



<i>CITY RECORDER USE ONLY:</i>	
AGENDA ITEM #:	_____
MEETING DATE:	_____
FINAL ACTION:	_____

CITY COUNCIL MEMORANDUM

WORK SESSION:

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Anna D. Ruggles, CMC, City Recorder*

DATE: *November 13, 2018*

SUBJECT: *B/C New Applicant Interviews*

BACKGROUND:

Attached are the following items for the Boards, Committees, and Commissions (B/C) interviews:

- Interview Time Scheduled;
- Boards, Committees, Commissions Number of Vacancies;
- Possible Interview Questions; and
- Applications:
 1. 4:00 pm: Wolanda Groombridge
 2. 4:15 pm: Christopher Wilmeth
 3. 4:30 pm: Tammi McLaughlin
 4. 4:45 pm: Lilliann Meek
 5. 5:00 pm: Tanya Peterson
 6. 5:15 pm: Matthew Hampton

STAFF RECOMMENDATION:

Conduct interviews of the applicants who expressed interest in serving on the B/C. In addition to the above-noted interviews, there are eight additional new applicants on file who are awaiting Council interviews. The B/C reappointment recruitment closes on November 9, 2018. Staff will discuss with Council how to proceed with subsequent interviews, which are scheduled in work session on November 19, 2018, 4pm-5:30pm. Council may make determination to fill the current B&C vacancies and/or wait until interviews have been conducted. Resolutions making formal appointments will be considered at the Council meeting following Council's recommendations.

2018 BOARDS, COMMITTEES & COMMISSIONS VACANCIES

Reso 2006-10 Adopts B&C Appointment Policy

COMMISSION	REQUIREMENTS	# VACANCIES	EXPIRES
BUDGET Meets in April/May	PER ORS 294 7 Members Must Be Residents & 7 Elected Officials – 3 Year Term		
COMMITTEE FOR COMMUNITY INVOLVEMENT Meets 1 st Tuesday, 5:30 pm	ORD 1987-07; RESO 1975-873; 1991-13; 1991-57; 1993-07; 2014-65; 2017-62 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term Term Expires Jan 31 st	1 – Student Vacancy	01/31/19
COMMUNITY FORESTRY COMMISSION CODE 35.090-35.095 Meets 3 rd Wednesday, 5:15 pm	RESO 1992-23; 1998-16; 1998-56; 2002-56; Ord 2004-04 7 Members – 3 Year Term 3 Nonresidents – Currently 3 1 Non-Voting Student Advisor 1-Year Term		
ECONOMIC DEVELOPMENT COMMISSION Meets 1 st Thursday, Noon	RESO 2007-45; 2008-30; 2015-69 19 Members – 3 Year Term 6 Public/Non-Profit: 12 Businesses; 1 At-Large – Currently 1 (4 currently reside outside City) 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy (Food) 1 – Vacancy (Small Commercial/Retail) 1 – Vacancy (Workforce) 1 – Vacancy (Utility) 1 – Student Vacancy	12/31/19 12/31/20 12/31/20 12/31/18 12/31/18
HISTORIC LANDMARKS BOARD CODE 35.065-35.071 Meets 4 th Tuesday, 7:15 pm	Per ORS 197; ORD 1980-15; 1986-11; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/18
LIBRARY Meets 2 nd Tuesday, 6:30 pm	Per ORS 357; ORD 1974-1038; 1974-1040 7 Members – 2 Year Term At-Large – Currently 0 1 Non-Voting Student Advisor 1-Year Term	1 – Student Vacancy	12/31/18
PARKS & RECREATION COMMISSION Meets 3 rd Wednesday 7:00 am	RESO 1974-733 9 Members – 4 Year Term 2 Nonresidents – Currently 0 3 At-Large; 1 FG School Dist; 5 Park Districts: <u>NNW</u> = Forest Glen, Knox Ridge, Thatcher/Loomis; <u>NW</u> = Lincoln, Hazel Sills, Aquatic Center, Talisman; <u>SW</u> = Rogers; <u>SE</u> = Joseph Gale; <u>NE</u> = Bard and Stites Parks; 1 Non-Voting Student Advisor 1-Year Term	1 – Vacancy NE	12/31/19
PLANNING COMMISSION CODE 35.045-35.054 Meets 1 st and 3 rd Monday 7:00 pm	Per ORS 227; ORD 1969-911; 1974-1012; 1995-13; 1998-16; 1998-56; 1995-13; 2006-06; 2009-04 7 Members – 4 Year Term 2 Nonresidents – Currently 1 1 Real Estate – Currently 0 2 Same trade/occupation – Currently 0		
PUBLIC ARTS COMMISSION Meets 2 nd Thursday, 5:00 pm	RESO 2006-06; 2008-62; 2009-27; 2011-75; 2014-70 9 Members Must Be Residents – 3 Year Term Nonresident – Currently 1 1 Non-Voting Student Advisor 1-Year Term		
PUBLIC SAFETY ADVISORY COMMISSION Meets 4 th Wednesday 7:30 am	RESO 2005-56; 2010-27; 2011-25; 2015-28 9 Members – 4 Year Term 2 Rural Fire Dist – Currently 1 Non-Voting Reps: Chamber, FG School Dist; Pacific University; Rural Fire Dist 1 Non-voting Student Advisor	1 Vacancy (Rural) 1 – Student Vacancy	12/31/20 12/31/18
SUSTAINABILITY COMMISSION Meets 4 th Thursday 6:00 pm	RESO 2013-68; 2013-69; 2016-58 13 Members – 4 Year Term Nonresidents – Currently 3 8 Related to Specific Interests; 3 At-Large; and 2 Voting Student Advisors (Pacific University & FG High School Students)	1 – Vacancy (Economic) 1 – Vacancy (At-Large) 1 – Vacancy (PU Rep) 1 – Vacancy (At-Large)	12/31/19 12/31/18 12/31/21 12/31/22

