



**CITY OF MOLALLA
WORK SESSION REGULAR MEETING
AGENDA**

Civic Center | 315 Kennel Avenue Molalla, OR 97038
Wednesday, August 27, 2025 | 6:00 PM

NOTICE: Work Session will hold this meeting in-person and through video Live-Streaming on the City's Facebook Page and YouTube Channel. Written comments may be delivered to City Hall or emailed to recorder@cityofmolalla.com. Submissions must be received by 12:00 p.m. the day of the meeting.

[This institution is an equal opportunity employer.](#)

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. GENERAL BUSINESS**
 - A. [Application for Appointment - Candidate Interviews](#)
- 4. ADJOURN**



CITY OF MOLALLA

Staff Report

Agenda Category: GENERAL BUSINESS

Agenda Date: Wednesday, August 27, 2025

Submitted by: Christie Teets, City Recorder

Approved by: Dan Huff, City Manager

SUBJECT: Application for Appointment - Candidate Interviews

BACKGROUND:

On June 11, 2025, Councilor Botsford submitted her resignation to the Molalla City Council. On June 25, 2025, Resolution No. 2025-15 declared Councilor Botsford's seat vacant. City Council and City staff worked together to announce the vacancy, with applications due on Friday, August 18, 2025.

As the City's Elections Officer, I hereby declare the following candidates eligible for appointment to the Molalla City Council:

- Steven Roberts
- Regina Sheaves
- Corinne Thomas-McCloud
- Kevin (KC) Bisenius
- Tera Woosley
- Shane Kelley

Interview Process:

Candidates will be seated together and interviewed by Council and take turns answering questions. There will be a time limit of two minutes per answer. The selected the questions are listed below; Council may choose to ask additional or follow-up questions.

Interview questions:

1. The City is guided by the Molalla Municipal Charter and Code, Master Plans, and State guidelines. Having that knowledge, how would you describe the role of City Council and the role a Councilor plays in governing the City?
2. The Molalla City Council adopted a Vision and Action Plan in 2020, that expires in 2030. What do you consider important factors in the group decision making process?
3. Based on your experiences or general awareness of the City, what do you consider to be the strengths and challenges for the City?
4. Are you aware that the City works from 17 different funds? What is your view of the overall economic health of Molalla?
5. Do you anticipate that any conflicts of interest will arise if you are appointed to the Council; and, if so, how would you handle them?
6. Participating in City Council requires a time commitment for items outside of City Council meetings. Are you willing and/or available to participate?

Voting Process:

- Each Council member will vote for one person among the candidates using a nominating ballot. Ballots will contain each candidate's name, with a space to score 1-4: 4 points = highest score 1 point = lowest score

The City Recorder will tally votes for candidates and announce them to the City Council.

- If there is a tie vote, the City Recorder will provide a second ballot and scoring will take place again.
- The candidate with the highest score will be appointed during the regular City Council meeting.

STAFF RECOMMENDATION: Proceed with interviews of qualified candidates and then follow the voting process outlined as described above.

SUGGESTED MOTION: The candidate receiving the majority vote on the final ballot will be appointed as City Councilor during the regular meeting. The candidate will be sworn in at the next City Council meeting on September 10, 2025.

ALTERNATIVES: Decline to fill the vacancy through the recommended process and re-open the City Council vacancy process.

FISCAL IMPACT: None

ATTACHMENTS:

- 1 [Steven Roberts.Application for Appointment_Redacted.pdf](#)
- 2 [Regina Sheaves.Application for Appointment_Redacted.pdf](#)
- 3 [Corinne Thomas-McCloud.Application for Appointment_Redacted.pdf](#)
- 4 [KC Bisenius.Application and Resume_Redacted.pdf](#)
- 5 [T. Woosley - Application for Appointment_Redacted.pdf](#)
- 6 [S. Kelley - Application for Appointment_Redacted.pdf](#)

Today's Date:

06/26/2025

City of Molalla
APPLICATION FOR APPOINTMENT

(Please print or type)

Must be received in City Recorder's Office
by **August 15, 2025 - 4:30p.m.**



Application for Appointment to Molalla City Council. This term expires on December 31, 2026.

PERSONAL INFORMATION:

Name Steve Roberts	Years of Residency in Molalla 4
Street City/State/Zip	Registered Voter Status ☒ Yes ☐ No
E-mail address	Telephone (cell or home)

EMPLOYMENT:

Current Employer Name/Address UTILITY TRAILER SALES OF OREGON / 9797 SE LAWNFIELD RD. CLACKAMAS, OR. 97015		
Position SERVICE MANAGER	How long? 13 YRS	Work Phone
Work Experience 25+ YEARS IN THE TRANSPORTATION INDUSTRY		

EDUCATION:

Years Completed 12 YEARS	Degrees NONE
Colleges NONE	
Certifications	

COMMUNITY INVOLVEMENT: *Attach additional pages if necessary.*

Describe volunteer activity within this or other communities. Name of group, from MM/YY to MM/YY NONE

Do you presently serve on a City of Molalla Board, Commission, or Committee? __ Yes ☒ No

If yes, which one? N/A

In 50 words or less, explain why you are seeking appointment with the City Council.

THIS COMMUNITY IS MY HOME. I WOULD TO HAVE SOME INVOLVMENT IN THE CURRENT, AND FUTURE DIRECTION OF THE CITY AND COMMUNITY

List any relevant experiences, skills, or interests that have helped to prepare you for your role on the City Council.

25+ YEARS IN CUSTOMER SERVICE, AND THE SAME AMOUNT OF TIME IN LEADERSHIP AND MANAGEMENT.

- *Attach a resume if desired.*
- *To access the City Council Orientation Handbook, please access the following link:
<https://www.cityofmolalla.com/cityrecorder/page/councilor-roles-responsibilities-elections>*
- *The information requested herein becomes public record upon submittal. A written request not to disclose certain information may be submitted to the City Recorder's Office for consideration.*
- *This Council seat is open until filled.*

I certify that the foregoing information is true and correct.

