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CITIZEN ADVISORY COMMITTEE APPOINTMENTS

A. MOTION: *IN THE MATTER OF RE-APPOINTING ONE (1) COUNTY EMPLOYEE MEMBER TO THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC).*

VACANCY: One (1) County Employee

B. The Lane County Human Rights Advisory Committee has reviewed the attached applications.

RECOMMENDATION

TERM & EXPIRATION

New Members

Serafina Clarke
Eugene, OR 97405

2nd 04/30/07

New Associate Members

Freda Mays
Eugene, OR 97401

1st

TOTAL MEMBERSHIP: 14

TERMS: Four years of staggered terms

NO. OF APPLICATIONS REVIEWED: Two (2)

MANDATED COMMITTEE: No

STAFF LIAISON: Laura Yergan

C. COMMITTEE CHARGE: Advises the Board of County Commissioners on the status of civil and human rights in the County, and provides the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provides community education and outreach through the recommendation, development, and implementation of human rights programs within Lane County; develops and publicizes a system to assist persons in seeking resolution of harassment and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic, and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type and resolution of complaints); holds at least three (3) meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Board of County Commissioners; develops a workplan and annually for the upcoming year; affirms, encourages, and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

D. BACKGROUND AND ANALYSIS: The Lane County Human Rights Advisory Committee (LCHRAC) has one (1) vacancy. Two (2) applications were reviewed and two (2) applicants were interviewed. One (1) applicant was chosen to fill the vacancy and one (1) applicant was offered an associate member position with the committee. Both applicants have accepted. Serafina Clarke has accepted the County Employee member position, and Freda Mays has accepted the Associate member position.

Serafina Clarke is returning for a 2nd term with the LCHRAC. Serafina has lived in Lane County for a little over 4 years. She has completed a full term with the committee and has proven to be an asset to the committee. She is dedicated to advocating for low income families, focusing on issues affecting the basics of life (food, shelter, medical care, parenting support, etc.).

Freda Mays has accepted an Associate member position with the committee. Freda has lived in Lane County for 4 years. She is an active member of the Eugene/Springfield NAACP, and participates in community events that are focused around diversity.

HUMAN RIGHTS ADVISORY COMMITTEE

Advises the Board of County Commissioners on the status of civil and human rights in the County, and provides the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provides community education and outreach through the recommendation, development, and implementation of human rights programs within Lane County; develops and publicizes a system to assist persons in seeking resolution of harassment and discrimination complaints and recommends appropriate action; recommends policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic, and physical barriers which limit accessibility; provides an annual report to the Board of County Commissioners on the progress and condition of human rights in Lane County (including past activities, future goals and the number, type and resolution of complaints); holds at least three (3) meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Board of County Commissioners; develops a workplan and annually for the upcoming year; affirms, encourages, and promotes programs and services designed to effectuate the spirit and intent of laws prohibiting discrimination and that recognize and value the cultural diversity of Lane County.

Date Committee formed:	Term: Staggered 4-yr. terms
Department: Personnel	
Staff: Laura Yergan	Membership 14 (Including 3 Lane County employees)
Telephone: 682-3153	
Meetings: Monthly (4 th Monday of each month)	
Commissioner: Tom Lininger	Non-mandated

<u>NAME</u>	<u>TERM EXPIRATION</u>	<u>LOCATION</u>
<u>Members</u>		
James Mattiace	04/03/04 2 nd term	Eugene, Or
Brian Cox	04/30/06 1 st term	Eugene, Or

<u>NAME</u>	<u>TERM EXPIRATION</u>	<u>LOCATION</u>
Charlie Larson	04/30/04 1 st term	Eugene, Or
Heather Cranor	04/30/06 1 st term	Springfield, Or
Beatrice (Bee Bee) Head	04/30/07 1 st term	Eugene, Or
Sarita Black	04/30/04 1 st term	Eugene, Or
Leslie Scott	09/23/03 1 st term	Eugene, Or
Emlee Lassiter	04/30/07 1 st term	Eugene, Or
G. Dennis Shine	04/30/06 2 nd term	Springfield, Or
Theo Halpert	04/30/06 1st term	Eugene, OR
Bhavani Manheim	04/30/07 1 st term	Eugene, OR
Wendell Freeman, Jr.	04/30/05 1 st term	Eugene, OR