**Boards, Committees, and Commissions
Applicant Interviews**

					Budget	CCI	CFC	EDC	HLB	Library	P&R	Planning	Public Arts	Public Safety	Sustainability	
					Apr/May	1st Tues 5:30pm	3rd Wed 5:15pm	1st Thurs Noon	4th Tues 7:15pm	2nd Tues 6:30pm	3rd Wed 7am	1st&3rd Mon 7pm	2nd Thurs 5pm	4th Wed 7:30am	4th Thurs 6 pm	
						Wenzl	Thompson	Rippe	Johnston	Valfre	Wenzl		Johnston	Rippe	Uhing	
# of Board Vacancies:					4 - Vacancies Food/Beverage: Commercial: Workforce: Utility											
# of Student Vacancies:						1 - Student		1 - Student	1 - Student	1 - Student					1 - Student	
Interview Time:	Applicants:				Budget	CCI	CFC	EDC	HLB	LC	P&R	PC	PAC	PSAC	SC	
1	4:00 PM (Applied 07/24/18)	Wolanda	Groombridge	(Canceled x1) Brookdale Director		CCI			HLB		P&R	PC	PAC	PSAC		
2	4:15 PM (Applied 10/22/18)	Christopher	Wilmeth	Yahoo Customer Mgr				EDC								
3	4:30 PM (Applied 11/1/2017)	Tammi	McLaughlin	Self-Employed Non-Profit							P&R					
4	4:45 PM (Applied 09/15/2018)	Lilliann	Meek	2nd Yr College Student											SC	
5	5:00 PM (Applied 09/24/2018)	Tanya	Peterson	Realtor		CCI			HLB							
6	5:15 PM (Applied 08/15/2018)	Matthew	Hampton	1st Yr College Student						LC						
Interviewed Pending Appointment																
*	03/24/18	Noah	Christie	(Interviewed 08/13) HS Student		CCI (Student)	CFC (Student)	EDC (Student)	HLB (Student)	LC (Student)	P&R (Student)		PAC (Student)	PSAC (Student)	SC (HS Student)	

7-10 minutes is allotted for each applicant interview

Note: Once Council renders a decision on the status of an appointee, the City Recorder notifies appointee and schedules a formal Resolution for consideration on the next Council meeting agenda.

POSSIBLE QUESTIONS FOR B&C APPLICANT INTERVIEWS

Please feel free to use any questions and/or information that you wish in order to conduct a successful interview.

If there were one area you've always wanted to improve upon, what would that be?

What can you offer the advisory board on which you would like to serve?

What are some of your proudest achievements?

What ideas do you have for increasing citizen involvement in Forest Grove?

Is there an area in which you think the City may be letting its citizens down? If so, what would that be?

What do you see as a critical need or a major concern facing the City?