STEVE ROBERTS 06/26/2025

Signed (Applicant)

Date

For Office Use Only

Date Received: _____

Date Appointed: _____

Term assigned: _____

Residency confirmed: _____

Voter Registration confirmed: _____

Today's Date:

06/28/2025

City of Molalla
APPLICATION FOR APPOINTMENT

(Please print or type)

**Must be received in City Recorder's Office
 by August 15, 2025 - 4:30p.m.**



Application for Appointment to Molalla City Council. This term expires on December 31, 2026.

PERSONAL INFORMATION:

Name Regina Ann Sheaves		Years of Residency in Molalla 7
Street [REDACTED]	City/State/Zip Molalla, OR. 97038	Registered Voter Status ☒ Yes ☐ No
E-mail address [REDACTED]		Telephone (cell or home) [REDACTED]

EMPLOYMENT:

Current Employer Name/Address Molalla River School District		
Position Attendance Secretary/previously an IA	How long? 5 years	Work Phone (503) 829-4333
Work Experience I have worked for the school district for just over 5 years. I started as an Instructional Assistant in 2020. I the Attendance Secretary for the past 2 years and will begin my 3rd year in this position in August. I have retail and retail management positions. I have been a Martial Arts Instructor, owned my Interior Design business and worked as an Account Manager for a printing company where I had 7 Sales People that I placed orders for and managed their accounts from order placement to fulfillment, as well as managing their inventory in the warehouse.		

EDUCATION:

Years Completed 16	Degrees Bachelor's of Arts in English
Colleges Ashford University Online Division/ Art Institute Online Division.	
Certifications 3rd Degree Blackbelt in Taekwondo/ CPR and First Aid for Adults and Infants/ Professional Organizer.	

COMMUNITY INVOLVEMENT: Attach additional pages if necessary.

Describe volunteer activity within this or other communities. Name of group, from MM/YY to MM/YY I am currently holding a seat on the Budget Committee and The Parks Committee. 2000-2006: I Worked for a Community based program where I taught Stranger Danger/Awareness, Self-Defense to children and women, and Taekwondo. I also taught other forms of Marital Arts, as well as holding various titles of Chief Instructor, Director of New Programs, Head of Testing Committee/Team and ran the Tournaments. We also went into our community to teach self-defense and safety awareness to the elderly and Nurses.
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Do you presently serve on a City of Molalla Board, Commission, or Committee? X Yes ___ No

If yes, which one? Budget and Parks Committie's.

In 50 words or less, explain why you are seeking appointment with the City Council.

I am seeking to make a difference in our community. I want to see proactive work to make this amazing community the place to be. To see our current Downtown thrive again, to see our residents stand proud for where they live and what it represents to be a member of a community that represents inclusion, positive changes, and a deep caring for each and every individual.

I feel that the best way for me to see these things happen is to take a front row seat in the process that makes these changes possible.

List any relevant experiences, skills, or interests that have helped to prepare you for your role on the City Council.

I have owned my own business and worked as management and as an account manager. My current position needs me to be respond to parents, staff, and students in a professional and positive manner on a daily basis. To face unhappy, upset, and sometimes scared individuals who just want to be heard and seen. I feel that my 5 years of experience in education has very much prepared me to take on this role.

I have worked in community-based programs and loved being a representative of them.

I would love to take on a leadership role here in Molalla.

- *Attach a resume if desired.*
- *To access the City Council Orientation Handbook, please access the following link:
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- *The information requested herein becomes public record upon submittal. A written request not to disclose certain information may be submitted to the City Recorder's Office for consideration.*
- *This Council seat is open until filled.*

I certify that the foregoing information is true and correct.

Signed (Applicant)

Date

For Office Use Only

Date Received: _____

Date Appointed: _____

Term assigned: _____

Residency confirmed: _____

Voter Registration confirmed: _____

Regina A. Sheaves

Molalla, OR. 97038

Phone: [REDACTED]

Email: [REDACTED]

A skilled professional with strong experiences in various forms of education, business management, community involvement and communication. Extensive experience in Retail and product knowledge which compliments business ownership and management skills. Accomplished in communicating effectively with clients to acquire key information, such as budget, time frame, aesthetics and functionality requirements for potential projects. Experienced in communicating with community through PTC involvement, volunteering and current office position as an Attendance Secretary.

Areas of Expertise

- * Attention to Detail
- * Business Management
- * Communication & Development
- * Certified Professional Organizer
- * Various Design Programs
- * Areas of Knowledge include: Microsoft Word, PowerPoint, and Excel, Synergy, Google Sheets and Docs, and navigating Social Media.

Professional Experience

Molalla River School District (Molalla Elementary School), Molalla, Oregon

Feb. 2020- Present

Attendance Secretary (2023-present)

- Supported Administration, Staff, Parents and Students in all day-to-day needs.
- Met deadlines and produced monthly reports.
- Took part in Monthly Attendance Team Meetings to collaborate on attendance improvements and issues.
- Provided communication with Parents as needed to meet the needs of sick or injured students.
- Updated information in Synergy as directed by the Head Secretary as needed.
- Kept office and files well organized with advance preparation of highly used paperwork.
- Kept open communication with the Head Secretary during her remote work to keep her updated on daily concerns and needs.
- Independently ran daily office operations from April to June of 2024.
- Developed Google sheets for Bus Routes for all Teachers and kept them updated with changes.
- Communicated with First Student to add new students, confirm proper routes and any incidents.
- Supported school activities and services as needed.
- Developed changes to attendance forms and letters for better communication to parents.
- Prepared Pick Up and Bus Slips for daily transportation changes.
- Prepared Tardy Slips and list as students entered late.
- Administered Medications to students as needed and per district protocol standards.
- Kept transportation information updated in Synergy, including notes for changes or multiple locations/day needs.
- Maintained a large scale level of confidentiality for students, parents, staff and school.

