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KEIZER VOLUNTEER COORDINATING COMMITTEE **AGENDA**

Thursday, November 9, 2023, 6:00 PM
Robert L. Simon Council Chambers
Keizer, Oregon

- 1. CALL TO ORDER/NOTE OF ATTENDANCE**
- 2. PUBLIC TESTIMONY**
- 3. APPROVAL OF MINUTES**
 - a. October 2023 Minutes**
- 4. COMMITTEE APPOINTMENTS**
 - a. Traffic Safety, Bikeways & Pathways Committee - There are three open positions; Positions 3, 5 & 7 with the term ending December 2026. A media release was distributed and applications were received from Matt Myers and Michael De Blasi.**
 - b. Nominate & Vote for VCC Chair**
- 5. PROCESS FOR APPOINTMENTS TO CITY COUNCIL COMMITTEE**
 - a. Presentation on Proposed Changes & Discussion on Revision**
 - b. Question- Should a Miscellaneous section be added for when there are no successful candidates**
- 6. OTHER BUSINESS**
- 7. NEXT MEETING: TO BE DETERMINED (12/14, 01/11 OR 02/08)**
- 8. ADJOURNMENT**

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."



MINUTES KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, October 12, 2023
Robert L. Simon Council Chambers
Keizer, Oregon

1. **CALL TO ORDER/NOTE OF ATTENDANCE**

Chair Daisy Hickman called the meeting to order at 6:01 p.m. In attendance were:

Present:	Absent:
Daisy Hickman, Chair	R.J. Navarro
Jane Herb, Vice Chair	
Larry Jackson	Council/Staff Present:
Dawn Reichle Bailon	Councilor Shaney Starr
Corri Falardeau	Dawn Wilson, Deputy City Recorder
Leslie Risewick	Melissa Bisset, City Recorder
Shaney Starr, Councilor	
2. **PUBLIC TESTIMONY**
3. **APPROVAL OF MINUTES**

Jane Herb moved for approval of the September 2023 minutes with adding Shaney Starr to the Minutes. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau, and Risewick in favor with Navarro absent.
- a. **Approval of September 2023 Minutes**
4. **COMMITTEE APPOINTMENTS**
- a. **Budget Committee - There is one open position for Position # 1 with the term ending August 2025. A media release was distributed and**

Matthew Stalheim spoke on his background and interest to serve on the Budget Committee. The Committee interviewed him.

Francisco Saldivar withdrew his application.

Andrew Hickey submitted a letter so his absence is excused.

Leslie Risewick moved to close nominations. Jane Herb seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle Bailon,

applications were received from Andrew Hickey, Francisco Saldivar, and Matthew Stalheim. The Committee should review the applications and make a recommendation for appointment to fill the term expiring August 2025.

Falardeau, and Risewick in favor with Navarro absent.

A ballot vote was taken for position 1, and the results were as follows:

	Andrew Hickey	Matthew Stalheim
Corri Falardeau		X
Larry Jackson		X
Leslie Risewick		X
Dawn Reichle Bailon		X
Jane Herb		X
Daisy Hickman		X
TALLY	0	6

Jane Herb moved that the Volunteer Coordinating Committee recommend to Council appointment of Matthew Stalheim to the Budget Committee, position 1 with term expiring August 2025. Dawn Reichle Bailon seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau, and Risewick in favor with Navarro absent.

b. Parks Advisory Board – Positions 4, 5 and 6 have terms ending December 2023. A media release was distributed and applications were received from Colby Moses, Amanda Robinson, Bob Shackelford, David Loudon, Clay Rushton, and Cindy Hunt. The Committee should review the applications and make a recommendation for appointment to fill the remainder of the term for Position 6 plus the term following

Colby Moses, Bob Shackelford, David Loudon, and Clay Rushton each spoke on their backgrounds and interests to serve on the Budget Committee. The Committee interviewed them.

Amenda Robinson withdrew her application.

Cindy Hunt submitted a letter so her absence is excused.

Corri Falardeau moved to close nominations. Jane Herb seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau, and Risewick in favor with Navarro absent.