Do you favor growth or do you feel the City is currently big enough?

How would you respond to an unpopular decision that is strongly criticized by the public? Such as making an unpopular decision that may go against property owners' desire or that is not supported by your friends and neighbors.

What ideas do you have that would help Forest Grove become a more sustainable community?

Do you have any grant-writing experience? _____

In addition, Mayor, please ask:

Do you have any conflict with the meeting date(s) and time(s) of the advisory board to which you have applied? _____

If we cannot appoint you to your first choice, are there any other advisory boards that interest you?

May we keep your application on file? _____

Do you have any questions for us? _____

INTERVIEW 11/13/2018 @ 4pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) [1]

Submitted by Visitor (not verified)

Tuesday, July 24, 2018 - 11:22pm

172.16.64.19

First & Last Name

Wolanda Groombridge

Home Address

█ Falls St

Mailing Address, if different

*Wolanda Groombridge
11/13/2018 @ 4pm*

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

█

Telephone/Cell Phone Number

█

Employer

Brookdale Senior Living

Work Telephone Number

█

Occupation/Profession

Executive Director

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Do you reside within the City limits?

Years residing in Forest Grove:

4

How did you hear of this opportunity?

Website

Please rate the City's performance.

Excellent

What ideas do you have for improving "Fair" or "Poor" performance?

Team collaboration to find out why the performance was fair or poor. Planning, interview, gathering information, or feedback from the community in regards to the fair or poor performance. Providing solutions, planning and executing detailed and well developed programs so the outcome is not fair or poor.

Select which Boards, Committees or Commissions you would like to apply for:

- Budget Committee (3-4 times in May)
- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Parks and Recreation Commission (3rd Wednesday, 7am)
- Planning Commission (1st and 3rd Monday, 7pm)
- Public Arts Commission (2nd Thursday, 5pm)
- Public Safety Advisory Commission (4th Wednesday, 7:30am)
- *Historic Landmarks Bd*

What specific topics interest you that relate to the board?

I want my community of Forest Grove to provide different programs, crime free, family oriented and helping the future of Forest Grove by bringing new life to senior living and community at large.

What contributions do you hope to bring to the board?

Dedication to the community.

List your educational experience:

Associates Degree in Liberal Arts/Minor in Child Development

List any community involvement, appointed offices, elected offices and/or affiliations.

None

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Wolanda Groombridge

Date

07/24/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/5161>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

INTERVIEW

11/13/2018 @ 4:15pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) (1)

Submitted by Visitor (not verified)

Monday, October 22, 2018 - 4:50pm

172.16.64.18

First & Last Name

Christopher Wilmeth

Home Address

██████ 25th Ave

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

Yahoo! Inc.

Work Telephone Number

Occupation/Profession

Customer Success Manager

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

10+

How did you hear of this opportunity?

Facebook Community Page

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

Economic Development Commission (1st Thursday, Noon)

What specific topics interest you that relate to the board?

Marketing strategies related to growth and development, helping to build an environment attractive to awesome employers, and helping the city of Forest Grove to take greater advantage of its existing competitive advantages in the small business sector.

What contributions do you hope to bring to the board?

As a tech junkie working at Yahoo for over 10+ years, I've got broad experience helping small businesses grow using the latest advancements in digital marketing available. I've served in several roles as an advisor to small businesses, helping them to capitalize on their unique niches to grow in spite of a stagnate economy, and taking personal responsibility for their outcomes. I strive for accountability in myself and the people I recommend for clients I've worked with and believe this mindset would serve the city well; any recommendations I make would come with steps for tracking progress, growth, and tying any actions taken directly back to the results that resulted from it.

List your educational experience:

My experience comes primarily from hands-on management of small businesses alongside their owners. While I have no formal degree, I've helped many businesses gain a footing where they were otherwise losing it to modern competitors, and can offer unique insights that a college degree can't impart.

List any community involvement, appointed offices, elected offices and/or affiliations.

None, this is my first time volunteering my experience in any formal capacity. Just looking forward to helping!

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Christopher Wilmeth

Date

10/22/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6331>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

INTERVIEW 11/13/2018 @ 4:30pm

Published on *Forest Grove Oregon* (<https://www.forestgrove-or.gov>)

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#) ⁽¹⁾
Submitted by Visitor (not verified)
Wednesday, October 24, 2018 - 2:34pm
172.16.64.18

First & Last Name

Tammi McLaughlin

Home Address

██████ SW Pacific Avenue

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████

Employer

Self employed

Work Telephone Number

Occupation/Profession

Mom/Non profit work/Garden design

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

If so, which grade level and school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

18

How did you hear of this opportunity?

