

## **Brief Overview of the Equity and Access Advisory Board**

### **Background**

In 2014, the Board of Commissioners established a Lane County Strategic Plan for 2014-2017 that includes priorities and goals focusing on improving equity and access. Creating vibrant communities within Lane County is a priority of the Strategic Plan. Key objectives within that strategic area of focus are to ensure equity and access to county services, partner with community organizations to create openness and engagement, and continue to enhance Lane County equity work with employees throughout the organization.

Subsequent to the adoption of the Strategic Plan, the County Administrator and the Interim Director of Operations participated in a series of meetings with community members that led to a larger community conversation. In April and June of 2015, community members and county staff examined current efforts, as well as needs and plans regarding human rights, equity, diversity, inclusion and access. Those who participated in the meetings identified needs in equity work across the county as well as which gaps the county had a role in filling.

In October of 2015, the Board of County Commissioners approved a recommended framework to address human rights, equity and access that includes the following priorities:

- Creation of a Human Rights Advisory Body
- Institutionalize Equity Efforts
- Improve Recruitment, Selection, Retention and Advancement
- Require Annual Equity and Access training for Lane County employees
- Engage Community Partners as an Equity and Service Resource

With direction from the Board of County Commissioners, the County Administrator and Director of Operations formed a task team to help craft the creation of the Equity and Access Advisory Board. The task team developed the conceptual framework for the Advisory Board and drafted bylaws outlining specific goals, objectives and actions for the Advisory Board.

On April 5, 2016, the Lane County Equity and Access Advisory Board was created by an order passed by the Board of County Commissioners.

### **Role of the Lane County Equity and Access Advisory Board**

The Advisory Board will address potential issues through education, research, advocacy and/or intervention while working to be a good community partner. The Advisory board will address issues and practices which affect people who live, work, study, worship, travel or play within Lane County. The Advisory Board will provide an annual written report of its findings and recommendations to the County Administrator. The County Administrator will make no less than two formal progress reports to the Board of County Commissioners per year related to the work of the Advisory Board.

In the first year of its inception, the Advisory Board will focus on a pre-approved work plan, which will include three to five of the priorities identified by the Equity and Access task team. In subsequent years, the Advisory Board will develop an annual, or biannual, work plan in consultation with the County Administrator. The Advisory Board will advocate for and take positive action toward the execution of the work plan. The Advisory Board will work to develop measurable, time specific objectives to achieve the goals outlined in the work plan. The Advisory Board will designate an annual meeting for planning its goals and objectives and reviewing its prior year performance.

Utilizing the Advisory Board and Lane County leadership, county staff will collect, evaluate and share data on current county internal equity and access efforts. Staff will examine how the County does its work, how it receives advice and how it evaluates its equity and access efforts. The findings will be shared with community stakeholders and county officials. The findings will also be used to create the Lane County Equity and Access Strategic Plan as a tool to create measurable outcomes for continuous improvement.

### **Expectations of Advisory Board Members**

- Attend and participate in regular Advisory Board meetings
- Demonstrate a commitment to the Advisory Board's mission
- Promote the mission and work of the Advisory Board to the community

### **Time Commitment**

The term of office will be two years. The length of terms may be adjusted in order to create or maintain staggered terms. No member may serve more than two full consecutive terms, or a total of five years.

The Advisory Board will hold one regular meeting each month, not to exceed two hours in length. There will be no fewer than nine meetings per year. In addition to regular meetings, members may be asked to attend special meetings and/or participate on ad hoc (special purpose) committees or task forces. Ad hoc committees and task forces may be formed to fulfill a specific function that can be completed in a finite period of time.