A ballot vote was taken for positions 4, 5 and 6 and the results were as follows:

	Colby Moses	Cindy Hunt	Bob Shackelford	David Loudon	Clay Rushton
Larry Jackson			X	X	X
Leslie Risewick			X	X	X
Corri Falardeau	X		X		X

expiring December 2026 and to also make a recommendation for appointments to fill Positions 5 and 6.

Jane Herb			X	X	X
Dawn Reichle Bailon	X		X	X	
Daisy Hickman	X		X	X	
TALLY	3		6	5	4

Dawn Reichle Bailon moved that the Volunteer Coordinating Committee recommend to Council appointment of Clay Rushton, David Loudon and Bob Shackelford to the Parks Advisory Board, positions 4, 5, 6 respectively with term expiring December 2026. Larry Jackson seconded. Motion passed unanimously as follows: Hickman, Herb, Jackson, Reichle Bailon, Falardeau, and Risewick in favor with Navarro.

5. RECRUITMENT

The Committee discussed the age requirement for Youth Liaison positions and how they could do additional outreach with the schools.

- a. Staff will continue recruiting to fill Youth Committee Liaison vacancies.
- b. Recruitment has begun for expiring terms and open positions on the Traffic Safety-Bikeways-Pedestrian Committee, Public Art's Commission and Community Diversity Engagement Committee.

6. OTHER BUSINESS

Chair Hickman reported that she met with Mayor Clark, Meilissa Bisset, and Dawn Wilson to go over the Voting Process. After the Legal Department reviews the Voting Process, it will come back to this Committee for discussion. Jane Herb thinks having the position numbers on the ballots is confusing. She would like to see the number of open positions only. Leslie Risewick commented on the position numbers being needed to show the alternate years.

- a. Process for

**Appointments to
City Council
Committee ~
Revision for
Discussion &
Adoption in an
Upcoming
Meeting**

- 7. ADJOURNMENT ~** Meeting adjourned at 6:53 p.m.
NEXT MEETING:
November 9, 2023 Minutes approved: _____

“Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury.”

TRAFFIC SAFETY/BIKEWAYS/ PEDESTRIAN COMMITTEE

This committee is responsible for reviewing traffic safety issues in Keizer and making recommendations to the City Council for improvements. Members also make recommendations for future locations of bike lanes in the City and work to promote bicycle safety and use throughout the community.

In addition to the monthly Committee meeting, there may be other events which require extra volunteer hours. **The committee meets on the third Thursday of each month at 6 pm at City Hall.**

Three Positions Open – Position #'s 3, 5 & 7
Terms Expiring 12/31/2026

Applicants

- Matt Myers
- Michael De Blasi

TRAFFIC/BIKEWAYS/PEDESTRIANS COMMITTEE

Updated 10/31/2023

Position	Member	Address/Phone	Original Appt. Date	Exp. Date (3-yr terms)	Report to Council/ Attend PC Mtg.
	*Indicates Cycle Advocate				
1	Brenda Lamb		2022	12/31/25	August
2*	Hersch Sangster		2014	12/31/25	February September
3*	Michael DeBlasi		2018	12/2023	March October
4	Tammy Saldivar – VICE CHAIR		2022	12/31/24	April November
5	Jamie Davis - CHAIR		2020	12/31/23	May January
6*	David Dempster		2012	12/31/24	June
7	Rick Kuehn		2021	12/31/23	July
	Marion County Fire	503-588-6526			
	Councilor Husseman hussemanr@keizer.org	503-856-3448			
	Mike Griffin, Staff Liaison griffinm@keizer.org	W: 503-856-3551			
	Martin Powell, Police Liaison powellm@keizer.org Trevor Wenning, Police Liaison wenningt@keizer.org	W: 503-856-3502 W: 503-856-3508			

TRAFFIC SAFETY – Vote # 1 # 3, 5 & 7 (exp 2026) VCC MEMBER: Dawn Reichle-Bailon	
	Matt Myers
	Michael De Blasi
TRAFFIC SAFETY – Vote # 1 # 3, 5 & 7 (exp 2026) VCC MEMBER: Jane Herb	
	Matt Myers
	Michael De Blasi
TRAFFIC SAFETY – Vote # 1 # 3, 5 & 7 (exp 2026) VCC MEMBER: Emerson Carella	
	Matt Myers
	Michael De Blasi
TRAFFIC SAFETY – Vote # 1 # 3, 5 & 7 (exp 2026) VCC MEMBER: Daisy Hickman	
	Matt Myers
	Michael De Blasi

