

VILLAGE of McFARLAND
Draft - VOLUNTEER COMMITTEE
August 4, 2016

- **Call to order.**

Chairman Mooney called the August 4, 2016 meeting of the Volunteer Committee to order at 6:00 P.M. in Conference Room A of the McFarland Municipal Center.

Members present: Trustee Tom Mooney, and citizen members: Ken Brost, Bob Dombroski, Carol Dombroski, and Kathy Lyons

Members absent: Village Board President Brad Czebotar and citizen members, Zachary Keller and Dennis Knutson.

Staff present: Senior Outreach Director Lori Andersen

Volunteer Coordinator present: Outreach Case Manager Lauren Kelly

- **Review and possible approval of the Minutes of the May 5, 2016 Volunteer Committee meeting.**

Motion by Brost, seconded by Bob Dombroski, and carried 5 -0 by acclamation to approve the Minutes of the May 5, 2016 Volunteer Committee meeting.

- **Review job description/scope of Volunteer Coordinator position.**

Kelly gave a comprehensive report of her activities to date. She has been meeting with other Senior Center Volunteer Coordinators, organizing a Service Day binder and electronic file , managing new volunteers, and developing various ways to communicate with the community. Chairman Mooney, then, distributed copies of the original job description. After some discussion, it was determined that Chairman Mooney, Kelly, and Andersen would meet as a sub group to update the form.

- **Identify annual goals and methods of achieving them.**

Chairman Mooney handed out a sheet that listed goals for the Volunteer Committee. The form consisted of two parts. The first part listed the status of the 2015-1016 annual goals. The second part listed potential goals for 2016-2017.

After review and discussion of the hand-out, the following decisions were made.

- **Frequency of meetings and whether to meet as a whole or sub groups.**

Several of the items below were assigned to sub groups. 'Frequency of meetings' was not determined.

- **Discuss volunteer opportunities database development including its**

guidelines and usage. Chairman Mooney, Bob Dombroski, Kelly, and Knutson will meet as a sub group to deal with this concept. It was strongly felt by the Committee that the database be extended to include other departments in order to develop consistency in training and other commonalities. Also, Bob Dombroski felt that the emphasis should be on other departments communicating with the Volunteer Coordinator in order to operate more effectively in the future.

- **Process of applications based on the volunteer handbook already developed.**

Andersen distributed a packet of volunteer forms to the committee for review. It was determined that the volunteer handbook and the volunteer forms should be reviewed, updated, and edited by a sub group.

- **Identify criteria/levels needed for background checks.** This, too, will be discussed and developed by a sub group.

- The next scheduled meeting is **at 6:00 on Thursday, September 1, 2016.**

- Agenda items to be discussed are:
 - Major Point – Database focus (what is happening and new goals)
 - Reports from sub groups

- **Adjournment**
Motion by Mooney, seconded by Brost and carried 5-0 by acclamation to adjourn the meeting at 7:20 P.M.

Respectfully submitted,
Jackie Burger (citizen)
Volunteer Recorder