## **Interest Form for Equity and Access Advisory Board**

The purpose of this form is to obtain information for use in making selections to the Lane County Equity and Access Advisory Board. Please return this form to:

Lane County Administration  
Public Service Building  
125 East 8<sup>th</sup> Avenue  
Eugene, OR 97401

### **Mission/Purpose**

The mission of the Equity and Access Advisory Board (“Advisory Board”) is to guide and advise the County Administrator on policies and practices surrounding equity, inclusion and access in both internal and external matters. The Advisory Board will work towards ensuring that:

- All meetings, minutes and documents of the Advisory Board subject to the requirements of Oregon public meetings and public records law will be made accessible to the public;
- All County services and programs are provided equitably, and that access to those services and program resources are responsive to and inclusive of the diverse needs of the communities served;
- Recruitment, retention and advancement practices of the County are equitable and inclusive;
- County staff has the ability and opportunity to communicate equity issues to management in a safe environment;
- Performance of the County as an organization will be continuously assessed through the adoption and implementation of an equity and access tool; and
- Providing quality services to rural and geographically remote areas will be a priority.

### **Membership Qualifications**

The Advisory Board is interested in having diverse representation that includes people of different racial and/or ethnic backgrounds, identities, abilities, and perspectives who:

- Bring a connection to, relationship with and advocacy for specific communities;
- Have a professional background, community leadership, or other relevant experience in equity issues;
- Know how to impact institutional change in the areas of equity, diversity, and inclusion;
- Have experience across multiple dimensions of diversity.

### **Membership Requirements**

Advisory Board members must live within the geographical boundaries of Lane County.

**Applicant Information**

**Name:**

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First	Middle Initial	Last
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**Address:**

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Street	City	Zip
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**Phone:**

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**Email address:**

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**Note:** Information in this section consisting of home addresses and phone numbers may be exempt from disclosure per ORS 192.502(3).

**How long have you lived in Lane County?** \_\_\_\_\_ **Years** \_\_\_\_\_ **Months**

**Have you ever worked for Lane County Government?** \_\_\_\_\_

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**References**

Please list two references below that are knowledgeable about skills, experience, and/or perspectives related to serving on the Equity and Access Advisory Board. References will be contacted as needed.

Reference 1.

Name:

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Title/Organization:

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Relationship:

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Phone Number:

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Email address:

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Reference 2.

Name:

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Title/Organization:

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Relationship:

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Phone number:

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Email address:

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## **Application Questions**

On a separate page, please respond to each of the following questions in 200 words or less.

- 1) Please describe your interest in serving on the Equity and Access Advisory Board.
  
- 2) Give a brief description of the experience or training in equity work that qualifies you for membership on this Advisory Board. Please include any past or present involvement in relevant community groups.
  
- 3) What do you think are major equity challenges facing our community?
  
- 4) Do you reside within city limits? If not, what is the nearest city?
  
- 5) Do you or your family have business relationships with Lane County? If so, please identify.

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### Optional Information

Lane County asks that you voluntarily provide the following information. The County will use this information to provide representation on the Advisory Board from a reasonably broad spectrum of the community. Lane County is committed to reflecting diverse cultures on its boards/committees and does not discriminate against any person on the basis of gender, race, color, national origin, religion, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.

At least 51% of the Advisory Board will be made up of individuals who identify with underrepresented communities, or are a part of an underrepresented community (i.e., LGBT community, racial and ethnic minorities, mental health community, economically disadvantaged communities, youth communities and rural communities).

**There is no legal obligation to provide this information.** Completion of this section is entirely voluntary and remains confidential. Providing this information will help ensure member selections represent a broad cross-section of the community.

**Age:**       21-34       35-44       45-54       55-64       65+

**Race:**       African-American/African/Black       Native American  
  
 Asian       Hawaiian/Pacific Islander  
  
 Hispanic/Latina(o)       Caucasian  
  
 Other

**Gender:**     Female       Male       Other       Choose not to answer

**Disability:**       No       Yes      If yes, please specify: \_\_\_\_\_

**Income:**    Is your household income below \$23,550 per year?       No       Yes

<p><b>Please Return to:</b>      <b>Lane County Administration</b> <b>Public Service Building</b> <b>125 East 8<sup>th</sup> Avenue</b> <b>Eugene, OR 97401</b></p>
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**NOTE:** If you are not selected at this time, your application will be kept on file for 12 months from the date it was received and will be reconsidered as vacancies occur.