Substitute Teacher (2022-present)

- Obtained Licensure to better support the needs of Molalla Elementary when a high number of staff are out, or room coverage is needed. (Current License expires in 2026).

Instructional Assistant (2020-23)

- Supported Students and Staff in the SpEd Dept.
- Created much of my own curriculum and implemented its use with small group learners.
- Mentored new IA's through shadowing and clear communication of the processes.

- Communicated effectively with Supervisory Staff to improve learning and materials.
- Communicated effectively with fellow IA's for a better team environment.
- Dependable and flexible team member so that student and building needs were properly met.
- Supported classrooms, teachers, recesses and cafeteria as needed.
- Displayed strong work ethic, high dedication and independence.
- Kept to daily schedule and group requirements to best meet the needs of students.

Proforma Graphic Services, Columbus, Ohio

July 2015-July 2016

Account Manager

- Supported and maintained 1.7 million dollars in sales for seven company sales representatives.
- Created presentations and maintained/updated them as needed.
- Placed orders and followed them through to vendor invoicing and customer billing.
- Inventory control and restock.
- Maintained multiple online stores and ensured best practices for order placement and fulfillment, problem solving, issue resolution, and inventory control for the stores and more.
- Proper customer and client communications with sales representatives and business owners.
- Worked closely with all office staff to ensure proper procedures, new ideas and goals were met.

The Pink Room: Designs by Regina

2007-Present

Owner/Designer

- Credited with completing a large scale project for an International Manufacturers conference and training rooms, lobbies and multipurpose spaces through utilization of creative development acumen to produce practical, and visibly pleasing spaces in Tampa Bay, Florida. Project was completed independently with all areas of budget and schedule on track.
- Design and placement furniture, and other materials in residential and commercial settings to reflect the vision, needs and taste of the client.
- Responsible for creating detailed drawings for school reception areas and principal's office, sourcing materials, creating construction documents, budgeting and tracking from inception to completion of several commercial and residential projects.
- Home staging and outdoor living spaces resulted in home sales with all items included.
- Completed a whole home renovation with the scope of work including: room drawings, product selection and placement, and working with the contractor as the project manager to ensure budget and schedule stayed on track and on time.

Pier 1 Imports, Chula Vista, Ca

2011-2012

Sales Leader/Manager

- Increased sales set-up efficiency and store productivity through creation of credit goal incentives, enforcement of completion timelines and development of stockroom organizational system.
- Trained incoming associates and managers regarding new procedures, product knowledge, and POS systems, including techniques for improving credit card captures.
- Oversaw 3-15 sales associates daily, managing day-to-day operations and ensuring quality customer service to maximize financial objectives.
- Named "Sales Leader of the Quarter" for consistently and effectively meeting/exceeding daily company credit card capture goals.
- Ran seasonal store redesigns while supervising multiple staff members and tracking timelines for efficiency.
- Received weekly product trucks, received all PO's and supervised disbursement and placement of all products to the sales floor.
- Worked with Assistant Manager to create an organizational system for daily paperwork and schedules.

Kohl's Department Store, Chula Vista, CA and Canton, GA**2009-2011****Point of Sale Supervisor**

- Employed extensive knowledge of all department products, policies/procedures and sales systems to provide exceptional customer service and boost profitability.
- Handled team of 6-20 employees and managed all facets of POS transactions including customer service issues, inventory stocking and sales transactions, keeping proper documentation of daily proceedings.
- Instructed associates on store guidelines pertaining to required credit card capture goals and point of sale system.
- Provided customer support and a high standard of customer service.

Young Champions, Wyoming, MI**2001-2006****Martial Arts Instructor, Chief Instructor, Assistant Director**

- Instituted new standard methods of teaching through creation of innovative curriculum, coaching and tournament management systems to better unify the multiple-arts style program.
- Developed creative forms of teaching and educating other instructors for a more developed and skilled overall program.
- Developed a 4-corner method of teaching students that was filmed and used to train other instructors.

Volunteer Work**Camp Indogan, Angola, Indiana****1988-1990****Cabin Counselor, Kitchen Help, Camp Nurse**

- Worked with kids ages 8-12 over 2 week camp sessions for 2 years.
- Mentored Counselors in training.

Beechwood Hills Camp, Hopkins, Michigan**2000-2006****Martial Arts Instructor, Bible Class Teacher, Cabin Counselor**

- Worked with kids ages 7-17 over 3 week camp sessions for 6 years.
- Worked as kitchen staff when needed.
- Mentored Counselors in training.

Habitat For Humanity, Atlanta, Georgia**2006-2007****Multiple PTC's, including Molalla Elementary as President****** City of Molalla Budget Committee (current placement 2024-2027)****** City of Molalla Parks Committee (current)****Education**Bachelor of Arts, English, Ashford University, Clinton, IA, *Summa Cum Laude 4.0 GPA*

Interior Design, Art Institute, Pittsburgh, PA.

Today's Date:

06/26/2025

City of Molalla
APPLICATION FOR APPOINTMENT

Please print or type

Must be received in City Recorder's Office
Open Position



Please indicate which Board, Commission, or Council you are interested in serving: **City Council**

PERSONAL INFORMATION:

Name Corinne Thomas-McCloud		Years of Residency in Molalla? 4 years
Street [REDACTED]	City/State/Zip Molalla OR 97038	Registered Voter? ☒ Yes ☐ No
E-mail address [REDACTED]		Cell / home phone [REDACTED]

EMPLOYMENT:

Current Employer Name/Address Optum		
Position Register Nurse Care Manager	How long? 3 yr	Work Phone 503 871 4784
Work Experience <i>see Attached Resume</i>		

EDUCATION:

Years Completed 18	Degrees BSN, RN, ADN, AD
Colleges	
Certifications ACLS - Advanced Cardiovascular Life Support TNCC - Trauma Critical Care PNCC - Pediatric Critical Care PALS - Pediatrics Advance Life Support ENDO - Advance Procedures and surgical BLS - Basic Life Support Pharmaceutical Tech FORD Scholar	

COMMUNITY INVOLVEMENT: Attach additional pages if necessary.

