



LANE COUNTY

HUMAN RESOURCES DEPARTMENT / 125 East 8th Ave. / Eugene, OR 97401
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W. 13. b.

AGENDA COVER MEMO

Memorandum Date: September 19, 2007
Order Date: October 3, 2007

TO: Board of County Commissioners

DEPARTMENT: Human Resources/County Administration

PRESENTED BY: Bill Van Vactor, County Administrator
Greta Utecht, Human Resources Director

AGENDA ITEM TITLE: ORDER/IN THE MATTER OF AMENDING CHAPTER 3 OF
LANE MANUAL TO CREATE THE LANE COUNTY
COMMISSION FOR THE ADVANCEMENT OF HUMAN
RIGHTS AND ELIMINATING THE LANE COUNTY HUMAN
RIGHTS ADVISORY COMMITTEE

I. MOTION

**MOVE APPROVAL OF ORDER 07 -- _____ IN THE MATTER OF Creating
the Lane County Commission for the Advancement of Human Rights and
Eliminating the Lane County Human Rights Advisory Committee.**

II. AGENDA ITEM SUMMARY

The Board is being asked to approve recommendations prepared by the Human Rights Task Force regarding the future of the Lane County Human Rights program.

A task force was created to make recommendations to the County Administrator as to the County's Human Rights Advisory Committee and its role, duties, reporting relationship and staffing. (For a list of task force members, please see Attachment A.) In July 2006, several vacancies had rendered the committee unable to function without a quorum, and the committee's history indicated that the County has had difficulty filling vacancies and fulfilling its charge. The task force completed its work on April 10 which resulted in a number of guiding principals and recommendations.

The task force believes strongly that the protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of

all people. Human rights abuses do occur in this county and can hinder access to County services and community participation for vulnerable individuals. Therefore, the task force recommends that the advisory committee be reconstituted to support and oversee the advancement of human rights in Lane County.

The human rights advisory committee should have a fundamental role in County government, being highly visible, easily accessible and centrally located, in order to best advise the commissioners, educate the public and effectively address complaints. In addition, in order to emphasize the value of human rights to the organization, human rights criteria should be applied to all budget decisions. Care should be taken in the recruitment and maintenance of the committee so that it can effectively represent the diversity and geography of the county, be highly effective as an advisory body to the Lane County Board of Commissioners and foster the advancement of human rights in our communities.

III. BACKGROUND/IMPLICATIONS OF ACTION

A. Board Action and Other History

In July of 2006, the Board ordered the County Administrator to evaluate and bring a recommendation to the Board regarding the Lane County Human Rights Advisory Committee and its role, duties, reporting relationship and staffing. The Board ordered the committee to be placed on break until the County Administrator's recommendations could be presented the Board and until the Board can make decisions regarding the future of the committee.

The County Administrator convened a task force to review the Lane County Human Rights Advisory Committee's status and that group met monthly from September 2006 through April 2007 to develop the recommendations summarized in this report.

B. Policy Issues

Section 3.540 of the Lane Manual establishes the Lane County Human Rights Advisory Committee as a non-mandated committee charged with advising the BCC and County departments on human rights issues, to provide human rights education and outreach to the community, to report on the progress and condition of human rights in Lane County, and to develop a system to assist persons with human rights complaints.

Section 2.390 of the Lane Manual defines the Diversity Policy of Lane County, stating that the County values diversity, respect and understanding of the integrity and worth of all cultures, peoples and lifestyles, and

embraces these principles as good business policy and necessary to function in an increasingly competitive and diverse environment. The County is committed to ensuring that disabilities and/or cultural differences do not restrict community access to County services and employment.

Other relevant policies include: Lane Code 6.800 defining unlawful public accommodation practice within the community as restrictions based on race, color, religion, sex, national origin, physical handicap or marital status; and the Administrative Procedures Manual Ch. 3.60, defining discrimination or harassment as discriminatory or harassing conduct directed toward another person based upon their race, national origin, gender, age, religion, disability or other characteristic as defined by federal, state or local ordinances.

The recommendations herein are intended to support the County with accomplishing the objectives written into these policies.

C. Board Goals

The strategic plan states accessibility as one of the County's 10 guiding principles: "All citizens and employees, regardless of abilities, will have ready access to our services and facilities. Language and culture will not be barriers. Our processes will be open and fair to all."

Diversity is another guiding principle, stating: "We will treat all people with dignity and respect. We will demonstrate through our actions an understanding and appreciation for cultural diversity and individual differences. We absolutely will not tolerate sexual, religious, racial harassment or discrimination."