TRAFFIC SAFETY – Vote # 1 # 3, 5 & 7 (exp 2026) VCC MEMBER: Corri Falardeau		
	Matt Myers	
	Michael De Blasi	
TRAFFIC SAFETY – Vote # 1 # 3, 5 & 7 (exp 2026) VCC MEMBER: Leslie Risewick		
	Matt Myers	
	Michael De Blasi	
TRAFFIC SAFETY – Vote # 1 # 3, 5 & 7 (exp 2026) VCC MEMBER: Larry Jackson		
	Matt Myers	
	Michael De Blasi	
Tally Sheet – Traffic Safety # 3, 5 & 7 (exp 2026)		
Vote #	Vote #	Vote #
Matt Myers		
Michael De Blasi		

TRAFFIC SAFETY – Vote # 2 # 3, 5 & 7 (exp 2026) VCC MEMBER: Dawn Reichle-Bailon	
	Matt Myers
	Michael De Blasi
TRAFFIC SAFETY – Vote # 2 # 3, 5 & 7 (exp 2026) VCC MEMBER: Jane Herb	
	Matt Myers
	Michael De Blasi
TRAFFIC SAFETY – Vote # 2 # 3, 5 & 7 (exp 2026) VCC MEMBER: Emerson Carella	
	Matt Myers
	Michael De Blasi
TRAFFIC SAFETY – Vote # 2 # 3, 5 & 7 (exp 2026) VCC MEMBER: Daisy Hickman	
	Matt Myers
	Michael De Blasi

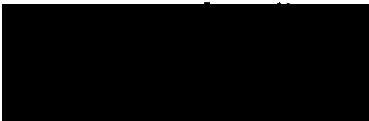
TRAFFIC SAFETY – Vote # 2 # 3, 5 & 7 (exp 2026) VCC MEMBER: Corri Falardeau		
	Matt Myers	
	Michael De Blasi	
TRAFFIC SAFETY – Vote # 2 # 3, 5 & 7 (exp 2026) VCC MEMBER: Leslie Risewick		
	Matt Myers	
	Michael De Blasi	
TRAFFIC SAFETY – Vote # 2 # 3, 5 & 7 (exp 2026) VCC MEMBER: Larry Jackson		
	Matt Myers	
	Michael De Blasi	
Tally Sheet – Traffic Safety # 3, 5 & 7 (exp 2026)		
Vote #	Vote #	Vote #
Matt Myers		
Michael De Blasi		

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Tuesday, October 10, 2023 8:04 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

A new submission has been received for Volunteer Application at 10/10/2023 8:03 PM

First and Last Name:	Matt Myers
Email Address:	
Phone:	
Address :	
City:	Keizer
Please Check ALL Committees of Interest:	
Budget Committee:	
Parks Advisory Board:	
Planning Commission:	
Public Art Commission:	
Storm Water Advisory Committee:	
Traffic Safety/Bikeways/Pedestrian:	Traffic Safety/Bikeways/Pedestrian
Other:	
If you selected Planning Commission & Budget Committee, which one is your First Choice?:	Traffic \ and safety committee
Days and times of week available:	1
How many hours a month are you available?:	4-6
Please explain why you are interested in serving:	Want to help serve the community and the town where
Your knowledge, education and/or skills:	Logistics background (U.S. Army)
I understand the time commitment and duties involved:	Yes
Have you ever been convicted of a felony?:	No
Education Background:	
High School:	Marshfield (Coos Bay) Oregon
Graduate or GED:	Graduate
College:	Yes
Degree:	Yes
Personal Reference:	
Name:	Don Miller

Address:

Phone:

Current Place of Employment:

Employer's Name:

Employer's Address:

Employer's Phone:

May We Contact you at work?:

Previous Volunteer Experience:

Volunteer Agency:

