



MINUTES

KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, January 11, 2024
Robert L. Simon Council Chambers
Keizer, Oregon

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

CALL TO ORDER: Chair Daisy Hickman called the meeting to order at 6:01 pm.

ATTENDANCE Present: Daisy Hickman, Chair Jane Herb, Vice Chair Larry Jackson Dawn Reichle Bailon Corri Falardeau Councilor Shaney Starr	Absent: Leslie Risewick Emerson Carella Staff Present: Dawn Wilson, Deputy City Recorder Adam Brown, City Manager
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- 2. ELECTION OF CHAIR AND VICE CHAIR**

Chair Hickman moved to open the floor for nominations for Chair and Vice Chair. Jane Herb was nominated as Vice Chair.

Corri Falardeau self-nominated for Chair and Larry Jackson seconded.
Daisy Hickman self-nominated for Chair and Jane Herb seconded.

Chair Hickman moved to close the nominations.

The Committee voted for Daisy Hickman, who received one vote and for Corri Falardeau, who received two votes.

Corri Falardeau and Jane Herb were elected by unanimous consent to serve as Chair and Vice Chair respectively.
- 3. STRATEGIC PLAN ~ Feedback from Members ~ Discussion will be Lead by Council Liaison**

Council President Starr led the discussion. She suggested reviewing section by section and looking at the engagement piece of the plan for discussion.

Larry Jackson stated that he was unclear on how the Strategic Plan would move forward. City Manager Adam Brown shared specifics on how the information was collected and aggregated into the Strategic Plan, which consisted of common themes and the six goals.

Daisy Hickman asked about the actions being numbered as a priority and that the actions sound like goals. Mr. Brown said that the City will probably modify the actions by adding measurements. Once the actions are approved, there would be a work plan completed annually. This plan would become the Council's goals that could be reviewed annually. A scorecard would also be added.

Ms. Hickman asked for an evaluation of the action plans and to prioritize the quick hits that can be addressed right away so that the actions would be described in more detail.

Dawn Bailon asked if anyone in the Community should be able to understand the Strategic Plan or if it was explained somewhere else. Council President Starr suggested that this be a dynamic document, so the definition or other explanation would be available when clicking on the link. Ms. Hickman suggested a link for the completed actions also be viewable.

Jane Herb likes all of the goals and thinks they're in good order with safety being first. She would like to see all the employees be trained for the Emergency Management Plan.

Ms. Bailon asked for the background to also be a link rather than immediately displayed so that the Goals would be prominently displayed without having to page-down to see the Goals.

It was suggested that business owners also provide an Authorized Consent form with the no-fee Business License goal to collect ownership contact information for safety or police activity taking place on owners' properties. It was suggested to refer to the no-fee Business License as a no-fee Business Registration.

Mr. Brown stated that the feedback would be accepted through the first few weeks of February, and questions could go to Mr. Brown. Comments and questions can also be submitted by using the survey on the City's website as many times as wanted.

Council President Starr encouraged Members to get the information to others and ask for feedback.

**a. Draft Strategic
Plan Review**

**4. PUBLIC
TESTIMONY**

None.

**5. APPROVAL OF
MINUTES**

a. December 14,

Jane Herb moved for approval of the December 2023 minutes Daisy

2023

Hickman seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, and Jackson, in favor and Carella and Risewick absent.

**6. COMMITTEE
APPOINTMENTS -
-> No Volunteer
Applications
Received**

None.

**7. VOLUNTEER OF
THE QUARTER ~
Fourth Quarter of
2023 --> No
Nominations
Received**

None.

**8. OTHER
BUSINESS**

None.

9. ADJOURNMENT

Meeting adjourned at: 6:36 p.m.

Minutes approved: 04/11/2024

"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."