Describe volunteer activity within this or other communities <i>see attached resume</i>
Do you presently serve on a City board or committee? ☐ Yes ☒ No

Send completed application to: City Recorder's Office, City of Molalla, 117 N. Molalla Ave., Molalla OR 97036
or Fax to 503-829-3676 or e-mail recorder@cityofmolalla.org. Questions? Call 503-829-6855

RECEIVED
JUL 01 2025
BY: *AB*

If yes, which board or committee?

NA

In 50 words or less, explain why you desire appointment to the City Council.

Experienced healthcare leader, small business owner, patient and community advocate with a strong track record, operational management, and civic engagement. As a Registered Nurse Care Manager, I've oversee care for up to 300 patients across 22 facilities, lead diverse clinical teams of professionals, and served as a union representative supporting staffing, policy, and advocacy efforts for over 100 colleagues, staff and employees.

In addition to my healthcare leadership, I am the Owner and CEO of High Score Arcade in Molalla—a family-focused entertainment venue that has contributed to downtown revitalization, youth employment, and local economic development. Through this venture, I've created jobs, partnered with local food vendors, hosted community events, and worked with city officials to support growth and compliance. With firsthand experience in both healthcare and small business, I understand the challenges families, workers, and local entrepreneurs face. I bring expertise in navigating complex regulations, managing budgets and teams, and creating inclusive, high-performing environments. My leadership is rooted in transparency, equity, and community values—qualities I will bring to the City Council to help shape responsible policy and positive local change.

List any relevant experiences, skills, or interests that have helped to prepare you for your role on the City Council.

I bring a unique blend of healthcare leadership, small business ownership, and community involvement that has prepared me to serve effectively on City Council.

As a Registered Nurse and Clinical Manager, I have coordinated care for up to 300 patients across 22 facilities, led multidisciplinary teams, and managed complex staffing, budgeting, and regulatory compliance challenges. I have experience interpreting and applying key policies such as OFLA, FMLA, OSHA, and HIPAA, as well as leading teams through crisis, change, and innovation. My work in healthcare has strengthened my ability to listen carefully, assess issues from multiple perspectives, and make decisions rooted in both compassion and accountability.

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Date Appointed: _____

Term assigned: _____

Residency confirmed: _____

Voter Registration confirmed: _____

Professional Summary

Experienced healthcare leader, small business owner, patient and community advocate with a strong track record, operational management, and civic engagement. As a Registered Nurse Care Manager, I've oversee care for up to 300 patients across 22 facilities, lead diverse clinical teams of professionals, and served as a union representative supporting staffing, policy, and advocacy efforts for over 100 colleagues, staff and employees.

In addition to my healthcare leadership, I am the **Owner and CEO of High Score Arcade** in Molalla—a family-focused entertainment venue that has contributed to downtown revitalization, youth employment, and local economic development. Through this venture, I've created jobs, partnered with local food vendors, hosted community events, and worked with city officials to support growth and compliance.

With firsthand experience in both healthcare and small business, I understand the challenges families, workers, and local entrepreneurs face. I bring expertise in navigating complex regulations, managing budgets and teams, and creating inclusive, high-performing environments. My leadership is rooted in transparency, equity, and community values—qualities I will bring to the City Council to help shape responsible policy and positive local change.

Clinical Specialties & Procedural Expertise

- RN Care Manager – Oversight of complex patient panels across 22 facilities (ISNP & community care)
- Gastrointestinal & Pulmonology Advanced Procedures (RN Sedation, Prep, Recovery)
- Circulator & Pre-Op/PACU Nurse – Surgical Services & Anesthesia Support
- Interventional Radiology RN Sedation
- ICU, ER, and Cardiovascular Nursing – Acute & Critical Care
- Pediatric and Geriatric Nursing – Across developmental and aging care spectrums
- Mental Health – ECT support, behavioral health care coordination
- Expert in Procedures, Critical Care, Cardiovascular, ENDO, Mental Health, IV placement, wound care, telemetry, and medication reconciliation
- Discharge planning, education, and care transition management

Leadership & Administrative Management

- Nurse Leader responsible for staffing schedules (109 employees) across multiple care settings
- Skilled in workflow optimization, cross-team coordination, and process improvement
- Budget management and administrative oversight of nursing resources
- Problem resolution, corrective coaching, and conflict mediation
- OFNHP Union Representative – Experienced in union contracts, employee rights, and equitable staffing

Education, Mentorship & Communication

- Preceptor and mentor to new RN staff and student nurses
- Guest speaker and community educator for clinical programs
- Strong interpersonal skills for patient advocacy, family support, and interdisciplinary communication
- Cultural competence and trauma-informed care practitioner

Regulatory Compliance & Risk Management

- Deep understanding of OFLA/FMLA, OSHA, HIPAA, and CMS regulatory requirements

- Incident reporting, root cause analysis, and continuous survey preparedness (Joint Commission)
- Policy development and chart auditing to ensure accuracy and quality care standards

Technology & Systems Proficiency

- EMR/EHR: Epic, Cerner, Meditech
- Microsoft Office: Word, Excel, Outlook
- HR/staffing software and clinical documentation platforms