D. Financial and/or Resource Considerations

Last year (FY 06-07), the Board added a .5 FTE office assistant position dedicated to supporting the Human Rights Advisory Committee after years of no dedicated staff support. The task force regards the lack of dedicated staff support and budget as having contributed to the difficulties that past human rights advisory committees have experienced, and believes that such supports are important for volunteers to effectively function and fulfill their charge. This position remains funded but unfilled and is still assigned to Human Resources.

E. Analysis

The task force members reviewed information from other agencies, counties and jurisdictions as part of their preliminary work. (See attachment B, *Highlighted U.S. County Human Rights Programs*.) They also held

a meeting with past and current members of the Human Rights Advisory Committee to get input as to what worked and what needed to change, and they met with the Board of Commissioners to hear the board members' thoughts on how the Human Rights Advisory Committee might continue in the future. Based on their review of information, comment received and their analysis and discussion, the members of the task force unanimously recommend that an advisory committee be reconstituted to support and oversee the advancement of human rights in Lane County and that the Lane Manual language establishing the new committee have this language as its preamble paragraph.

“The protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of all people.”

With sufficient supports, structure and initiative, the Lane County Commission for the Advancement of Human Rights can positively affect the outcome of these goals, supporting the Board in putting these principles into practice.

Other recommendations follow:

1. **Name:** The task force recommends that the Lane County Human Rights Advisory Committee be renamed to *The Lane County Commission for the Advancement of Human Rights (LCCAHR)*. Therefore, throughout this report, this title will be used to refer to the Task Force's proposal versus the current Lane County Human Rights Advisory Committee
2. **Appointments/Structure:**
 - a. Each Lane County commissioner should appoint one member to this commission to represent their district.
 - 1) Commissioner appointees should reside within their commissioner's district.
 - 2) Commissioners should send out a request for nominees within their districts to city officials, including mayors, as well as other community members.
 - 3) Commissioner appointees should report back to their commissioner to help keep the lines of communication open between the Board and the commission.
 - b. The commission should consist of 11 members: 5 commissioner appointees and 6 at-large appointees.
 - c. Commissioners should make every effort to attend commission meetings held in their district.
 - d. There should be 1 commissioner liaison attending all commission meetings, perhaps on a rotating basis.

- e. The County should provide video-conferencing when transportation is not possible, to ensure county-wide involvement.
 - f. Criteria for members should include:
 - 1) Agreement with the mission
 - 2) Ability to attend the meetings
 - 3) Experience and expertise in human rights and/or community relations
 - 4) Group process and conflict resolution training, skills and experience
 - 5) Special sensitivity to marginalized groups
 - 6) Preference given to candidates who represent minority communities, protected classes or other groups subject to human rights abuses
 - g. There should be a careful screening process for all applicants.
 - 1) Applications should include a supplemental application
 - 2) References should be checked
 - h. Associate members should be recruited to increase representation from as many groups as possible.
 - i. There should be no more than two Lane County employee members on the commission.
 - j. Current members of the Lane County Human Rights Advisory Committee should be released from their positions on the committee. A letter should be sent to each member thanking them for their service, explaining the new appointment process, and inviting them to apply again.
 - k. If the BCC accepts the Task Forces's recommendations contained in this report, the County Administrator will request that a sub group of the task force be asked to work on implementing the new process, creating a supplemental questionnaire, and screening and interviewing applicants.
- 3. Staffing:** There should be dedicated staff to support the commission. The role of staff should include:
- a. To take and track complaints, and report back to the commission on the nature and statistics of the complaints coming in.
 - b. To provide administrative support to the commission, including performing research and analysis of issues, events and changes to law that have potential impact on the human rights program.
 - c. To act as a liaison to the County, ensuring key personnel within the County organization are aware of significant actions and positions the commission has taken.
 - d. To support and oversee grant writing and monitoring efforts.
 - e. To support and oversee the work of interns.
 - f. Based on items a-e above, the office assistant classification is not the appropriate level of position needed to meet the responsibilities

described. Staff support to the commission should be at an analyst level, particularly to perform items b and d.

- g. Currently, the Lane County Human Rights Advisory Committee is staffed by Human Resources, an internal, central service department. The task force recommends that the newly constituted commission be transferred to County Administration to increase the commission's visibility and importance in the organization. In addition, the commission should develop collaborations with:
 - 1) The Human Resources Department for alignment with the Diversity Action Plan and the Diversity Action Commission.
 - 2) The Department of Children & Families for support in community-building and grant funding.
 - 3) There should be prominent signage at the front counter of the Commissioners' Office informing visitors of the location of human rights staff.
 - 4) Particular attention should be paid to building relationships between the commissioners, human rights commission members and support staff.

