



## MINUTES KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, May 8, 2025  
Robert L. Simon Council Chambers  
930 Chemawa Road NE  
Keizer, Oregon

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

**CALL TO ORDER:** Chair Jane Herb called the meeting to order at 5:32 pm.

**ATTENDANCE:**

|                         |                                   |
|-------------------------|-----------------------------------|
| <b>Present:</b>         | <b>Absent:</b>                    |
| Jane Herb, Chair        | Daisy Hickman                     |
| Larry Jackson           |                                   |
| Leslie Risewick         | <b>Staff Present:</b>             |
| Tina Richmond           | Dawn Wilson, Deputy City Recorder |
| Lanora Blake            |                                   |
| Kim Freeman, Vice Chair |                                   |
| Councilor Daniel Kohler |                                   |
2. **ANNUAL VOLUNTEER RECOGNITION ~ by Councilor Daniel Kohler**

Councilor Daniel Kohler, member of the Volunteer Coordinating Committee, recognized the Volunteer Coordinating Committee volunteers, commented on the proclamation, and handed out City of Keizer lapel pins, Certificates of Appreciation, and stuffed animal toys.
3. **PUBLIC TESTIMONY**

There was no public testimony.
4. **APPROVAL OF MINUTES**
  - a. **March 2025**

Kim Freeman moved to approve the March 13, 2025 minutes as submitted. Larry Jackson seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor with Hickman absent.
5. **COMMITTEE APPOINTMENTS**
  - a. **Traffic Safety, Bikeways and Pedestrian Committee ~**

The Board interviewed applicant Lazlo Montoya Mendoza.

Lazlo Montoya Mendoza shared his interest to serve on the Traffic Safety, Bikeways and Pedestrian Committee to help and learn, and he's enrolled in

## Youth Liaison

McNary High School. He heard about this opportunity from his mom who encouraged him to volunteer and help the community. He would like to help make Keizer safer and obtain a youth perspective to make Keizer better.

Larry Jackson moved to close nominations for the Youth Committee Liaison for the Traffic, Bikeways and Pedestrian Committee. Lanora Blake seconded. Motion passed unanimously as follows: Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor with Hickman absent.

Kim Freeman moved unanimously to move forward Lazlo Montoya Mendoza to the City Council for the Youth Liaison for the Traffic Safety, Bikeways and Pedestrian Committee. Leslie Risewick seconded. Herb, Jackson, Risewick, Richmond, Blake, and Freeman in favor with Hickman absent.

## 6. OTHER BUSINESS

### a. Discussion on Reference Checking ~ Consistency, Use, and Questions

It was requested for this item to be brought back at the next meeting.

### b. Information on Criminal History Background Checks for Volunteers ~ by Staff Liaison

Deputy City Recorder Dawn Wilson shared that the City would be running criminal history background checks for volunteers pursuant to the City Code (Chapter 2, Article III, Division 2, Section 2-71), which gives the City Manager the authority for background checks to be run. The City has devised a Criminal History Background Process and Release form for the volunteers. The applicants interviewed by the Volunteer Coordinating Committee would read and sign the Release form following their interviews.

If the background check was successful, the applicant's name would move forward to the City Council for appointment. If the background check is unsuccessful, an email would be sent to the applicant notifying them of the unsuccessful background check, and the recruitment would re-open.

Background checks would be run on:

- All new nominated applicants.
- Run/re-run on all volunteers shortly before their terms expire if they are renewing terms.
- Volunteers who apply to serve on a different committee/commission/board, who haven't previously had a background check.

The Volunteer Coordinating Committee (VCC) would like the criminal history background checks run on all applicants before they make it to the VCC

because of the public spotlight and privacy issues. There was a question about running criminal history background checks on all current volunteers.

The VCC would like to know the disqualifying criteria. It was requested for the criteria to be fairly lenient. It was suggested to note on the application that if the applicant had committed a felony that they would not be eligible to serve on a committee.

There was a request for another staff person in addition to the City Manager to review unsuccessful background checks, such as the Human Resources Director or Police Chief.

There was concern about implementing the process until it had been fully vetted by the City and that the process may need to go to the City Council. There was concern about limiting the applicant pool because interested persons may not want to deal with the criminal history background check process.

It was noted that the identification information on the Release form shouldn't be sent over email, so the applicant would need to complete and sign the form in person. The members wanted to see this process be as easy and painless as possible.

It was suggested to have the City Manager and City Attorney review unsuccessful backgrounds for liability purposes.

**7. ADJOURNMENT** Meeting adjourned: 6:02 p.m.

Minutes approved: \_\_\_\_\_

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