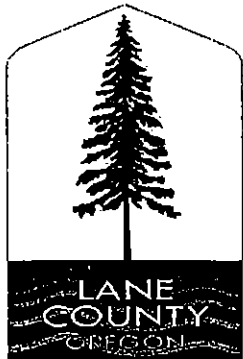
Associate Members

Char Mauch	Eugene, OR
Mark Lindberg	Eugene, OR
Julia Ortiz	Eugene, OR

RECOMMENDED APPOINTMENT:

<u>NAME</u>	<u>TERM EXPIRATION</u>	<u>LOCATION</u>
<u>New Members</u>		
Serafina Clarke	04/30/07 2 nd term	Eugene, OR
<u>New Associate Members</u>		
Freda Mays		Eugene, OR

Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION



APPLICANT'S NAME: Serafina Clarke	DATE: 4/2/2003
NAME OF ADVISORY COMMITTEE: Lane County Human Rights Advisory Committee	PLEASE CHECK ONE: <input type="checkbox"/> New Applicant <input checked="" type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)

My qualifications for membership on the Human Rights Advisory Committee stem from both my personal and professional lives. I have worked in the field of human services for most of my career, primarily as an advocate for low income families, focussing on issues affecting the basics of life (food, shelter, medical care, parenting support, etc.) For many years, I have battled with cancer and now live with some physical challenges that affect my every day life. Issues of equality and access for all have consequently played a large part in much of my life.

I am also one of a cadre of diversity trainers at Lane County. I have found this experience very positive both in my enhanced understanding of diversity issues through our training program, and my exposure to a range of attitudes and experiences through the audiences to whom we present.

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?
 I believe that my energy and drive to see positive change in the arena of human rights would make me an asset to the committee. I would bring insights on both disabled, economic and family issues.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.
 A) More efforts to educate employers about the benefits and importance of giving equal employment opportunities to disabled people. B) Focussing on public benefits and services for low income families, ensuring that the local service delivery systems are user friendly, maintain consumers' dignity and are completely accessible.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
 Having lived in Eugene for four years, during which time I had a baby, my involvement in community groups has been somewhat limited. I have been a member of the Board of Directors of the Community Mediation Services and a member of the Lane County Vocational Rehabilitation Client Advisory Committee. I have also volunteered my time at a number of local human service agencies.

5. Lane County is committed to serving the diverse interests of the community. If selected, how would you contribute to this effort?
 As expressed previously, my life and work experiences to date provide me with insights in the arenas of poverty and disability issues. My family is Jewish and this part of my life will also affect how and what I contribute to the committee. I also plan to continue enmeshing the work of HRAC with my job at the County, e.g., issues of diversity in our workforce and service provider community.

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?
 Lane County Human Rights Advisory Committee.

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30



LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE INTERVIEW QUESTIONS

Applicant Name Serajina Clarke Date 5-16-03

Reviewer Name Dr. Bhavani Manheim

1. What do the terms *diversity and human rights* mean to you?

Humanity - is the societal way of joining people to understand the basic rights of all.
Diversity - is a superficial term, because similarities & differences are part of human variation.

2. Expand on your reasons for wanting to be on the committee.

3. Explain how you would respond to a human rights issue that might be outside of your own areas of interest in human rights?

Even though ~~before~~ my focus has been issues of disability and low-income category, there are many common issues pertaining to every area, so it is possible to address them.

4. What is your ability to commit to regular attendance at monthly meetings, as well as additional time to work on committee projects and activities? (This may be approximately six to eight hours per month.)

5. What experiences have you had in the past, work or volunteer related, that you feel would enable you to contribute to the committee on human rights issues?

- 1) I have been a diversity trainer for the county for the past 3 years.
- 2) Human rights issues have been my life time passion.

