

# Notes

## MULTNOMAH COUNTY ANIMAL SERVICES CITIZEN ADVISORY COMMITTEE COMMITTEE MEETING

**IN ATTENDANCE:** Glenda Hughes, Kara Kerpan, Linda Caradine, Jackie Rose, Allison Conkling

**ABSENCE:** Megan Mautemps, Aaron Ray

**Date:** Monday March 12, 2018

**Time:** 6:30 pm to 8:00 pm

**Place:** Room 12 of the Multnomah Building

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## Discussion Items

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### 6:30 Meeting Convenes

- Jackie updates members that Aaron Ray has resigned.

### 6:35 Recruitment Status Update

Jackie reviewed the member recruitment process and provided recruitment documentation to the members.

- Review Recruitment Process
  - Revise recruitment process from 30 days to 60 days.
    - All members were in agreement.
- Recruitment Letter
  - Jay LeVitre sent out recruitment letters the week of March 5th-9th.
- Recruitment Application
  - Members requested changes to be made on the application
    - Add language asking how they heard about the membership opportunity.
    - Add language of when applicants will be contacted about their applications.
- Recruitment Application Posting
  - Kara suggested to make wording on the posting look like a job opportunity.

- Members feel that there should be a strong tag line at the top of ad to draw attention.
- Linda suggested adding a line encouraging minorities or the under-represented to apply.
- Posting Matrix
  - Kara will contact the PSU MPA program about CAC membership opportunity.
  - Allison to research what universities and colleges are in the area and create a spreadsheet.
- Recruitment Follow Up
  - Thank you letters to be sent to all applicants.
- Staff and Members responsibilities with preparing for interviews.
  - Members agreed that there should be 5-7 interview questions which the committee will create and a time allowance of 30 minutes to interview each applicant.
  - Jackie will create a score sheet and spreadsheet for scoring interviewees.
  - Linda Caradine, Glenda Hughes and Megan Mautemps will be the interviewers.
  - Marci Jo and Kara will review the applications.

**7:40 MCAS Update**

Jackie shared that the shelter management team is fully staffed.

- Jeannette Farrell is the new field office manager
- Andrew Mathias is the new animal care operations manager
- Stacy Thurman is the new animal care operations supervisor

Jackie stated that the county is now in budget talks.

- MCAS budget has been submitted and MCAS submitted on program offer to fund an existing vet assistant position that is currently funded through the donation funds.
- Jackie reported that the ACT program closed on January 31, 2018 due to budget constraints.

**8:00 Meeting adjourned**

**Next Meeting: May 7, 2018**