Communication Highlights

- Educator for IV insertion and Critical Care for Covid-19 redeployment
- Decreased patient recovery by 45 minutes with application of Enhanced Patient Experience program.
- Generated savings by decreasing turnover time in the Endoscopy Department by 10%.
- Established improvements in pre/post-operative care, resulting in increased cataract eye surgery patients per surgical day.
- Collaborated with stakeholders for the "STOP BANG" program for Sleep Apnea patients as a preoperative assessment tool, reducing the volume of admissions to hospital.
- Combined forces with managers, colleagues, and physicians in improving unit processes to reduce the OT by 40%.
- Analyzed department reports to develop processes within the surgical services to increase HCAHPS (Hospital Consumer Assessment of Healthcare Providers and Systems) scores to above community standards.
- Developed and conducted education stations for Med-Surgical RNs for redeployment to Critical Care Arena.
- Successfully fulfilled duties as Emergency Room intern, Pediatric Nursing Critical Care, and Trauma Nursing Critical Care
- Guest speaker and mentored nursing students at Chemeketa Community College 2018 and 2019.
- Received a letter of accommodation from Oregon Senator advocating for patients' rights.
- Co-Chair for the Safety Committee at Kaiser Permanente Sunnybrook building.

Administration Skills & Highlights

- To reduce delays in hospital patient flow I worked in partnership with a hospital wide team in the development of Sunnyside's Medical Center (255 beds) acuity tool for accurate patient placement and movement from admit to discharge.
- Redesigning inpatient flow to meet targeted budgets of Bed Utilization Committee as the UBT Co-Leader (Unit-Based Team).
- Implemented timecard process and attendance programs to maintain accurate records of staff attendance, schedules, training, licensures, paid/unpaid time off, ill time, FMLA (Family and Medical Leave Act), OFLA (Oregon Family Leave Act), and vacation.
- Managed staff scheduling to prioritize and support operational needs. Create and revise staffing schedules for RNs, MAs, and Intake Specialist I&II according to L-49 and OFNHP union contracts and guidelines for 75-135 employees.
- Manage staff matrixes and budgets for clinical teams to meet cost centers operational needs.
- Analyzed reports to identify operational trends or concerns to create and deploy actions plans to accomplish company goals.
- Implemented attendance and timecard programs to maintain records of attendance, schedules, training, licenses, paid and unpaid time off, ill time, FMLA (Family and Medical Leave Act), OFLA (Oregon Family Leave Act), and vacation.
- Approved/denied Time off Requests based on operational needs for 4 locations NLR, SKY, SCC, and West Salem.
- Improved unit processes, enhancing patient experience and raising HCAHPS scores to exceed standards.
- Redesigning inpatient flow and met targeted budgets of the Bed Utilization Committee as UBT Co-Leader (Unit-Based Team).
- Maintained continuous communication with Clinic Coordinators, Managers, Supervisors and RN Team Leaders to maintain scheduling and staffing patterns on operational needs.
- Create and maintain appropriate staffing levels for clinicians and specialty departments based on business operational requirements.

- Assists the Clinic Coordinators and RN Team leaders in maintaining staffing patterns and matrix within budgetary constraints through written/verbal communications.
- Monitor productivity, and actions to support departmental needs.
- Performs annual employee performance evaluation for RNs, MAs, Call Center Member Intake Specialist, and Front Office Intake Specialist I&II in conjunction with the Managers, and Supervisors.
- Processed and approved timecards to ensure adequate payroll and benefits for 75 to 135 employees.
- Maintained knowledge of Labor laws, Union contacts and grievance process.
- Coordinated Leave of Absence (LOA), Family Medical Leave Act (FMLA)/Oregon Family Leave Act (OFLA), short/ long term disabilities and on the job injuries (OJI).
- Listen, support, and guide interdisciplinary teams to ensure team's success.
- Conducted interviews for new hires, as well as orientation, training, and evaluations to ensure proper onboarding to scope of employment.
- Develops and administers the implementation of department policies and procedures to ensure compliance with legal, regulatory, accreditation, and contractual requirements.
- Complete tasks in a timely manner that supported sensitivity to detail, deadlines established by policies, protocols managers and Unions.
- Organize safety training, annual compliance training, CPR certification and/or any other training.
- Generate a day-to-day operational report for daily staff replacement and staffing issues to Clinic Coordinators and Supervisors.
- Created, reviewed, and maintained policy's, protocols and forms as needed.

Employment History

High Score LLC (Arcade) Owner, CEO

210 N Molalla Ave, Molalla OR 97038

Chief Executive Officer (CEO) – Arcade, Bar & Restaurant

High Score Arcade – Molalla, OR

2024–Present

- Founded and operate a successful local business that combines an arcade, bar, and restaurant, contributing to downtown revitalization and job creation in the community.
- Lead strategic planning, budgeting, and daily operations while ensuring compliance with city and state regulations regarding business licensing, occupancy, alcohol service, and public safety.
- Engage with local government officials, permitting offices, and event coordinators to coordinate community festivals and special events.
- Foster partnerships with local food trucks, small businesses, and nonprofits to support a thriving local economy.
- Prioritize inclusion and accessibility in all business operations, providing a safe, welcoming space for families, teens, and adults.
- Created flexible employment opportunities for youth and adults, including mentorship and skill-building roles for local teens.
- Host and promote community events, including fundraisers, school nights, and holiday activities, reinforcing strong civic ties.
- Demonstrate a deep commitment to the well-being of Molalla by balancing entrepreneurship with social responsibility and community service.

Responsibilities:

Strategic Leadership:

- Set and execute long-term business goals aligned with the company's vision and community role.
- Lead expansion opportunities, partnership development, and market positioning.
- Oversee all brand development and marketing strategies.

Operations Management:

- Ensure smooth daily operations of the arcade, bar, and kitchen with a focus on efficiency and quality.
- Implement systems and policies to optimize customer experience, employee performance, and safety.
- Work with department heads (kitchen, bar, floor managers) to coordinate schedules, purchasing, and inventory control.

