MINUTES
KEIZER VOLUNTEER COORDINATING COMMITTEE

Thursday, August 22, 2024
City Hall ~ Robert L. Simon Council Chambers
Keizer, Oregon

Hybrid Virtual Zoom Meeting
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1. CALL TO ORDER/NOTE OF ATTENDANCE

CALL TO ORDER: Chair Corri Falardeau called the meeting to order at 6:06 pm.

ATTENDANCE:

Present:	**Staff Present:**
Corri Falardeau, Chair	Dawn Wilson, Deputy City Recorder
Jane Herb, Vice Chair	
Daisy Hickman	
Larry Jackson	
Dawn Reichle Bailon	
Leslie Risewick	
Emerson Carella	
Council President Shaney Starr	

2. PUBLIC TESTIMONY

There was no public testimony.

3. APPROVAL OF MINUTES

Dawn Bailon moved for approval of the June 2024 minutes. Leslie Risewick seconded. Motion passed unanimously as follows: Reichle Bailon, Falardeau, Jackson, Carella and Risewick in favor and Herb and Hickman abstained.

a. June Minutes

4. COMMITTEE APPOINTMENTS

a. Keizer Public Arts Commission Openings

Nicole Beckham and Mary Pardo were absent.

Applicant Rebecca 'Becka' Brisbin was interviewed and shared her background and interest in art and community engagement. She would like to see more City art displays, statues, and murals because they help embrace and represent all aspects of the community.

Applicant Kim Steen was interviewed and shared her background and has been on the Keizer Public Arts Commission for about six years. She would like to continue to be involved and was super-excited about the utility box wraps that added to the community. The mural was one of the most fun events because it brought in a lot of interaction with the community.

Daisy Hickman motioned to close nominations and Jane Herb seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

Daisy Hickman motioned to move to put forward both names with Kim Steen placing her in her same Position #3 for the Public Arts Commission. Emerson Carella seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

Jane Herb motioned to re-vote on this because there was an error in our hearing and re-do this. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

Daisy Hickman moved to put forward the slate with Kim Steen being in position #3 and Becka Brisbin in position #2. Jane Herb second. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

b. Parks Advisory Board Opening

Mary Pardo and Caitlin Brown were absent.

Chair Corri Falardeau recused herself because Jill Gust was her employee at the Keizer Chamber of Commerce. Jane Herb chaired the meeting for this item.

Jill Gust was interviewed and shared her background and interest in activities and youth. She had a deep connection to everything involving sports, recreation, activities, and youth. She currently serves as the President for the McNary Athletic Booster Board and Treasurer for the McNary Football. She feels that this board was important, she cares about this community and wants to stay involved, and make a difference in the community.

Larry Jackson motioned to close the nomination. Leslie Risewick seconded.

Hickman, Herb, Reichle Bailon, Carella, Jackson, and Risewick in favor with Falardeau abstained.

Larry Jackson moved to move forward Jill Gust to City Council for recommendation to the Parks Board. Seconded by Dawn Bailon. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Carella, Jackson, and Risewick in favor with Falardeau abstained.

c. Budget Committee Openings

Caitlin Brown was absent.

Mary Pardo withdrew her name from the Budget Committee positions.

Chair Corri Falardeau recused herself because one of the applicants, Jonathan Thompson, was on the Board for the Keizer Chamber of Commerce. Jane Herb chaired the meeting for this item.

Jonathan Thompson was interviewed and shared his background and interest. He spoke about the accomplishments this year when he served on the Budget Committee. He said that they passed a balance budget, which was adversarial. There was still work to do, such as the increased public employee retirement cost and projects that need to be completed to use the Covid money.

Susan London was interviewed and shared her background and interest. She just finished her first term on the Budget Committee and would like to serve another term. Math and accounting was a specialty of hers. She supported the courts with their budgeting and has taught budgeting. She appreciates the volunteer atmosphere.

Jamie Davis was interviewed and shared her background and interest. She would like to be on the Budget Committee and can use her 25 years of finance experience to help guide the City into its priorities and make sure the City has financial strength to get there. She has worked for the League of Oregon Cities to help guide numerous Cities. She also served three years on the Traffic Safety, Bikeways and Pedestrian Committee and was chair for a year.

Leslie Risewick moved to close nominations. Dawn Bailon seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Carella, Jackson, and Risewick in favor with Falardeau abstained.

The Board voted on the applicants as follows:

Position # 6

Member	**Applicant**
Daisy Hickman	Susan London
Emerson Carella	Jamie Davis

Larry Jackson	Jamie Davis
Leslie Risewick	Susan London
Jane Herb	Susan London
Dawn Bailon	Jonathan Thompson

Susan London received the majority (three) of votes.

Position # 7

Member	**Applicant**
Daisy Hickman	Jonathan Thompson
Emerson Carella	Jonathan Thompson
Larry Jackson	Jonathan Thompson
Leslie Risewick	Jonathan Thompson
Jane Herb	Jonathan Thompson
Dawn Bailon	Jonathan Thompson

Jonathan Thompson received the majority (six) votes.

<u>Larry Jackson made a motion to move Jonathan Thompson's name forward for Position #7 and Susan London for Position #6. Leslie Risewick seconded</u>. Hickman, Herb, Reichle Bailon, Carella, Jackson, and Risewick in favor with Falardeau abstained.

d. Planning Commission Openings

Caitlin Brown was absent.

Mary Pardo was interviewed and shared that she wants to serve and help Keizer. She has been very active with the Community Emergency Response Team (CERT) Program.

