

# Minutes

## Multnomah County Animal Services Community Advisory Committee

September 24, 2024

### Attendees:

Name	Present (Y/N)	Name	Present (Y/N)	Name	Present (Y/N)
Gray Bouchat	Y	April Milan	Y	Tara MH Martin	Y
Leah Brookner	Y	Natalie Mesa-Smith	N	Laura Lambruschi	Y
Sharon Methvin	Y	Denise Holmes	Y	Kelly Peterson	Y
Nancy Marie Yuill	Y	Margaret Clement	Y	Andrew Beckman	Y
Erin Grahek (Staff)	Y	Taylor Steenbock (Staff)	Y	Jessica Tucker (Staff)	N

### Guests:

Bud Garrison (Staff)

#### I. Welcome [30 minutes - Taylor]

Erin welcome everyone  
member introductions

Member packet overview:

- Bylaws
- Member agreement
- Stipends
- Email address

Using a county email address, Duo

6:30pm

Erin welcomed the members to the meeting. Introductions were done by all members, staff and guests present.

Taylor discussed the contents of the member packets and explained that The committee would be reviewing, updating and approving all documents In future meetings. Taylor also discussed the availability of stipends, the paperwork involved and the process to opt in and receive payment. Taylor and Erin discussed the county emails that have been setup for each

member. Each member can opt to use the county email for any contact with the committee.

II. Animal Services Overview [50 minutes - Erin Grahek, Animal Services Director]

7:00pm Erin presented a slide show and overview of the shelter. The overview encompassed the MCAS North Star Goals, organizational and team structure, statistics on the number of people and pets that MCAS serves, current programs, service statistics and some recent accomplishments. Time did not allow for the completion of the presentation. There was some questions and discussion amongst the attendees regarding some of the data presented.

III. Break [10 minutes]

IV. Fist to Five Facilitation Overview [15 minutes - Soumary Vongrassamy]

(use 2 adjacent decisions that they will be making as a group that we can use as a test run)

1. Do you want to order food from Elephant's Deli for future meetings?
2. Do you want to keep meeting in this room for future meetings?
3. The scope of this service term is to build the foundation for future CAC meetings. This includes revisiting the membership agreement, bylaws and work plan for the next iteration of this committee. Do you agree to that work plan?

8:05pm Soumary presented the consensus model that will be used to facilitate discussions and decision making. Using the thumb scale consensus model the following decisions were made:

- 1) Do you want to order food from Elephant's Deli for future meetings?  
Staff will research different catering options that have better vegan offerings
- 2) Do you want to keep meeting in this room for future meetings?  
Taylor will explore using the board room for future meetings that has better lighting.
- 3) The scope of this service term is to build the foundation for future CAC meetings. This includes revisiting the membership agreement, bylaws and work plan for the next iteration of this committee. Do you agree to that work plan?

There was some discussion around the future work plan. Multiple members were interested in what Erin wanted and needed from the group. Erin discussed the need to "build the ship" and make sure

we had the foundation agreements in place and that everyone agreed to the documents. One member expressed a desire to have sub-groups work on the individual documents and come back to the committee for final approval. Taylor agreed to explore that topic at our next meeting.

V. Closing [15 minutes - Taylor]

Agenda planning for next meeting

8:30pm Several members expressed an interest in touring the shelter and including a debrief of that tour in the next meeting. It was agreed to include the tour debrief and work on the member agreement in the next meeting agenda.

The meeting was adjourned.