Address:

Phone:

Duties:

I authorize a criminal background check if required:



US Army

Yes

Boy Scouts of America



Executive Director / CEO (32 years)

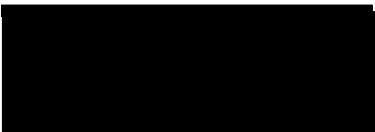
I authorize a criminal background check if required

Wilson, Dawn

From: no-reply@services.evo.cloud
Sent: Friday, October 27, 2023 8:56 PM
To: Wilson, Dawn
Subject: Volunteer Application - New Form Submission for Keizer, Oregon

CAUTION: This email originated from Outside Your Organization. Exercise caution when opening attachments or on clicking links from unknown senders. Please contact Information Technology for assistance.

A new submission has been received for Volunteer Application at 10/27/2023 8:55 PM

First and Last Name: Michael De Blasi
Email Address: 
Phone: 
Address : 
City: Keizer
Please Check ALL Committees of Interest:
Budget Committee: Budget Committee
Parks Advisory Board:
Planning Commission:
Public Art Commission:
Storm Water Advisory Committee:
Traffic Safety/Bikeways/Pedestrian: Traffic Safety/Bikeways/Pedestrian
Other:
If you selected Planning Commission & Budget Committee, which one is your First Choice?: NA
Days and times of week available: M-F, evenings usually
How many hours a month are you available?: 10

Please explain why you are interested in serving:

I have been on the Traffic Safety, Bikeways & Pedestrian Committee for several years now as Chair, vice-Chair and a regular member. We have not done nearly as much as I would like to but I know that I am bringing important issues and solutions to the safety problems that Keizer has. AS a past member of the Planning Commission and the TSBP, I have realized that the Budget is where decisions get made because that is how the money is allocated. I want to bring my voice to the Budget Committee to make sure that all of Keizer's resident's needs are heard.

Your knowledge, education and/or skills:

I have a Master's in Hydrology and have worked in the natural resources field for over 20 years. I have been on the Keizer Planning Commission, Stormwater Advisor Committee, and Keizer

Revitalization Plan Advisory Committee. I was on the Salem-Keizer Transit Budget Committee. I am currently on the Keizer Traffic Safety, Bikeways and Pedestrian Committee and the DLCD Citizen's Initiative Advisory Committee. I am self-taught in planning and transportation issues and solutions. I have lived in rural and urban parts of the US, in "red" and "blue" states. I know how to work with people of different backgrounds and ideologies to solve problems and find common ground.

I understand the time commitment and duties involved:

Yes

Have you ever been convicted of a felony?:

No

Education Background:

High School:

East Brunswick HS

Graduate or GED:

Graduate

College:

University of North Carolina-Wilmington, University of Montana

Degree:

Bachelor's - Biology, Master's Hydrology

Personal Reference:

Name:

Sadie Carney

Address:

[REDACTED]

Phone:

Current Place of Employment:

Employer's Name:

Oregon Department of State Lands

Employer's Address:

775 Summer St NE

Employer's Phone:

[REDACTED]

May We Contact you at work?:

Yes

Previous Volunteer Experience:

Volunteer Agency:

Keizer Traffic Safety Bikeways & Pedestrian Committee

Address:

930 Chemawa Rd NE, Keizer, OR 97303

Phone:

503-390-3700

Duties:

I have been Chair and Vice-Chair of this committee. I have worked on updated the Neighborhood Traffic Management Plan, met with ODOT and SKATs staff and reported to Council.

I authorize a criminal background check if required:

I authorize a criminal background check if required



Michael De Blasi - Currently on Traffic Safety, Bikeways & Pathways Committee:

100% Attendance



Process for Appointments to City Council Committees (Adopted) [Enter date]

Announcement

Announcements for ~~vacancies-open positions~~ that occur on any City Council Committees shall be distributed to the media and posted on the City's web page, social media and at City Hall. Announcements ~~will~~ will ~~shall~~ contain the name of the committee, a brief description of the duties of the committee, the date and time of the committee meetings, the number of ~~vacancies-open positions~~ that are available, the instructions to receive and submit a volunteer application, the closing date to submit an ~~volunteer~~ application, ~~verbiage indicating that applications must be received prior to the closing date~~ in order to be considered at the next ~~meeting~~ meeting, and any qualifications or requirements, if applicable, and ~~verbiage indicating whether or not the opening is available to non-residents.~~ (A resident is someone who lives or works in Keizer or owns a business in Keizer. A non-resident has the ability to show a direct nexus to the City.)