4. Budget:

- a. The commission should make efforts to obtain funding through outside grants, with the support of staff.
- b. Funds should be made available for:
 - 1) Transportation reimbursements
 - 2) Training and orientation
 - 3) Advertising the help line
 - 4) Copies and other miscellaneous costs
 - 5) Donations to other organizations, after the newly constituted commission is able to identify overall strategies, goals and criteria that will be used to determine which causes to support and to what extent.

5. Removal of Members

- a. There should be a County-wide policy and procedure for the removal of disruptive and dysfunctional members.
- b. Commissioners should be responsible for disciplinary actions and decisions regarding the removal of members, rather than volunteer commission members and volunteer commission chairs taking on that responsibility.

6. Complaints

- a. There must be a qualified staff person assigned to take and track community complaints, and to support commission members with complaints.

- b. The nature and statistics of complaints coming in should be reported to the commission for analysis and to determine if broader action is needed.
- c. The commission should make efforts to promote awareness of the complaint helpline, especially in rural and non-metro areas of the county.
- d. If commission members want to handle complaint-taking, they should receive sufficient training beforehand.
- e. To improve the complaints process, the commission should partner with other organizations, such as Community Mediation Services and Eugene Human Rights Commission:
 - 1) Becoming knowledgeable about each service
 - 2) Clearly defining relationships and a clear sequence for referrals, with Lane County being the first response in human rights cases outside of Eugene
 - 3) The commission should take advantage of trainings offered by other agencies.

7. Advocacy

- a. The commission should be given the power to:
 - 1) Take positions on human rights issues as a commission, and to speak to the public solely on behalf of the commission. They should not take positions on behalf of the County. Positions can be distinguished by a clarifying comment on all written statements and a signature by the chair. All such written statements must be carbon copied to County counsel. This change should be reflected in the commission bylaws and the Lane Manual.
 - 2) Advise the Board on human rights issues.
 - 3) Respond to the needs of the community when human rights are an issue, with limits defined by the Board and the Lane Manual.
 - 4) Assist individuals with human rights concerns by providing referrals and support.
 - 5) Receive the support they need to function effectively as volunteers.
- b. The commission should encourage buy-in from the communities through outreach and education.

8. Rural/Non-metro Outreach

- a. Rural outreach needs to be a major objective for HRAC
- b. HRAC should help communities set up their own instruments to address specific community needs.
- c. HRAC needs to tap rural community members who have key relevant historical knowledge of their communities.

- d. Utilize resources such as the University of Oregon's Public Policy and Planning program, their Community Planning Workshops, and/or interns to assist with rural outreach

9. Implementation

- a. Once the commission has been reconvened, the members will need to define the scope of their human rights work in a way that will help ensure success. The definition of human rights can be narrow or broad, and the resources of the commission will be impacted by what the commission decides. For example, a fairly narrow definition would be focused on protected class discrimination and hate crimes. A broad definition would utilize the Universal Declaration of Human Rights to define the scope of human rights issues to be taken on by the commission.
- b. In addition, the commission will need to clarify the members' duties and expectations and how responsibility will be limited and/or expanded.

10. Alternatives/Options

The task force recognizes the need to explore multiple options should budget limitations restrict the implementation of these recommendations.

IV. TIMING/IMPLEMENTATION

A number of Task Force members have volunteered to form a subcommittee to assist the County in implementing the above recommendations, and particularly in the selection of new members. Recommended implementation steps and target dates follow:

- Assuming that the Board adopts these recommendations, the subcommittee can be convened to begin its work immediately following the approval of the recommendations.
- Staff position to be relocated to County Administration.
- Subcommittee presents report to County Administrator detailing the selection process and supplemental application materials.
- Current Lane County Human Rights Advisory Committee members released from their positions and invited to apply again.
- Applications available by January 1, 2008.
- Commissioners begin selecting their appointments.
- February 2008: Screening process begins.
- March 2008: New commission convened and no later than three months after first meeting, presents a work plan to the Board.

V. RECOMMENDATION

The County Administrator supports all the recommendations of the Human Rights Task Forces detailed above except for number five (5). The BCC recently considered a similar recommendation that was not adopted. so the County Administrator does not recommend a process that the Board does not presently support. Hence, the attached proposed changes to the Lane Manual do not reflect recommendation #5 either.

VI. FOLLOW-UP

Announcements will go out to all interested parties, members from task force who indicated their willingness to participate in creating selection process and application materials will be contacted. Current committee members will be notified of changes in the committee membership.

VII. ATTACHMENTS

Board Order

Attachment A: Task Force Members

Attachment B: Highlighted U.S. Human Rights County Programs

IN THE BOARD OF COUNTY COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO.