6. Describe your experience in dealing with discrimination or harassment. What actions did you take?

I usually consider discrimination as an opportunity to help others overcome discrimination barriers. My speech impediment has put me in positions of having to take action in the above described way.

7. Do you have any questions for us?

LUKAC INTERVIEW RATING SHEET

Applicant's Name Sarajana Clarke

Reviewer Name Dr. Bheavani Moubetwa Date 5-16-03

FACTORS	RATINGS					COMMENTS
	UNACCEPTABLE 1 point each	ACCEPTABLE 2 points each	GOOD 3 points each	SUPERIOR 4 points each	OUTSTANDING 5 points each	
Understanding of Diversity & Human Rights Issues				4		
Ability to View Broad Perspective on Human Rights Issues				4		
Ability to Commit to Regular Meeting Attendance & Committee Activities					5	
Ability to Contribute to Human Rights Issues					5	
Discrimination & Harassment Experience		3				
Total Points:						22



**LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE
INTERVIEW QUESTIONS**

Applicant Name Serafina Clarke Date May 16 '03
Reviewer Name Charlie Larson

1. What do the terms *diversity and human rights* mean to you?

Society's way of acknowledging respect, dignity.
basic needs and rights

2. Expand on your reasons for wanting to be on the committee.

diversity; children & families interests
infused into bureaucracy

3. Explain how you would respond to a human rights issue that might be outside of your own areas of interest in human rights?

4. What is your ability to commit to regular attendance at monthly meetings, as well as additional time to work on committee projects and activities? (This may be approximately six to eight hours per month.)

5. What experiences have you had in the past, work or volunteer related, that you feel would enable you to contribute to the committee on human rights issues?

6. Describe your experience in dealing with discrimination or harassment. What actions did you take?

Has confronted - made opportunities helping people
with experiences. Turns emotions into action

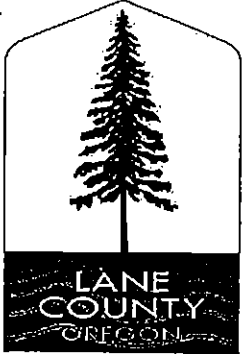
7. Do you have any questions for us?

LCHRAC INTERVIEW RATING SHEET

Applicant's Name Freda Mays Reviewer Name Charlie Lenson Date 5/16/03

FACTORS	RATINGS					COMMENTS
	UNACCEPTABLE 1 point each	ACCEPTABLE 2 points each	GOOD 3 points each	SUPERIOR 4 points each	OUTSTANDING 5 points each	
Understanding of Diversity & Human Rights Issues					✓	
Ability to View Broad Perspective on Human Rights Issues					✓	
Ability to Commit to Regular Meeting Attendance & Committee Activities				✓		
Ability to Contribute to Human Rights Issues					✓	
Discrimination & Harassment Experience					✓	
Total Points:						24

Lane County
CITIZEN ADVISORY COMMITTEE
APPLICATION



APPLICANT'S NAME: FREDA A. MAYS	DATE: 4/11/2003
NAME OF ADVISORY COMMITTEE: LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE	PLEASE CHECK ONE: <input checked="" type="checkbox"/> New Applicant <input type="checkbox"/> Application for Reappointment

1. Give a brief description of the experience or training that qualifies you for membership on this advisory committee (If you wish, you may attach a resume or other pertinent material.)
 Every employment position that I have held has required me to work with people of various lifestyles, cultures, religions, socio-economic status and beliefs. (Please see attached resume.)

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?
 As an African-American I have learned first hand the importance of respecting individuals for their backgrounds and contributions in the workplace and community regardless of personal differences.

3. List the community concerns related to this committee that you would like to see addressed if you are appointed.
 One of the primary reasons why I am applying to the Lane County Human Rights Advisory Committee is the organization's commitment to honoring diversity and human rights. As a Lane County employee of color I have dealt with issues regarding diversity and I feel I can contribute to the committee.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
 I am a member of the Eugene/ Springfield NAACP. I am very active in community events that are focused around diversity

5. Lane County is committed to serving the diverse interests of the community. If selected, how would you contribute to this effort?
 I enjoy diversity and the opportunity to learn from those who are different from me. I have personally experienced as an African-American the need for Lane County to enhance its commitment to honoring diversity

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?
 N/A

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the staff for the committee within 30 days.)