Financial Oversight:

- Prepare and manage annual budgets, P&L statements, and revenue forecasts.
- Monitor and control labor and operating costs to maintain profitability.
- Oversee cash flow, vendor contracts, licensing, and accounting practices.

Team Leadership:

- Recruit, train, and retain top-performing management and hourly staff.
- Set performance standards and manage accountability through evaluation and coaching.
- Foster a healthy and inclusive workplace culture that aligns with the business values.

Compliance & Risk Management:

- Ensure full compliance with health, safety, alcohol, and labor laws.
- Maintain all required licenses and inspections.
- Proactively manage risk and resolve customer or legal issues quickly.

Customer & Community Relations:

- Be the face of the business to the public, customers, city officials, and media.
- Maintain excellent customer service standards and respond to feedback.
- Support community involvement through events, sponsorships, or local initiatives.

Optum 8-12-2022 to Present

- RN Care Manager for ISNP

Registered Nurse Care Manager

- Serve as lead RN Care Manager for over 38 ISNP residents and 300+ community-based members, coordinating comprehensive care plans across multiple levels of acuity.
- Conduct detailed clinical assessments, risk stratification, and care plan development for medically complex and long-term care patients.
- Collaborate with interdisciplinary teams, including physicians, therapists, social workers, and pharmacy, to ensure coordinated, patient-centered care.
- Monitor and manage chronic disease progression, transitions of care, medication reconciliation, and preventive care compliance.
- Serve as the primary clinical liaison for facility staff and families, advocating for patient needs while maintaining regulatory compliance and quality outcomes.
- Track utilization, avoidable hospitalizations, and readmissions through proactive interventions and early identification of decline.
- Utilize electronic health records (EHR) and care management platforms to document assessments, interventions, and outcomes.
- Educate facility staff on ISNP protocols, care coordination expectations, and quality initiatives to ensure alignment with plan goals.
- Maintain compliance with CMS, NCQA, and health plan policies, contributing to high member satisfaction and plan performance scores.

Pheasant Point Asst Living May 2022 – July 2022

- Director of Nursing

Kaiser Permanente 1988-2022

- Sunnyside Medical Center **Critical Care Medical Procedures Unit (MPU)** 01/2017 to 6/01/22
- Part of a highly skilled, cross-trained team of Critical Care Registered Nurses with advanced knowledge in surgical and procedural nursing across multiple specialties.
- Provide comprehensive nursing support across all phases of care, including Pre/Post-op, Anesthesia assistance, RN Sedation, Circulating, and First Assist roles.
- Deliver care in diverse, high-acuity environments including the Medical Procedure Unit, Operating Room (OR), Cardiovascular OR (CVOR), Emergency Department (ED), Medical-Surgical ICU (MSICU), Cardiovascular ICU (CVICU), CT, and Ultrasound departments.

- Collaborate directly with physicians and specialists in Gastroenterology, Pulmonology, Cardiology, Interventional Radiology, and Mental Health to support complex diagnostic and therapeutic procedures.
- Skilled in managing procedures requiring both general anesthesia and RN-administered sedation, ensuring patient safety and procedural efficiency in a fast-paced, multi-room procedural unit and surgical rooms.
- *Ambulatory Day Surgery (ASC) Skyline* 03/2016 to 01/2017
- *Ambulatory Day Surgery (ASC) Sunnybrook* 08/2012 to 03/2016
- *Cardiovascular Intensive Care Unit (CVICU) Sunnyside Medical Center* 05/2012 to 07/2012
- *Emergency Room (ER) Sunnyside Medical Center* 05/2011 to 05/2012
- *Cardiovascular Medical Unit (CVM CVPCU) Sunnyside Medical Center* 09/2009 to 05/2011
- *Nursing Staffing Coordinator (Management) North Lancaster Medical* 03/1998 to 08/2009

Pharmacy Technician Team Lead

Costco Wholesale – Portland, Clackamas, Tigard, Salem, OR
March 1988 – March 1998

- Led pharmacy operations across multiple high-volume Costco locations, overseeing daily workflow and team coordination.
- Developed and implemented accurate inventory control systems for both prescription (Rx) and over the counter (OTC) medications.
- Managed purchasing, merchandising, and restocking of all OTC items, optimizing stock levels and display compliance.
- Handled prescription processing, including refill requests, insurance billing, Medicare forms, and physician communications.
- Entered and verified patient information and prescription data with high accuracy.
- Received, logged, and reconciled invoices (A/R); assisted with cashiering and front-end transactions.
- Provided front-line customer service, resolving concerns and insurance-related issues with professionalism and care.
- Proficient in reimbursement procedures for Medicare, Medicaid, and a wide range of commercial insurance plans.
- Maintained compliance with pharmacy regulations while supporting efficiency and a strong customer experience.

Certifications

ACLS - Advanced Cardiovascular Life Support

TNCC – Trauma Critical Care

PNCC – Pediatric Critical Care

PALs – Pediatrics Advance Life Support

ENDO - Advance Procedures and surgical

BLS – Basic Life Support

Pharmaceutical Tech

FORD Scholar

Education

- **Guest Speaker & Mentor – Chemeketa Community College**
Spoke to nursing students about clinical practice, career development, and real-world patient care experience.
- **Nurse & Corner Judge – BMX Bike Racing Events**
Provided on-site first aid and supported event safety as a corner judge during competitive youth and adult races.
- **Youth Basketball Coach – YMCA Boys Program**
Coached and mentored elementary and middle school boys, fostering sportsmanship, teamwork, and skill development.
- **Youth Soccer coach - YMCA boys and Girls club and YMCA**

- **Fundraising Lead** – *West Salem High School Lacrosse*
Led efforts that raised over **\$50,000** to establish and grow the school's lacrosse program, covering equipment, uniforms, and coaching staff.
- **Club President** – *West Salem High School Lacrosse Club*
Oversaw program operations, scheduling, fundraising, and community outreach to support student-athletes and program sustainability.
- **Team Manager**
- **Team Manager** – *ASA Girls Softball (2 Teams)*
Coordinated team logistics, scheduling, and communication between coaches, players, and families; supported tournament travel and fundraising.
- **Umpire** – Baseball and soft ball Little League and ASA softball

Today's Date:

7/15/25

City of Molalla
APPLICATION FOR APPOINTMENT

(Please print or type)

**Must be received in City Recorder's Office
by August 15, 2025 - 4:30p.m.**



Application for Appointment to Molalla City Council. This term expires on December 31, 2026.