Email from Anna Ruggles due to past application

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

Parks and Recreation Commission (3rd Wednesday, 7am)

What specific topics interest you that relate to the board?

Parks and rec opportunities for all ages in the community. Better community supported options for our youth in particular.

What contributions do you hope to bring to the board?

I founded a non profit youth sports organization here in Forest Grove about 5 years ago. I've been involved in administrative leadership of FGHS sports for 6 years. I am very aware of the recreational options and failings in our community. I know many of the people involved with parks and rec offerings in Forest Grove. I have a passion for parks and rec community opportunities.

List your educational experience:

BA - University of Washington

List any community involvement, appointed offices, elected offices and/or affiliations.

President - FGHS Boys Lacrosse club
Chairman of the Board - Forest Grove Youth Lacrosse
Vikings Booster

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Tammi McLaughlin

Date

10/24/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/6391>**Links**[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

INTERVIEW 11/13/2018 @ 4:45pm

Published on *Forest Grove Oregon* (<https://www.for>

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Submission information

Form: [Boards and Commissions Application](#) [1]

Submitted by Visitor (not verified)

Saturday, September 15, 2018 - 6:30pm

172.16.64.19

First & Last Name

Lilliann Meek

Home Address

█████ College Way, █████

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

████████████████████

Telephone/Cell Phone Number

██████████ 1

Employer

N/A

Work Telephone Number

██████████

Occupation/Profession

Toxicology & Spanish Undergraduate

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

Yes

If so, which grade level and school do you attend?

Second Year College Student

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

2

How did you hear of this opportunity?

Fallon Harris

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?**Select which Boards, Committees or Commissions you would like to apply for:**

Sustainability Commission (4th Thursday, 6pm)

What specific topics interest you that relate to the board?

Becoming more sustainable within our community such as food security & coming to a conclusion and a resolution about homelessness within the Grove & beyond.

What contributions do you hope to bring to the board?

I hope to bring in a different perspective and be a representative for Pacific University students. I hope to collaborate and create new ideas with the sustainability committee on projects, research and or service.

List your educational experience:

High School Diploma- Buena Park High School

Undergraduate- in process (Environmental Toxicology/ Chemistry & Spanish Major)

List any community involvement, appointed offices, elected offices and/or affiliations.

High School:

(Future Farmers Of America) FFA secretary for 1 year

FFA President for 2 years.

National Honors Society

Top 60/500 students in class

Agriculture & Art program completer

California State Grapevine 4th Highest Individual

State FFA Award

Student California Ambassador WASC

Agriculture Integrated Systems Research Project California State Finalist - 2years in a row

College Awards/Involvement:

Colligate Softball NCAA Student-Athlete

Deans List Academia

National FFA Awards (Pending)

Job experiences:

Boys & Girls Club of America, Buena Park, CA — Agriculture Educator Staff Member

JANUARY 2017 - PRESENT

I Partnered with Nutrilite & Amway and started a garden, mini-vineyard and mini-fruit tree field. Here I teach children from the ages of 7-17 years of age about natural, environmental, marine & animal sciences. Here, I have had the opportunity to meet global

head managers from Amway's Washington, Brazil, Mexico & California headquarters.

Buena Park High, Buena Park, CA— Swine Manager
AUGUST 2016 - AUGUST 2017

I Managed livestock (swine). Details: Feed ratios, participated in surgical procedures, creating schedules & shifts.

Community involvement:

Forest Grove FFA- Volunteer

Here I help students within their leadership skills, career exploration. I also help agriculture teachers in tasks that need to be done in the classroom and on the farm.

Elk Monitoring— Research

Here I Collect data for Washington County and is processed at Pacific University.

B-Street Farm— Permaculture

Here I Volunteer work at the University farm that partners with Aramark. Permaculture is a sustainable form of agriculture in respect with the environment.

Arc GIS Online Washington County Guest Speaker- Research

Here I helped a local Biologist map his Salmon data research that he had done in previous years. It was me and my partners job to map his findings on a geospatial map online and create an informational slideshow/map to inform the audience about salmon. Information such as breeding, specie varieties & identification.

