

MINUTES

Volunteer Coordinating Committee

Thursday, August 21, 2008

Keizer City Council Chambers

David Fifer, Chair of the Volunteer Coordinating Committee called the meeting to order at 6:30 p.m. In attendance were:

Members:

Kim Beesley
Trish Crenshaw
David Fifer
Marlene Quinn
Tim Smith
Lore Christopher – Council Liaison
Tracy Davis – Staff Liaison

Absent:

Amy McLeod
Charlene Coleman

PUBLIC TESTIMONY

Bill Wolf, Keizer noted he was before the Committee at the July meeting as an applicant for the Planning Commission position. He thanked the Committee for the recommendation, however the Council did not accept the recommendation. Mr. Wolf pointed out he discussed the issue with several City Councilors and was disappointed in the responses received. Mr. Wolf viewed this as a disservice to the City. He noted he did not have any specific agenda to pursue on the Planning Commission, only a willingness to volunteer his time and knowledge. After his conversations with the City Council members, Mr. Wolf requested his application once again be submitted to the Volunteer Committee for consideration. Based upon a letter received from staff liaison, Tracy Davis, he was informed he would not be considered. Mr. Wolf voiced his displeasure in how this situation was handled.

Chair Fifer and Mr. Smith both thanked Mr. Wolf for his comments. Mr. Wolf indicated at this time he is not interested in being considered for additional volunteer positions.

APPROVAL OF MINUTES

Marlene Quinn moved for approval of the July 17, 2008 Volunteer Coordinating Committee minutes. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

KEIZER PLANNING COMMISSION APPOINTMENT

Chair Fifer pointed out on August 18th the City Council did not accept the recommendation of the Volunteer Coordinating Committee to appoint Bill Wolf to the vacant position on the Planning Commission. Referring to the minutes of the Council meeting, he disagreed with the statement that applicants who were unable to appear before the Volunteer Coordinating Committee were automatically disqualified. Chair Fifer stated all applicants presented on the ballot are considered for recommendation whether appearing or not. Applicants appearing before the Committee provide additional information on their qualifications, therefore it is not unusual they are the successful in a recommendation for appointment. Additionally, Chair Fifer listed several occasions when applicants who have not appeared before the Committee are recommended for appointment.

Responding to Chair Fifer and delivering a message from the City Council, Mayor Christopher pointed out all applicants should be treated equally in the process. Members of the City Council encouraged the Committee to change the procedure to mandate appearances by the volunteer applicants. Applicants unable to appear before the Committee should be allowed to submit written documentation in lieu of their appearance.

Tim Smith acknowledged he does a full review of the written applications prior to the meetings; however the additional information provided in the oral interview helps him with his final decision. Kim Beesley pointed out during her tenure on the Committee; mandatory appearance has been discussed on several occasions. Improvements are made to the appointment process each time, but so far not to the point of mandating appearance. Mayor Christopher voiced her support for providing opportunities for new volunteer applicants to serve rather than reappointing returning members.

Chair Fifer announced there is currently one vacancy – position number 4 on the Keizer Planning Commission. Three applications were reviewed at the July meeting and are now before the Committee for additional review – Carl Malone, Carmen McCoy-Ostrom, and John Rizzo. Mr. Rizzo and Mr. Malone were in attendance. Tracy Davis, Staff Liaison noted she had not received any phone calls or correspondence from Ms. McCoy-Ostrom to indicate why she was not present.

Tim Smith moved to close the nominations. Kim Beesley seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

Mr. Rizzo and Mr. Malone each gave a short presentation and fielded questions from the Committee.

Kim Beesley moved to bring forth the names of Carl Malone, Carmen McCoy-Ostrom, and John Rizzo for consideration.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

The Committee voted by written ballot. The results were announced as follows:

Keizer Planning Commission Position Number 4

	Beesley	Crenshaw	Fifer	Quinn	Smith
Malone					
McCoy-Ostrom					
Rizzo	X	X	X	X	X

The tally was:

- Malone – 0 votes
- McCoy-Ostrom – 0 votes
- Rizzo – 5 votes

Kim Beesley moved to recommend the appointment of John Rizzo to position number 4 on the Keizer Planning Commission to fill the current vacancy plus an additional three-year term. Marlene Quinn seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

KEIZER BIKEWAYS COMMITTEE

Chair Fifer reported in June Lawrence Dick submitted his resignation from the Bikeways Committee. Mr. Dick was serving in position number 2, a three-year term scheduled to expire in December, 2010. One application was received from David Dempster.

Marlene Quinn moved to close the nominations for the vacant position on the Keizer Bikeways Committee. Tim Smith seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

David Dempster briefly outlined his qualifications and interest in a position on the Bikeways Committee.