Lindsey King was interviewed and shared her background and interest. She was a land use consultant and familiar with municipalities. Her professional career and experiences with committees, councils, and communities would benefit Keizer. She follows Keizer's and the County's public meetings. She loves living near the Willamette River, the trails, so many small businesses, and Keizer has a huge sense of community and support.

Frank Hostler was interviewed and shared his background and interest. He was previously on the Planning Commission and was an engineer for the forest service. The Navy taught him about systems and how to be mechanically inclined. The City has various systems. He spoke about a tree removal, how important trees are to him, and he would like to see an urban forest. He feels he has a calling to serve again on the Planning Commission for the better of the whole. He spoke about in-fill being a way to comply with the urban growth boundary requirements.

<u>Jane Herb moved to close nominations. Daisy Hickman seconded. Motion passed unanimously as follows</u>: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

The Board voted on the applicants as follows:

Position # 6

Member	Applicant
Daisy Hickman	Frank Hostler
Emerson Carella	Frank Hostler
Leslie Risewick	Lindsey King
Larry Jackson	Lindsey King
Corri Falardeau	Lindsey King
Jane Herb	Lindsey King
Dawn Bailon	Lindsey King

Lindsey King received the majority (five) of votes.

Position # 7

Member	Applicant
Daisy Hickman	Frank Hostler
Emerson Carella	Frank Hostler
Leslie Risewick	Frank Hostler
Jane Herb	Frank Hostler
Larry Jackson	Frank Hostler
Corri Falardeau	No Recommendation
Dawn Bailon	Frank Hostler

Frank Hostler received the majority (six) of votes.

Dawn Bailon moved to send forth Lindsey King for position #6 and Frank Hostler for position #7 to the Council for approval. Lesie Risewick seconded. Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

e. Youth Councilor Opening

One application was received from Ma'Layah Latty-Farrar, and she was interviewed by the Volunteer Coordinating Committee on June 13th.

Jane Herb moved to close nomination and put forward Ma'Layah Latty-Farrar's name to City Council. Leslie Risewick seconded. Motion passed unanimously as follows: Hickman, Herb, Reichle Bailon, Falardeau, Carella, Jackson, and Risewick in favor.

5. OTHER BUSINESS

a. Continued discussion on the 2024 Annual Recognition for the City Volunteers

The Committee reviewed the suggested Annual Volunteer Recognition Process included in the packet.

Jane Herb liked the changes in red in the Annual Recognition process.

Discussion ensued on the treats, such as having cards or snacks and not just cookies.

It was suggested to bring a token of appreciation. Having an item, such as a pen, with the City of Keizer's name would be nice. Council President Starr shared that the Volunteer Coordinating Committee (VCC) could go through the budget process in March or April to request a budget increase. Jane Herb shared that there are currently 79 volunteers to keep in mind when budgeting for tokens of appreciation.

Chair Falardeau asked to change cookies to a tokens of appreciation in the process, which was listed in several areas.

Reading the Proclamation was discussed and asked that "the VCC members will read the Proclamation at each of meetings with the exception of the City Council meeting" be added to the process.

The VCC would like each VCC Member ensures that the tokens of appreciation are distributed at each meeting instead of having the City Recorder handing the token of appreciation to the VCC Member.

Instead of April, say, at the closest meeting to volunteer recognition. It was asked to delete the very last bullet.

Deputy City Recorder Dawn Wilson would make changes and bring the process back to the VCC for a Motion.

b. Discussion on leading questions: Are the questions providing answers that the VCC is seeking or are they questions needed for the various committees?

Council President would circle back with staff about talking with City County Insurance Services (CIS), the City's insurance provider regarding running background checks on applicants because the question was asked on the application.

The Members were interested in updating the volunteer questions on the application and determining if some answers should be required. Ms. Wilson will email the volunteer application in PDF form for the Committee Members to comment on and discuss the questions. It was requested to add to the next Agenda and have a meeting even if there are no interviews.

Chair Falardeau commented on leading questions so that the questions promoted answers that the VCC members wanted. Jane Herb commented that the VCC Members are there to be unbiased and that questions shouldn't start with a statement that suggests personal views. The questions should be asked in a way that answers could be straightforward and not include the Members' personal opinions when asking questions.

The Members liked asking the same questions to each of the applicants. The proposed list of questions was revisited. It was noted that the questions and applications were intended to be reviewed by a subcommittee and to use the same process for updating the Appointment Process.

Council President Starr shared that the City Council was having a Work Session to discuss the Community Diversity Engagement Committee questions. The CDEC wanted a set of certain questions for the VCC to ask those applying to serve on the CDEC. In other words, the Council would no longer be making the direct appointments, so interested persons would need to apply to serve on the CDEC.

A question was brought up at the City Council meeting about the other committees possibly having their own set of questions, so a Work Session was scheduled for September 23rd. Council President Starr recommended that the VCC Members attend the Community Diversity, Engagement Committee (CDEC) meeting on September 5th and the Joint City Council and CDEC Work Session on September 23rd.

It was asked to have the Interview Questions and Flowchart in plastic sleeves placed on the dais for each meeting.

The VCC would like some Committee-specific questions, along with some generic questions that are asked for all committees.

It was asked what the VCC Members should do if they were uncomfortable asking certain questions. It was suggested to have this dialogue with the CDEC and City Council.

6. ADJOURNMENT Meeting adjourned: 8:07 p.m.

Minutes approved: _____________

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