Applications

1. Applications delivered to City Hall will be stamped with the date received. Applications received by email will be marked as received as of the time/date stamp when the email was sent. Any supporting documents or letters of recommendation must be received no later than 24 weeks prior to the meeting to be included in the published packet.
2. Applications must be received by the closing date in the press release to be considered at the next Volunteer Coordinating Committee meeting. If an application is received after the closing date and an open position remains, the application may be considered at the next meeting. If there are no current openings, the application may be held for up to one year.
3. Interested applicants whose applications are received prior to the posted deadline will be sent a letter inviting them to attend the Volunteer Coordinating Committee meeting to give an oral presentation on their background and qualifications for the position they are seeking. The presentation is mandatory and should be is limited to five minutes.

4. Applicants who are unable to attend the meeting ~~may will~~ shall be ~~considered eligible for consideration~~ if they submit their testimony in writing along with an explanation for their absence no less than 24 hours before the meeting. ~~of why they are unable to attend in person, however, applicants who attend the meeting may be given preference over those unable to attend at the discretion of the individual committee member.~~

At the meeting:

1. ~~Anyone wishing to address the Volunteer Coordinating Committee will be limited to 5 minutes for their testimony. Public comment will be limited to 5 minutes with the same guidelines as Council Rules and Procedures.~~
2. At the beginning of the meeting, the chair ~~of the Volunteer Coordinating Committee will review~~ give an overview of the interview and voting process ~~with the applicants.~~
3. The interview and voting process ~~will~~ shall be conducted separately for each committee or commission.
 - a. If a VCC member is an applicant, when that committee/commission process begins, the member shall declare they are an applicant and leave the dais. The required voting majority will adjust to include only those present and voting.
 - ~~b. No more than two committees / commissions shall be scheduled for one meeting.~~

4. Interview:

- a. ~~Each~~ The applicant ~~will then be~~ has allowed five minutes to give an oral presentation highlighting their qualifications and background for the position they are seeking.
 - b. The Volunteer Coordinating Committee members may ask questions of the applicants. Questions from the Committee are not included in the five-minute time limit.
 - c. Questions ~~will~~ shall adhere to guidelines provided by the City so as to avoid actual or perceived bias, discrimination, or exclusion.
3. ~~The Volunteer Coordinating Committee may ask questions of the applicants. (Questions from the Committee are not included in the five minute time limit.)~~ **Voting**
1. ~~Upon conclusion of the presentations, a member of the Volunteer Coordinating Committee may move to close the nominations and nominate all applicants or individual candidates for the positions.~~ Motion to close nominations and nominate some or all applicant(s) to be considered as candidates for the open position(s).
 - ~~a. The VCC may move to not nominate any candidates but to reopen the application process at this step or before any open position vote (in the case of multiple open positions).~~

2. Each member of the Volunteer Coordinating Committee ~~shall~~ is required to cast a vote, ~~for a nominated candidate.~~

3. The Committee ~~will~~ will ~~shall~~ follow the voting guidelines and rules as set forth under the Oregon Public Meeting laws. ~~(Voice vote, show of hands, or written ballots may be used. If written ballots are used, the vote of each member will be announced.)~~ The determination of how votes are taken (i.e. voice vote, show of hands, or written ballots) shall be made at the call of the chair. All votes are public records.

4. Results:

a. If a candidate receives a majority of the votes of the members present, the name of this candidate shall be forwarded to the City Council for consideration.

b. ~~3.~~ If a candidate does not receive a majority of the votes of the members present, the names of the two candidates receiving the most votes shall be voted upon in the second vote. The candidate with the most votes shall be forwarded to the City Council for consideration.

c. ~~4.~~ In the event of a tie vote during the second vote, the names of the two candidates shall be placed in ~~a "hat"~~ the official Keizer bucket or other container and the chair of the committee shall draw the successful name.

d. The option of voting for "no recommendation", will be on all ballots. If a majority of votes are "no recommendation", the position will be reopened.

