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

Discussion Items

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