



## MINUTES KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, March 13, 2025  
Robert L. Simon Council Chambers  
Keizer, Oregon

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

**CALL TO ORDER:** Vice Chair Jane Herb called the meeting to order at 6:01 pm.

#### **ATTENDANCE:**

##### **Present:**

Jane Herb, Chair

Larry Jackson

Tina Richmond

Lanora Blake (6:20)

##### **Absent:**

Leslie Risewick

##### **Staff Present:**

Kim Freeman, Vice Chair Dawn Wilson, Deputy City Recorder

Daisy Hickman

Councilor Daniel Kohler

### 2. ELECTION OF CHAIR & VICE CHAIR

Vice Chair Jane Herb moved to open the floor for nominations for Chair and Vice Chair.

Larry Jackson was nominated as Jane Herb Chair. Kim Freeman seconded.

Vice Chair Jane Herb motioned to close nominations. Passed unanimously as follows: Hickman, Herb, Jackson, Richmond, and Freeman in favor with Risewick and Blake absent.

Daisy Hickman was nominated Kim Freeman as Vice Chair. Larry Jackson seconded.

Chair Herb motioned to close nominations. Passed Unanimously as follows: Hickman, Herb, Jackson, Richmond, and Freeman in favor with Risewick and Blake absent.

### 3. PUBLIC TESTIMONY

Carrie Brown, Member of the Community Diversity Engagement Committee, commented that she was there to observe and answer any questions the Volunteer Coordinating Committee (VCC) may have. She commented on promoting open positions in various channels.

### 4. APPROVAL OF MINUTES

- a. **November 2024** Daisy Hickman moved for approval of the November 2024 minutes. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, and Hickman in favor with Blake and Risewick absent and Freeman and Richmond abstained.

## 5. COMMITTEE APPOINTMENTS

- a. **Keizer Public Arts Commission** The Board interviewed Claire Juran. Ms. Juran has lived and worked in Keizer all her life and loves Keizer. She was interested in helping to have additional art pieces in town.

Daisy Hickman moved to close nominations. Kim Freeman seconded.

Daisy Hickman moved to recommend that the Volunteer Coordinating Committee recommend the City Council appoint Claire Juran to serve on the Keizer Public Arts Commission for position 4 with a term expiring 06/30/2027. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Hickman, Freeman, and Blake in favor with Risewick absent.

b. **Budget Committee**

Chelsea Alionar was unable to attend the meeting, so she submitted written testimony to serve on the Budget Committee.

The Board interviewed Bruce Anderson who shared that he has served on the Planning Commission and City Council during two budget processes, which he enjoyed. He has extensive experience as a volunteer for the Chamber of Commerce and other organizations. He has a strong desire to give back to the community.

The Board interviewed Carol Hernandez who shared that she wants to be on the Budget Committee because she loves Keizer and wants to do something meaningful. When she worked for the State of California, she managed the budget.

The Board interviewed Francisco Saldivar who shared his professional background and budget experience. He served on the Budget Committee and Planning Commission for a few years. He felt that he had a calling for government.

The Board interviewed Trevor Lewis who shared that he was born and raised in Oregon and served in the military. He would like to be more involved more with the community, wanted to serve in a government capacity and was interested in economics and numbers.

The Board interviewed Kim Steen who shared that she has lived in Keizer most of her life and that she has a small business owner background. She enjoys strategizing and planning. She listened to the recording of the recent

Long Range Planning Task Force meeting.

Daisy Hickman moved to close nominations. Larry Jackson seconded.

Voting was as follows:

| <b>Member</b> | <b>Applicant</b>   |
|---------------|--------------------|
| Kim Freeman   | Kim Steen          |
| Daisy Hickman | Francisco Saldivar |
| Tina Richmond | Francisco Saldivar |
| Larry Jackson | Bruce Anderson     |
| Jane Herb     | Bruce Anderson     |
| Lanora Blake  | Bruce Anderson     |

Larry Jackson moved to recommend that the Volunteer Coordinating Committee recommend the City Council appoint Bruce Anderson to serve on the Budget Committee for position 5 with a term expiring 08/31/2026 term. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Hickman, Freeman, and Blake in favor with Risewick absent.

**c. Traffic Safety, Bikeways and Pedestrian Committee**

Keith Standridge and Janine Kidd withdrew their applications

The Board interviewed Trevor Lewis who shared that he would like to serve the City of Keizer because he has seen the project by the high school and his children used the bike lanes. He enjoys the separation between the roadway and sidewalks and appreciates safety.