~~5. A member of the Committee shall then make a motion to recommend the successful applicant(s) to the City Council for appointment to the position.~~

~~5. If there are multiple positions to fill, each position will be voted separately, using steps 2 through 4.~~

~~6. If there are multiple positions to fill, each position shall be voted separately, using steps 2 through 4, or moving to reopen a position to receive additional applicants.~~ **City Councilor**

Applications

A member of the City Council may not be considered for a position on a committee or commission while they are actively serving as Councilor, even if the term of service would begin after the Councilor left office. For Council voting positions on committees and commissions, the City Council member will be appointed by the Mayor. All positions designated for a City Council member shall be filled by appointment by the Mayor of a Council member.

Miscellaneous

1. Whenever a position becomes vacant or a recommendation for appointment is not accepted by the City Council, it will be reopened for additional applications. If necessary, the Committee may use the option of suspending the rules to consider current applications.

2. Letters will be sent to all non-successful individuals thanking them for their interest and encouraging them to attend the committee meetings.
3. Non-successful volunteer applicants will remain on file for one year and will be contacted for any future openings on the committees of interest. To be considered for a future opening, the applicant must respond in writing by the recruitment closing date to be to city email notification and state an interest in being considered for that opening.~~If the applicant does not respond, the application will not be considered.~~
4. For appointments to fill a mid-term vacancy of three months or less, the Volunteer Coordinating Committee will recommend the appointment for that period and the next consecutive term.
5. When a person applies to be reappointed to serve on a committee, their attendance record will be presented to the VCC.
6. When the Committee makes a recommendation for an applicant who is already serving on two city committees/commissions to serve on a third committee, an explanation supporting the recommendation will be included in the staff report and a representative from the Committee will attend the Council meeting to ~~field questions regarding~~ explain the recommendation.
7. Outgoing Youth Councilor will be emailed the Youth Exit Survey in April. Answers will be included in the June agenda packet.
 - a. *Name one or more highlights of this experience that you feel other youth volunteers would enjoy.*
 - b. *Share any aspects of this experience that you would change.*
 - c. *If you could add anything to this experience to make it more impactful what would that be?*
 - d. *What would you recommend we do to create more interest for other youth?*
 - e. *What was the most surprising thing about the experience?*

Adopted by the Volunteer Coordinating Committee - June 15, 2004; Amended 7/19/07; 10/18/07; 9/25/08; 2/18/10; 3/21/13; 2/20/14; 6/15/17; 10/13/22



Process for Appointments to City Council Committees (Adopted) [Enter date]

Announcement

Announcements for open positions that occur on any City Council Committees shall be distributed to the media and posted on the City's web page, social media and at City Hall. Announcements will contain the name of the committee, a brief description of the duties of the committee, the date and time of the committee meetings, the number of open positions, instructions to receive and submit a volunteer application, the closing date to submit an application in order to be considered at the next meeting, and any qualifications or requirements, if applicable.

Applications

1. Applications delivered to City Hall will be stamped with the date received. Applications received by email will be marked as received as of the time/date stamp when the email was sent. Any supporting documents or letters of recommendation must be received no later than 2 weeks prior to the meeting to be included in the published packet.
2. Applications must be received by the closing date in the press release to be considered at the next Volunteer Coordinating Committee meeting. If an application is received after the closing date and an open position remains, the application may be considered at the next meeting. If there are no current openings, the application may be held for up to one year.
3. Interested applicants whose applications are received prior to the posted deadline will be sent a letter inviting them to attend the Volunteer Coordinating Committee meeting to give an oral presentation on their background and qualifications for the position they are seeking. The presentation is mandatory and is limited to five minutes.
4. Applicants who are unable to attend the meeting will be eligible for consideration if they submit their testimony in writing along with an explanation for their absence no less than 24 hours before the meeting.