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Lilliann Meek

Date

09/15/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/5811>

Links

[1] <https://www.forestgrove-or.gov/bc/webform/boards-and-commissions-application>

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INTERVIEW 11/13/2018 @ 5pm

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Submission information

Form: [Boards and Commissions Application](#)

Submitted by Visitor (not verified)

Monday, September 24, 2018 - 3:51pm

172.16.64.18

First & Last Name

Tanya Peterson

Home Address

██████████ Strasburg Dr

Mailing Address, if different

City, State and Zip Code

Forest Grove

E-Mail Address

██

Telephone/Cell Phone Number

████████████████

Employer

John L. Scott Market Center

Work Telephone Number

████████████████

Occupation/Profession

Realtor

Are you a student applicant? (Students must be high school or college grade level and residing or attending school in Forest Grove)

No

If so, which grade level and which school do you attend?

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

24

How did you hear of this opportunity?

Online thru PMAR's website

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

- Committee for Community Involvement (1st Tuesday, 5:30pm)
- Historic Landmarks Board (4th Tuesday, 7:15pm)

What specific topics interest you that relate to the board?

For the Community Involvement I would like to see the local businesses work together on community events such as helping at Habitat for Humanity etc...

For the Historic Landmarks Board, I have listed several Historical homes and have gotten to know the different areas and selling the City of Forest Grove to out of town clients that are thinking of moving here. I would love to see the Forest Grove City map revised to include all historic zones by color coding them rather than having 3 different maps.

What contributions do you hope to bring to the board?

Honestly I am not sure until I sit in on a board meeting to hear what is discussed. I am hoping to help bridge the gap between some businesses with the boards to see how we can help in any way.

List your educational experience:

High School Graduate from Michigan in 1992.
2 years of college at Northern Michigan University

List any community involvement, appointed offices, elected offices and/or affiliations.

I was on the Education Foundation Board for 3 years
I have no other experience on a board or office position with the City of Forest Grove
I am currently in Leadership with RRC (Residential Realtor Council) for the State of Oregon for Membership
I will be 2019 President with RRC (Residential Realtor Council) for the State of Oregon

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Tanya Peterson

Date

09/24/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/5911>

INTERVIEW

11/13/2018 @ 5:15pm

Published on *Forest Grove Oregon* (<https://www.f>

[Home](#) > [Boards & Commissions Reappointment Application](#) > [Boards & Commissions Application](#) > [Webform results](#) > [Boards & Commissions Application](#)

Submission information

Form: [Boards and Commissions Application](#)
Submitted by Visitor (not verified)
Wednesday, August 15, 2018 - 7:13pm
172.16.64.19

First & Last Name

Matthew Hampton

Home Address

SW Jex Lane

Mailing Address, if different

City, State and Zip Code

Forest Grove, OR 97116

E-Mail Address

[REDACTED]

Telephone/Cell Phone Number

[REDACTED]

Employer

N/A

Work Telephone Number

Occupation/Profession

Student

Are you a student applicant? (Students must be attending high school grade level or college in Forest Grove)

Yes

If so, which grade level and which school do you attend?

Freshman - Portland Community College

Do you reside within the City limits?

Yes

Years residing in Forest Grove:

18

How did you hear of this opportunity?

High School Leadership Class

Please rate the City's performance.

Good

What ideas do you have for improving "Fair" or "Poor" performance?

Select which Boards, Committees or Commissions you would like to apply for:

Library Commission (2nd Tuesday, 6:30pm)

What specific topics interest you that relate to the board?

Community Involvement / Inclusion

Public Services / Government

Accessibility

Cooperation

Education

What contributions do you hope to bring to the board?

I hope to bring a unique perspective to the board, that of a student, in order to adapt the projects to better suit younger people and students and help to better integrate them in community activities. I also hope to bring straight up work in order to get projects done, in addition to new ideas on how to work more efficiently and for more members of the community.

List your educational experience:

Diploma - Forest Grove High School (Class '18)

List any community involvement, appointed offices, elected offices and/or affiliations.

Forest Grove City Library Volunteer (Jan '15 - present)

Executive Treasurer - FGHS Leadership (2017-2018)

If not appointed at this time, may we keep your application on file?

Yes

Please type your name below as a signature.

Matthew Hampton

Date

08/15/2018

Source URL: <https://www.forestgrove-or.gov/node/17751/submission/5371>