Daisy Hickman moved to close nominations. Kim Freeman seconded.

Larry Jackson motioned to put forward Trevor Lewis to City Council for position 4 on the Traffic Safety, Bikeways and Pedestrian Committee. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Hickman, Freeman, and Blake in favor with Risewick absent.

**d. Parks Recreation and Advisory Board ~ Youth Liaison**

The Board interviewed Liam Stitt, Keizer, who was the incumbent Youth Liaison for the Parks Recreation and Advisory Board and would like to serve again on the board. He was working on getting more youth involved with the parks, and he created a parks club to plan and complete parks' projects for the City.

Daisy Hickman motioned to close nominations and seconded by Kim Freeman.

Daisy Hickman moved that Liam Stitt be put forward for the Youth Liaison to City Council for approval to serve on the Parks Recreation and Advisory Board for school year 2025/2026. Kim Freeman seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, Hickman, Freeman, and in favor and Risewick and Blake absent.

## **6. OTHER BUSINESS**

### **a. Continued discussion on the 2024 Annual Recognition: Determine the VCC's Duties & Possible Request to Increase Budget from \$300/year**

Discussion ensued on continuing to provide cookies or other tokens of appreciation. It was suggested to provide Certificates instead of cookies, and it was noted that Certificates used to be provided. It was suggested to provide pens and perhaps order extras to keep the cost down and staff could give some out. It was noted that volunteers can take pride in having Certificates, and they were prestigious. It was suggested to work with the Chamber of Commerce on accessing better pricing for pens.

The members would like to get a quote for the cost of pens. There was a conversation about how much of a budget to request.

The members would like the City Recorder's Office to see about using additional funding from another budget for City of Keizer lapel pens. If this doesn't work out, then the Committee wants status quo.

It was decided for year 2025 to recognize the volunteers status quo since the budget request wouldn't be approved in time.

Daisy Hickman moved to ask that the budget be set to \$750 per year. Kim Freeman seconded.

Daisy Hickman made a friendly amendment to ask for up to \$1,000 as a new amount for the for clocks, special promotional items, and certificates, pending the quotes for pens. Kim Freeman seconded. Motion passes unanimously as follows: Hickman, Herb, Jackson, Richmond, Blake, and Freeman in favor with Risewick absent.

### **b. Volunteer Appreciation Assignments for 2025 ~ VCC Members to Select Meetings to Recognize Volunteers**

The VCC members selected the meetings that they would recognize volunteers for 2025.

### **c. Discussion on Reference Checking ~ Consistency, Use,**

The members discussed reference checking options and standard questions to ask during reference checking. Some members wanted to check references. The Committee would like the contact info so that they could check references.

## and Questions

It was asked that the application include a statement that the applicant was willing to provide contact info for references, and this disclaimer should be approved by the City Attorney. Further discussion would take place at an upcoming meeting after the City Attorney could review the disclaimer.

The Committee would like the reference section to remain on the application and, the Committee would like to be able to contact the references.

**d. Since there has been a change in VCC Members, the City wants to confirm that the VCC would still like their request brought to the Council to consider having Exit and Stay Interviews for all Committee/Commission/Board Volunteer Members**

The members discussed incorporating exit and stay interviews for all volunteers, not just the Youth Councilors.

It was suggested to use Microsoft 365 or another survey app rather than conduct the surveys via email so that the surveys could be tracked.

It was noted that there were no issues with serving on committees and exit interviews may not be needed and would create a lot of work. Conversely, if the Volunteer Coordinating Committee (VCC) waits for a vacancy problem, then it might be too late. There was a comment about already knowing or seeing why the members are leaving the Committees because it could simply be from their term expiring versus stepping down.

**Also, does the VCC want a Member to Speak about this at an Upcoming Council Meeting?**

It was suggested that the Council Liaison would address any issues they knew about. It was noted that there could be a lot of work for little return.

**The consensus was to abandon the exit and stay interview changes, so there would be no need for a member to speak at a council meeting.**

It was requested that the latest emails and info about the VCC policies and procedures be emailed to the members.

It was requested to continue promoting open positions and noted that the improvements on promoting open positions over the last few years were appreciated.

It was suggested to have generic recruitment cards for open positions that the VCC members could hand out.

**7. ADJOURNMENT** Meeting adjourned: 8:35 p.m. Minutes approved: \_\_\_\_\_

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