No Yes Specify:

8. How did you learn about this vacancy? Newspaper Word of mouth Other: LANE COUNTY EMAIL

9. In which County Commissioner District do you reside? please check one:
 Unsure West Lane County Springfield South Eugene North Eugene East Lane County

The Board of Commissioners has adopted the following policy on reappointments:

a. Members of County advisory groups will serve a maximum of two consecutive terms when term lengths are three or more years in length.

FREDA A. MAYS

OBJECTIVE: Administrative Assistant or Senior Clerical position involving providing a wide variety of difficult and specialized technical and functional office assistance, support, public contact and clerical duties; and to perform related duties as assigned.

PROFILE:

- Demonstrated skill in supervising an efficient, well-run department.
- Extensive experience in personnel and office administration services.
- Enthusiastic, personable, professional in appearance and manner.
- Reputation for dependability and credibility.

PROFESSIONAL EXPERIENCE:

- Exercised functional and technical supervision over clerical support.
- Responsible for supporting administrative staff, maintaining complex records, carrying out procedures and effecting public contacts which require a thorough knowledge of specific departmental or office policies and procedures.
- Types correspondence and other material requiring the application of subject matter knowledge and discrimination in the selection of data or interpretation of laws, rules or policies.
- Checks, compiles and records information for the preparation of reports and maintenance of filing systems; coordinates the gathering of materials for and types a wide variety of reports.
- Provides information to County personnel and members of the general public by interpreting and explaining policies, procedures, rules and regulations.
- Operate a computer terminal to input and retrieve data.
- Maintained payroll and personnel records.
- Schedules a variety of meetings and conferences.
- Maintains and revises filing systems.
- Knowledge of map revisions from property documents, field survey and property appraisals.
- Create and input spreadsheet data
- Handled office telephone switchboard operations
- Knowledge of civil, criminal and insurance defense law procedures
- Experienced in Personnel Industrial Relations
- Extensive Customer Service
- Developed and maintained numerical and alpha filing system
- Peoplesoft

EMPLOYMENT HISTORY:

2001- present	Senior Office Assistant	Lane County Public Works, Land Management
2000 - 2001	Senior Office Assistant	Lane County, Department of Assessment & Taxation
1999 - 4/2000	Senior Office Assistant	Lane County Department of Health & Human Services
1999 - temp	Administrative Assistant II	City of Eugene, Public Works
1997 - 1999	Receptionist/Administrative Asst.	On Call Human Resource Professionals, San Diego, CA
1996 - 1997	Legal Secretary	Law Offices of James Warner, San Diego
1995 - 1996	Legal Secretary	Law Office of Timothy J. McDermott, San Diego, CA
1994 - 1995	Legal Secretary	Grimes & Warwick, San Diego, CA

EDUCATION:

San Diego State University, San Diego, California
Grossmont College, San Diego, California

Major: Personnel Industrial Relations
Major: Legal Secretary



**LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE
INTERVIEW QUESTIONS**

Applicant Name Freida A Mays. Date 5-16-03

Reviewer Name Dr. Bhavani Manheran.

1. What do the terms *diversity and human rights* mean to you?
 Diversity is learning from different people who come from diverse backgrounds.
 I am an African American, it was difficult for me especially in Eugene to overcome the lack of knowledge of people about African Americans. But I've had positive actions to overcome this.
2. Expand on your reasons for wanting to be on the committee.
3. Explain how you would respond to a human rights issue that might be outside of your own areas of interest in human rights?
 human rights encompass all areas of human rights and it is not one specific area.
4. What is your ability to commit to regular attendance at monthly meetings, as well as additional time to work on committee projects and activities? (This may be approximately six to eight hours per month.)
5. What experiences have you had in the past, work or volunteer related, that you feel would enable you to contribute to the committee on human rights issues?
 Volunteer for Blacks and Government work for Martin Luther King celebration. Eugene celebration.
6. Describe your experience in dealing with discrimination or harassment. What actions did you take?
 Had experience with ethnic slurs and racist behavior, I confronted him and asked him to stop it as it was making me uncomfortable. When he did not stop, I had to ~~report~~ ^{write} a letter to the judge since I filed a complaint. He intimidated me, hurt and made me feel stressed.
7. Do you have any questions for us?