Marlene Quinn moved to recommend the appointment of David Dempster to position number 2 on the Keizer Bikeways Committee. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

KEIZER BUDGET COMMITTEE

Chair Fifer announced the Keizer Budget Committee position number 4 is currently vacant due to the resignation of Stephen Johnston. In addition, positions number 3 and 5 currently held by Jim Gores and Terry Gordon will expire on August 31, 2008. Applications have been received David Dempster, Sandi King, and Terry Gordon.

Kim Beesley moved to close the nominations. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

David Dempster and Terry Gordon briefly outlined their interests and qualifications for the positions. Tracy Davis, Staff Liaison noted she had not been contacted by Ms. King in regards to her absence.

Kim Beesley moved to bring forth the names of David Dempster, Terry Gordon, and Sandi King for consideration. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

The Committee voted by written ballot. The results were announced as follows:

Keizer Budget Committee Position Number 4

	Beesley	Crenshaw	Fifer	Quinn	Smith
Dempster	X		X		
Gordon		X		X	X
King					

The tally was:

- Dempster – 2 votes
- Gordon – 3 votes

- King – 0 votes

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Keizer Budget Committee Position Number 3

	Beesley	Crenshaw	Fifer	Quinn	Smith
Dempster	X	X	X	X	X
King					

The tally was:

- Dempster – 5 votes
- King – 0 votes

Keizer Budget Committee Position Number 5

	Beesley	Crenshaw	Fifer	Quinn	Smith
King	X	X	X	X	X

The tally was:

- King – 5 votes

Marlene Quinn moved to recommend the appointments of Terry Gordon to position number 4, David Dempster to position number 3, and Sandi King to position number 5 on the Keizer Budget Committee. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

STORM WATER ADVISORY COMMITTEE

Chair Fifer announced in May of 2008, a Storm Water Advisory Committee was created. Two of the positions on the Committee are citizen at large positions. One application of interest was received from Toni Whitler. Tracy Davis, Staff Liaison pointed out Ms. Whitler was unable to attend the meeting this evening, however a written statement outlining her interest was sent to the Committee.

Marlene Quinn moved to close the nominations for a citizen at large position on the Storm Water Advisory Committee. Trish Crenshaw seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

Tim Smith moved to recommend the appointment of Toni Whitler to a citizen at large position on the Storm Water Advisory Committee. Marlene Quinn seconded the Motion.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

OTHER BUSINESS

Lore Christopher submitted a nomination to be considered at the next meeting for a volunteer of the quarter award. The letter submitted nominates Dennis Esser for his work on the Keizer Rapids Park Dog Park Paw Paver project. This nomination will be added to the September agenda.

Mark Caillier, a former member of the Volunteer Coordinating Committee and a City Council candidate commended the Committee for their efforts and work. He also made a suggestion for dealing with the mandatory appearance discussion. Mr. Caillier suggested if the Committee considers a mandatory appearance, a teleconference call or conference bridge may provide an opportunity for applicants to provide information.

In regards to the potential of mandating appearance of volunteer applicants, Tim Smith noted he gains more information from the applicant if they appear before the Committee. Marlene Quinn agreed with the appearance; however also felt submitting a resume would assist in making the decision. Trish Crenshaw stated an appearance brings more sincerity to the application.

Kim Beesley moved to mandate volunteer applicant appearance before the Volunteer Coordinating Committee, however if the applicant contacts staff and is unable to appear, submittal of a cover letter and resume may be substituted. If the resume or letter is not received, the application will not be considered. Marlene Quinn seconded the Motion.

David Fifer requested staff investigate the option of utilizing teleconferencing to provide additional information to the Committee.

The Motion passed 5-0-2 with Amy McLeod and Charlene Coleman absent.

Kim Beesley requested clarification of the appointment process procedure number 14 in regards to applications remaining on file for an additional year. She believed the current practice is that if the applicant does not express their continued interest, their application is not considered. Ms. Beesley requested language be added to the procedure. The Committee requested this item be on the agenda for the next meeting.

Mark Caillier suggested providing supplemental questions in advance to volunteer applicants in order to gather more information on their qualifications for certain

positions. Upon further discussion, the Committee determined not to pursue this type of questions, a resume providing information should be sufficient.

Kim Beesley requested scheduling an upcoming training opportunity for volunteers.

NEXT MEETING DATE

Due to a scheduling conflict, Tracy Davis requested a change in the regular meeting date for the month of September. The Committee agreed to schedule the next meeting on Thursday, September 25th, 2008 at 6:30 p.m.

ADJOURNMENT

The meeting was adjourned at 8:02 p.m.

A handwritten signature in black ink, appearing to read "Tracy Davis", written over a horizontal line.

Tracy L. Davis, MMC
City Recorder/Staff Liaison