"> <li>• CM and public submit questions to PSCRT Committee</li> </ul>
September 5	<ul style="list-style-type: none"> <li>• Questions submitted to Cuc Vu</li> </ul>
	<ul style="list-style-type: none"> <li>• Press release re: <ul style="list-style-type: none"> <li>○ Confirmation process and availability of materials, as well as written comment submittal info goes out (at least two weeks prior to meeting).</li> <li>○ Materials distributed to various community and neighborhood groups</li> <li>○ Mayor's Office</li> <li>○ Office of Immigrant and Refugee Affairs</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Research Ms. Vu's background</li> <li>• Call references</li> <li>• Write up findings in a memo</li> </ul>

September 15	<ul style="list-style-type: none"> <li>• Response received from Ms. Vu</li> <li>• Distribute written comments, Vu's responses and findings to CMs, Mayor's Office</li> </ul>
September 17	<ul style="list-style-type: none"> <li>• CM Harrell available to stakeholders for input</li> </ul>
<b>September 17 @ 2pm</b>	<b>Second PSCRT Committee meeting</b> <ul style="list-style-type: none"> <li>• PSCRT Committee meeting</li> <li>• Make copies of answers available</li> <li>• Additional public comment</li> <li>• Deliberation</li> <li>• Decision, if appropriate</li> </ul>
<b>September 22 @ 2:00pm Monday</b>	<b>Final Reconfirmation Vote (if applicable)Final PSCRT Committee meeting</b> <ul style="list-style-type: none"> <li>• Additional public comment</li> <li>• Deliberation</li> <li>• Decision, if appropriate</li> </ul>
<b>September 22 (Monday)</b>	<ul style="list-style-type: none"> <li>• <b>Send out press release</b></li> </ul>