At the meeting:

1. Public comment will be limited to 5 minutes with the same guidelines as Council Rules and Procedures.
2. At the beginning of the meeting, the chair will give an overview of the interview and voting process.
3. The interview and voting process will be conducted separately for each committee or commission.
 - a. If a VCC member is an applicant, when that committee/commission process begins, the member shall declare they are an applicant and leave the dais. The required voting majority will adjust to include only those present and voting.
4. Interview:
 - a. Each applicant has five minutes to give an oral presentation highlighting their qualifications and background for the position they are seeking.
 - b. The Volunteer Coordinating Committee members may ask questions of the applicants. Questions from the Committee are not included in the five-minute time limit.
 - c. Questions will adhere to guidelines provided by the City so as to avoid actual or perceived bias, discrimination, or exclusion.

Voting

1. Motion to close nominations and nominate some or all applicant(s) to be considered as candidates for the open position(s).
2. Each member of the Volunteer Coordinating Committee is required to cast a vote.
3. The Committee will follow the voting guidelines and rules as set forth under the Oregon Public Meeting laws. Voice vote, show of hands, or written ballots may be used. If written ballots are used, the vote of each member will be announced. The determination of how votes are taken (i.e. voice vote, show of hands, or written ballots) shall be made at the call of the chair. All votes are public records.
4. Results:
 - a. If a candidate receives a majority of the votes of the members present, the name of this candidate shall be forwarded to the City Council for consideration.
 - b. If a candidate does not receive a majority of the votes of the members present, the names of the two candidates receiving the most votes shall be voted upon in the second vote. The candidate with the most votes shall be forwarded to the City Council for consideration.

- c. In the event of a tie vote during the second vote, the names of the two candidates shall be placed in the official Keizer bucket or other container and the chair of the committee shall draw the successful name.
 - d. The option of voting for “no recommendation”, will be on all ballots. If a majority of votes are “no recommendation”, the position will be reopened.
5. If there are multiple positions to fill, each position will be voted separately, using steps 2 through 4.

City Councilor Applications

A member of the City Council may not be considered for a position on a committee or commission while they are actively serving as Councilor, even if the term of service would begin after the Councilor left office. For Council voting positions on committees and commissions, the City Council member will be appointed by the Mayor.

Miscellaneous

1. Whenever a position becomes vacant or a recommendation for appointment is not accepted by the City Council, it will be reopened for additional applications. If necessary, the Committee may use the option of suspending the rules to consider current applications.
2. Letters will be sent to all non-successful individuals thanking them for their interest and encouraging them to attend the committee meetings.
3. Non-successful volunteer applicants will remain on file for one year and will be contacted for any future openings on the committees of interest. To be considered for a future opening, the applicant must respond in writing by the recruitment closing date to be considered for that opening
4. For appointments to fill a mid-term vacancy of three months or less, the Volunteer Coordinating Committee will recommend the appointment for that period and the next consecutive term.
5. When a person applies to be reappointed to serve on a committee, their attendance record will be presented to the VCC.
6. When the Committee makes a recommendation for an applicant who is already serving on two city committees/commissions to serve on a third committee, an explanation supporting the recommendation will be included in the staff report and a representative from the Committee will attend the Council meeting to explain the recommendation.
7. Outgoing Youth Councilor will be emailed the Youth Exit Survey in April. Answers will be included in the June agenda packet.
 - a. *Name one or more highlights of this experience that you feel other youth volunteers would enjoy.*
 - b. *Share any aspects of this experience that you would change.*
 - c. *If you could add anything to this experience to make it more impactful what would that be?*
 - d. *What would you recommend we do to create more interest for other youth?*
 - e. *What was the most surprising thing about the experience?*

Adopted by the Volunteer Coordinating Committee - June 15, 2004; Amended 7/19/07; 10/18/07; 9/25/08; 2/18/10; 3/21/13; 2/20/14; 6/15/17; 10/13/22



GUIDELINES

for Volunteer Coordinating Committee

Interviewing Board, Commission and Committee Applicants

Beginning of Meeting

The Chair of the Volunteer Coordinating Committee will review the voting process with the applicants.

Applicant Presentation

Each applicant will be allowed five minutes to give an oral presentation highlighting their qualifications and background for the position they are seeking.