LCHRAC INTERVIEW RATING SHEET

Applicant's Name Freda A Mays Reviewer Name Dr. Ishvavul Mankeswari Date 5-16-03

FACTORS	RATINGS					COMMENTS
	UNACCEPTABLE 1 point each	ACCEPTABLE 2 points each	GOOD 3 points each	SUPERIOR 4 points each	OUTSTANDING 5 points each	
Understanding of Diversity & Human Rights Issues		2				
Ability to View Broad Perspective on Human Rights Issues		2				
Ability to Commit to Regular Meeting Attendance & Committee Activities				2		
Ability to Contribute to Human Rights Issues			3			
Discrimination & Harassment Experience					5	
Total Points:						16.



LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE
INTERVIEW QUESTIONS

Applicant Name Freda Mays Date May 16 '03
Reviewer Name Charlie Larson

1. What do the terms *diversity and human rights* mean to you?

Everyone equal, special

2. Expand on your reasons for wanting to be on the committee.

3. Explain how you would respond to a human rights issue that might be outside of your own areas of interest in human rights?

*Blacks in Government
Equality for all; respect*

4. What is your ability to commit to regular attendance at monthly meetings, as well as additional time to work on committee projects and activities? (This may be approximately six to eight hours per month.)

5. What experiences have you had in the past, work or volunteer related, that you feel would enable you to contribute to the committee on human rights issues?

*Also a may reporter
volunteer*

6. Describe your experience in dealing with discrimination or harassment. What actions did you take?

professional -

7. Do you have any questions for us?

LCHRAC INTERVIEW RATING SHEET

Applicant's Name Freda Mays Reviewer Name Charlie Larson Date 5/16/03

FACTORS	RATINGS (Place points in boxes below based on the point values indicated for each column.)					COMMENTS
	UNACCEPTABLE 1 point each	ACCEPTABLE 2 points each	GOOD 3 points each	SUPERIOR 4 points each	OUTSTANDING 5 points each	
Understanding of Diversity & Human Rights Issues				✓		
Ability to View Broad Perspective on Human Rights Issues				✓		
Ability to Commit to Regular Meeting Attendance & Committee Activities				✓		
Ability to Contribute to Human Rights Issues				✓		
Discrimination & Harassment Experience				✓		
Total Points:						20

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.) IN THE MATTER OF RE-APPOINTING ONE (1)
) COUNTY EMPLOYEE MEMBER TO THE LANE
) COUNTY HUMAN RIGHTS ADVISORY
) COMMITTEE (LCHRAC)

WHEREAS, the Lane County Human Rights Advisory Committee (the "Committee") has one (1) vacancy due to term expiration.

WHEREAS, one (1) county employee vacancy currently exists on the Committee; and

WHEREAS, this vacancy was duly advertised, applications reviewed, and interviews conducted;

NOW, THEREFORE, IT IS ORDERED that the following individuals be appointed to serve on the Lane County Human Rights Advisory Committee as listed below:

Name & Address Term Term Expiration Replacing Position Type

New Members

Serafina Clarke 2nd 04/30/07 Serafina Clarke County Employee
Eugene, OR 97405

New Associate Members

Freda Mays 1st County Employee
Eugene, OR 97401

DATED

Peter Sorenson, Chair
Lane County Board of Commissioners

IN THE MATTER OF RE-APPOINTING ONE (1) COUNTY EMPLOYEE MEMBER TO THE LANE COUNTY HUMAN RIGHTS ADVISORY COMMITTEE (LCHRAC).

APPROVED AS TO FORM
Date 6/30/03 Lane County
Jessica Mills
OFFICE OF LEGAL COUNSEL