PERSONAL INFORMATION:

Name Kevin C. Bisenius	Years of Residency in Molalla 2
Street [REDACTED] Molalla, OR 97038	City/State/Zip
E-mail address [REDACTED]	Registered Voter Status ☒ Yes ☐ No
	Telephone (cell or home) [REDACTED]

EMPLOYMENT:

Current Employer Name/Address BlueLinx Co. 4740 NE 166th Ave. Portland, OR 97230		
Position Territory Manager	How long? 4 Months	Work Phone [REDACTED]
Work Experience I bring over 20 years of experience in the building materials industry, with a focus on territory management, sales, contractor support, and budgeting. My background includes blueprint estimating, P&L analysis, and coordinating with contractors and vendors on residential and commercial projects. I currently serve as a Territory Manager for BlueLinx Co., a national building materials distributor, supporting customers across Oregon and SW WA. My work has given me a strong understanding of infrastructure needs, resource planning and practical problem-solving.		

EDUCATION:

Years Completed 1	Degrees N/A
Colleges - Mt Hood Community College- 1 Term - Began professional sales career immediately following high school.	
Certifications N/A	

COMMUNITY INVOLVEMENT: *Attach additional pages if necessary.*

Describe volunteer activity within this or other communities. Name of group, from MM/YY to MM/YY

While my work required significant travel over the last several years, I've remained connected to Molalla by supporting local contractors and vendors through my job, attending community events, and helping friends and neighbors when I can. With my work now based locally and my family growing here, I'm ready to step into a more active role in shaping our town's future.

Do you presently serve on a City of Molalla Board, Commission, or Committee? __ Yes ☒ No

If yes, which one? _____

In 50 words or less, explain why you are seeking appointment with the City Council.

As a homeowner with a young family in Molalla, I'm invested in the long-term success of our community. I'm seeking an appointment to bring a steady, solution-oriented voice to city council and help ensure Molalla remains a great place to live, work and raise the next generation.

List any relevant experiences, skills, or interests that have helped to prepare you for your role on the City Council.

- Practical understanding of local development, infrastructure, and budgeting
- Experience working with homeowners, contractors and vendors across diverse needs
- Strong communication skills and a collaborative, solution-focused mindset
- Served on national product and territory councils, including the Dealer Business Excellence Program, where I helped train and support dealers to run their businesses more effectively through collaborative partnerships.

- *Attach a resume if desired.*
- *To access the City Council Orientation Handbook, please access the following link:*
<https://www.cityofmolalla.com/cityrecorder/page/councilor-roles-responsibilities-elections>
- *The information requested herein becomes public record upon submittal. A written request not to disclose certain information may be submitted to the City Recorder's Office for consideration.*
- *This Council seat is open until filled.*

I certify that the foregoing information is true and correct.

Signed (Applicant) _____

7/15/25
Date

For Office Use Only

Date Received: _____

Date Appointed: _____

Term assigned: _____

Residency confirmed: _____

Voter Registration confirmed: _____

Professional Summary

Experienced territory and operations manager with a strong background in building materials, budgeting, and project coordination. Proven ability to support contractors, manage resources, and navigate supply-side challenges with integrity and accountability. Committed to serving the community with practical, steady leadership.

Key Strengths

- Attention to detail, highly organized, analytical, effective verbal/ written communication, relationship building and solution driven problem solver
- Self-driven to acquire knowledge and find development opportunities
- Ability to evaluate operations/ procedures and develop training action plans to improve performance

Professional Experience

Bluelinx Co. – Portland, OR

Territory Manager – Oregon & SW Washington

March 2025 to Present

- Manage sales territory in Oregon and SW Washington for a national distributor of building products.
- Support contractors, dealers and retail accounts with product solutions and supply coordination
- Build vendor relationships and identify opportunities for market growth
- Provide consultative sales support and maintain long-term customer partnerships

Husqvarna Group- Charlotte, NC

Territory Manager- Washington, Oregon, Idaho & Alaska

2017 – 2025

- Develop and manage multi state territory while growing annual sales year over year
- Successfully launch new products to both the dealer network as well as the end user
- North American Product Council Member
- National Territory Manager Council Member
- DBEP Regional Captain- Training peers in Dealer Business Development
- Territory Manager Skills Committee Member- New hire training and development curriculum.
- Train and support dealers with product knowledge and sales events
- Plan and execute high level regional trade events
- Dealer and End user training events with live demonstrations

SiteOne Landscape Supply- Clackamas and Tigard, OR

Branch Manager- Clackamas, OR

2014 – 2017

- Increase of EBITDA by nearly 5% from 2015 – 2016 by effectively analyzing Profit & Loss Statements, managing SG&A, increasing profit margin, and practicing inventory control
- Train and develop a team of three associates while overseeing \$500k of inventory, and over \$3.3M in annual sales
- Building employee, customer and vendor relationships, facilitating educational training for employees/ customers, conducting Operational Quick-Checks, and performing weekly safety evaluations
- One of four Pricing Committee Members for SiteOne NW Market
 - Review of all unit price points for a five-tier customer pricing system
 - Able to avoid unnecessary margin loss because of price overriding; in addition, increase of profitability with competitive pricing