Questions

The Volunteer Coordinating Committee may then ask questions of the applicants. Questions from the Committee are not included in the five minute time limit. Volunteer Coordinating Committee members should come prepared with questions. The Chair will ensure committee members take turns and that each committee member is able to ask at least one question. To ensure fairness and help diminish bias, the same questions should be asked of each candidate interviewing for the same position.

Appropriate questions from committee members are those specific to the applicant’s experience and their philosophies related to the volunteer position they are applying for, their communication style, their interest in Keizer, etc. ***A list of appropriate questions are provided on page 2.***

Keep Your Questions Legal

It is the responsibility of the interview panel and staff to ensure that the questions asked are legal. As such, the questions you ask must avoid topics that are inappropriate due to Oregon or Federal law, such as: age, race, sexual orientation, religion, national origin, disability, height & weight, current pay or financial status, citizenship, family status, whether they’ve been arrested. It is possible that applicants will choose to share information, such as family status and that is fine if they voluntarily provide it, but it is not required and should not be requested, nor should there be any follow-up questions on those topics.

Awareness – Committee members and staff have a responsibility, and as such, are encouraged, to speak up on inappropriate questions. You can suggest that we'd like to retract the question and offer another question or rephrase the question so that it doesn't pertain to the above topics.

Please review Reference Tool for Interview Panel Members on page 3 for do's and don'ts.

Sample Interview Questions

- Please share any special training, skills or experience pertinent to this volunteer position.
- Please tell us what you love about Keizer.
- How are you invested in the city of Keizer?
- The [name of board, commission, committee] requires a significant time investment. There is a substantial amount of reading and preparation for meetings, as well as an evening meeting once a month. Do you have any questions about this time commitment? Do you understand and are you able to meet the time commitments of this volunteer position?
- Meetings are held once a month in the evenings. Are you able to commit to attending the meetings?
- Please share your experience working with a diverse set of people.
- How would you, as a board, commission or committee member, support the City's commitment to the values of justice, equity, diversity and inclusion?
- Tell us about a time that you worked as a member of a team.
- Tell us about a time that someone criticized you and how did you respond?
- Please describe a time that you had to resolve a conflict with a teammate.
- Please describe how you make difficult decisions when there are competing interests.
- What type of approach to solving problems seems to work best for you? Please give us an example of a time when you solved a tough problem.
- When analyzing a situation, how far in the past, present, and future do you consider?
- Please describe in specific terms, how you have contributed on a team.
- What, in your experience, motivates your best and most successful performance? Please give us an example of this motivation in action.
- What are your areas of interest in regards to participating on this committee/ board/ commission?
- Why did you apply for a position on the [name of board, commission, committee]?
- After reviewing the information about the [name of board, commission, committee], how does your past experience relate?



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Reference Tool for Interview Panel Membersⁱ

Interviewer Do's and Don'ts

Do

- Create a comfortable atmosphere
- Let the applicant do most of the talking
- Question objectively
- Listen Attentively

Don't

- Have inappropriate non-verbal communication (e.g. facial expressions, doodling, reviewing other non-interview documents, phone, clock, not paying attention)
- Evaluate with bias

Halo Effect: Allow internal ratings of one question to influence the ratings of the other questions

Similar Bias: Giving higher-than-deserved internal ratings to applicants who appear similar to the interviewer. People have a natural tendency to prefer others who are similar in various ways to them; sometimes this starts with the reading of an application or resume'.

Rater Bias: Allows certain personalities or prejudices to interfere with being able to evaluate fairly the applicant's performance.

Contrast Bias: Based on how well the other applicants did; comparing them to each other rather than comparing each applicant to the volunteer position.

First Impression: Interviewers tend to make rapid decisions about qualifications of an applicant within a few minutes of an interview based on minimal information or before interview questions are answered.

Pressure to Nominate: Pressure to place an applicant in the position becomes more important than placing the right person in the position.

Stereotype: Interviewer has an image of how a person should look for this position.

ⁱ This document was originally created by City County Insurance Services and tailored by City staff for applicable use by volunteer members of the City's boards, commissions and committees.