



MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, January 8, 2026
Robert L. Simon Council Chambers
930 Chemawa Road NE
Keizer, Oregon

Hybrid Meeting: In-person and via Zoom

Zoom Link: <https://us02web.zoom.us/j/89822737935>

1. CALL TO ORDER/NOTE OF ATTENDANCE

CALL TO ORDER: Chair Jane Herb called the meeting to order at 6:00 pm.

ATTENDANCE:

Present:

Jane Herb, Chair
Daisy Hickman
Larry Jackson
Leslie Risewick
Tina Richmond
Kim Freeman, Vice Chair via Zoom
Councilor President Shaney Starr

Absent:

Lanora Blake

Staff Present:

Dawn Wilson, Deputy City Recorder

2. ELECTION OF CHAIR & VICE CHAIR

Chair Jane Herb opened the floor for nominations for Chair and Vice Chair.

Larry Jackson nominated **Jane Herb** as **Chair**. Leslie Risewick seconded. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

Jane Herb nominated **Kim Freeman** as **Vice Chair**. Daisy Hickman seconded. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

3. PUBLIC TESTIMONY

There was no public testimony.

4. APPROVAL OF MINUTES

a. December 2025

Larry Jackson moved for approval of the December 2025 minutes. Tina Richmond seconded. Motion passed unanimously as follows: Herb, Jackson, Richmond, and Freeman in favor with Blake absent and Hickman and Risewick abstained.

5. OTHER BUSINESS

a. Review Process for Appointments for any Final Changes

Chair Herb opened the discussion by noting that all the members attended at least one of the meetings where the changes to the Process for Appointments for this Committee were discussed.

Kim Freeman moved for a motion for what we have here in our voting process to pass as written. Larry Jackson seconded. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

There was discussion explaining the criminal history background check process. Clarifications were made to the language in the document.

Chair Herb referenced earlier Committee concerns, indicating that these issues had prompted further consideration of the review process. Members were encouraged to focus on whether the current language adequately reflected the Committee's intent and to identify any remaining changes before taking action.

Chair Herb shared that the Committee was revisiting the Process for Appointments to address final changes based on prior meetings and recent discussions.

Chair Herb explained that the purpose of continuing discussion on term lengths and process considerations, along with previous discussions about the Committee choosing which positions applicants would be appointed to when there were different terms.

Discussion ensued about the language giving the Committee discretion to make the determination versus firming up the language so that the Committee would always make the decision to choose which position for the applicants. It was noted that past practice was that the Committee asked the applicants which term they preferred when there were different terms. Verbiage changes were made to the document.

Daisy Hickman moved to close the discussion. Seconded by Leslie Risewick. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

Kim Freeman made a friendly amendment to approve the changes as presented along with the changes made tonight at this meeting. Larry Jackson seconded. Passed unanimously as follows: Hickman, Herb, Jackson, Risewick, Richmond, and Freeman in favor with Blake absent.

It was noted that the Committee could revisit the process if they wanted additional changes.

b. Volunteer Recognition ~ Pen Selection (please see options in packet)

The members discussed the three design choices for the volunteer recognition pens.

The members reviewed the available options included in the packet and discussed preferences related to color, logo placement, and overall appearance. It was noted that the City's logo would not appear on the pens because it didn't translate into a pen medium.

There was a consensus of tonight's members for design Option # 2 in the packet without the logo, and black ink was acknowledged.

Discussion on Volunteer Absences:

Chair Herb shared that there had been some attendance issues with members of other committees and asked that when the VCC interviews candidates that they ask them about the commitment to attend meetings and emphasize the importance of attendance.

Discussion ensued about reviewing the attendance requirement in the Resolution Appendices and having cross-conversations with the other committees for their feedback. Not having a process for attendance issues was a concern of the Committee. It was noted that past practice was that the chair would talk with the Councilor's appointees about attendance issues.

The Committee discussed volunteer absences and how attendance issues should be addressed. There was a suggestion that the Deputy City Recorder email all the committee members about the attendance requirement because they may not be aware of it. The possibility of tracking attendance and staff communicating with chairs when there were attendance issues was discussed.

The Committee asked who or what group determined the percentage rate for attendance and that this topic be added to the next Agenda. Members emphasized the importance of clarity for how attendance concerns were evaluated before making recommendations regarding reappointments and addressing current attendance issues.

6. NEXT MEETING: February 12th

Ms. Hickman shared that she would be working a function and couldn't attend the meeting in person. She may not be able to participate via Zoom if it interfered with her work. There were no objections by members for Ms. Hickman to attend the meeting via Zoom.

7. ADJOURNMENT

Meeting adjourned at: 6:58 p.m.

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.”