Milwaukie Lumber Co. – Milwaukie, OR

Inside Sales Representative

2013 – 2014

- Recipient of three employee of the month awards during tenure with the company
- Partner with Outside Sales Team to manage largest builder accounts among team of 5 Inside Sales Reps
- Facilitate all estimating, pricing and blueprint material take-offs while guiding operational tasks of data entry team to ensure bid accuracy
- Oversee multiple Street of Dreams builder accounts, complying with tight deadlines and complex logistics

Precision Truss & Lumber Inc. – Clackamas, OR

Outside Sales Representative

2001 - 2012

- From 2008 to 2012, an increase of \$1.4 million in annual sales
- Highest annual margin percentage among the Outside Sales Group year-to-year
- Manage project workload for approximately 50 contractor accounts throughout WA/OR/CA, including largest contractor account in the company
- Estimating, bidding, ordering materials, and scheduling deliveries
- Educate contractors on evolving product offerings and code changes as technology evolves
- Troubleshooting complex design problems during job site evaluations, offering contractors alternative solutions to meet the needs of clients

Today's Date:

8/11/2025

City of Molalla APPLICATION FOR APPOINTMENT

(Please print or type)

Must be received in City Recorder's Office
by **August 15, 2025 - 4:30p.m.**



Application for Appointment to Molalla City Council. This term expires on December 31, 2026.

PERSONAL INFORMATION:

Name <i>Tina Washley</i>	Years of Residency in Molalla
Street [REDACTED]	City/State/Zip <i>Molalla OR 97038</i>
E-mail address [REDACTED]	Registered Voter Status ☒ Yes ☐ No
	Telephone (cell or home) [REDACTED]

EMPLOYMENT:

Current Employer Name/Address <i>Safeway 14840 SE Webster Rd Milwaukie OR 97267</i>		
Position <i>Assistant Store Director</i>	How long? <i>28 yrs</i>	Work Phone [REDACTED]
Work Experience <i>I have worn many hats in my career with Safeway all the way from bags & groceries to my current role of running a grocery store.</i>		

EDUCATION:

Years Completed <i>12 yrs</i>	Degrees
Colleges	
Certifications <i>Real Estate License</i>	

COMMUNITY INVOLVEMENT: Attach additional pages if necessary.

Describe volunteer activity within this or other communities. Name of group, from MM/YY to MM/YY <i>I have volunteered at the Sunshine division on several occasions. The last time I did this I was and took part of putting together over 400 plus bags of food for local families.</i>
--

Do you presently serve on a City of Molalla Board, Commission, or Committee? ☐ Yes ☒ No

If yes, which one? _____

In 50 words or less, explain why you are seeking appointment with the City Council.

I would like to be considered for a city council member. I was born and raised in this town, I would like to say I have a pretty good idea of what the people want. I also have experience with making all parties walking away feeling happy.

List any relevant experiences, skills, or interests that have helped to prepare you for your role on the City Council.

I run a grocery store of 150 employees and make executive decisions all day long all while taking care of many customers.

- Attach a resume if desired.
- To access the City Council Orientation Handbook, please access the following link:
<https://www.cityofmolalla.com/cityrecorder/page/councilor-roles-responsibilities-elections>
- The information requested herein becomes public record upon submittal. A written request not to disclose certain information may be submitted to the City Recorder's Office for consideration.
- This Council seat is open until filled.

I certify that the foregoing information is true and correct.


Signed (Applicant)

8/10/25
Date

For Office Use Only

Date Received: _____

Date Appointed: _____

Term assigned: _____

Residency confirmed: _____

Voter Registration confirmed: _____

Today's Date:

City of Molalla
APPLICATION FOR APPOINTMENT
(Please print or type)

Must be received in City Recorder's Office
by **August 15, 2025 - 4:30p.m.**



Application for Appointment to Molalla City Council. This term expires on December 31, 2026.

PERSONAL INFORMATION:

Name <i>Shane Kelley</i>	Years of Residency in Molalla <i>3 yrs</i>
Street [REDACTED]	City/State/Zip <i>Molalla OR 97038</i>
E-mail address [REDACTED]@com	Registered Voter Status ☒ Yes ☐ No
	Telephone (cell or home) [REDACTED]

EMPLOYMENT:

Current Employer Name/Address <i>Flying Barracuda</i>		
Position <i>Manager/owner</i>	How long? <i>17 years</i>	Work Phone
Work Experience <i>I have experience in many fields but I mostly manage and run Restaurant Kitchens and event catering crews. I manage a crew of employees and deal with clients on a daily basis putting out fires and solving problems as they come.</i>		

EDUCATION:

Years Completed <i>12</i>	Degrees <i>diploma</i>
Colleges	
Certifications <i>culinary degree, Olcc, Food Handlers</i>	

COMMUNITY INVOLVEMENT: *Attach additional pages if necessary.*

Describe volunteer activity within this or other communities. Name of group, from MM/YY to MM/YY <i>So over the years as a caterer I have done many other block party's, fundraisers, weddings, and involvement with the Multnomah County Sheriffs and the Beaverton's Be Sober Police</i>

Do you presently serve on a City of Molalla Board, Commission, or Committee? __ Yes ☒ No

If yes, which one? _____

In 50 words or less, explain why you are seeking appointment with the City Council.

Because I moved to this small community to be involved and keep it a small town. The kind we all love and the reason we all live here. I'm ~~born~~ born and raised Oregonian lived in Portland loved growing up there but it makes me sick now and I don't want to see the rest of Oregon go to hell with it. So I moved out here where I might do some good.

List any relevant experiences, skills, or interests that have helped to prepare you for your role on the City Council.

Lived here my whole life all my family is here in Oregon and I don't plan on going anywhere else. And I know what Oregon wants and needs.

- Attach a resume if desired.
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Signed (Applicant)

Date

08-11-2025

For Office Use Only

Date Received: _____

Date Appointed: _____

Term assigned: _____

Residency confirmed: _____

Voter Registration confirmed: _____