IN THE MATTER OF AMENDING CHAPTER 3 OF
LANE MANUAL TO CREATE THE LANE COUNTY
COMMISSION FOR THE ADVANCEMENT OF HUMAN
RIGHTS (LCCAHR) AND ELIMINATING THE HUMAN
RIGHTS ADVISORY COMMITTEE (LM 3.540)

WHEREAS, the County Administrator was directed to evaluate and bring back a recommendation to the Board regarding the Human Rights Advisory Committee and its role, duties, reporting relationship and staffing, and

WHEREAS, a task force was appointed and convened by the County Administrator to provide him with recommendations as to the future of the Human Rights Advisory committee, and

WHEREAS, the task force has recommended a refocused effort regarding human rights through the establishment of a commission that has a higher profile with the County government, achieved partly through a different makeup and a methodology of appointment, and

WHEREAS, the task force recommendations endorsed by the County Administrator are contained in the attached changes to the Lane Manual, and

WHEREAS, the Board of County Commissioners concurs with a refocused effort through establishment of a higher profile commission, now, therefore,

The Board of County Commissioners of Lane County orders as follows:

Lane Manual Chapter 3 is hereby amended by removing, substituting and adding the following section:

REMOVE THIS SECTION

Table of Lane County Committees
as located on pages 3-35 through 3-36
(a total of 2 pages)

3.540
as located on page 3-41
(a total of 1 page)

INSERT THIS SECTION

Table of Lane County Committees
as located on pages 3-35 through 3-36
(a total of 2 pages)

3.540
as located on pages 3-41 through 3-42
(a total of 2 pages)

Said section is attached hereto and incorporated herein by reference. The purpose of this substitution and addition is to create the Lane County Commission for the Advancement of Human Rights, and to update the committees table (LM 3.540). And it is further

ORDERED that the Human Rights Advisory Committee be eliminated and the members be released from further service, with the thanks and appreciation for the services they have delivered to Lane County.

Adopted this _____ day of _____ 2007.

Chair, Lane County Board of Commissioners

- (b) Membership.
 - (i) Two members of the Board of Commissioners.
 - (ii) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.
 - (iii) One department director not included in (ii) above.
 - (iv) The Director of the Department of Information Services.
 - (v) The County Administrator.
- (c) Other Non-Voting Participants.
 - (i) Interested department managers. Computer Services Managers with the consent of the committee. *(Revised by Order No. 01-10-31-4; Effective 10.31.01; 03-11-12-6, 11.12.03; 07-5-23-2, 5.23.07)*

LANE COUNTY COMMITTEES
MANDATED ADVISORY COMMITTEES

<u>Committee</u>	<u>Responsible Department</u>	<u>Mandate</u>	<u>LM#</u>
1. Building Appeals and Advisory Board	PW/LMD	UBC 105	3.520
2. Commission on Children and Families	C&F	ORS 417.760	3.521
3. Public Safety Coordinating Council	CAO	ORS 423.560	3.522
4. Community Mental Health Advisory Committee	H&HS	ORS 430.342 ORS 430. 630(8) OAR 309-14-020(2)	3.524
5. Farm Review Board	A&T	ORS 308A.095	3.526
6. Historic Resources Committee (Lane County)	PW/LMD	Goal 5	3.528
7. Community Action Advisory Committee	H&HS	ORS 458.505	3.530
8. Community Health Centers Advisory Council	H&HS	Section 330 of the Public Health Service Act	3.534

NONMANDATED ADVISORY COMMITTEES

9. Community Health Advisory Committee	H&HS		3.538
10. Lane County Commission for the Advancement of Human Rights	CAO		3.540
11. Law Library Advisory Committee	Legal Counsel		3.542
12. Parks Advisory Committee	PW/Parks		3.544
13. Resource Recovery Advisory Committee	PW/W. Mgmt.		3.546

14. Roads Advisory Committee	PW	3.548
15. Rural Community Improvement Council	CAO	3.549
16. Tourism Council (Lane County)	PW/Parks	3.550
17. Vegetation Management Committee	PW	3.552

MANDATED SPECIAL COMMITTEES/BOARDS

18. Board of Property Tax Appeals	MS	ORS 309.020	3.554
19. Budget Committee	MS	ORS 294.336	3.556
20. Fair Board (Lane County)	FAIR BOARD	ORS 565.210	3.558
21. Metropolitan Wastewater Service District Budget Committee	CAO	ORS 294.336	3.560
22. Planning Commission	PW/LMD	ORS 215.030	3.510

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

23.	Eugene-Springfield Metropolitan Partnership Board of Directors	City of Eugene		3.566
24.	Human Services Committee	H&HS		3.568
25.	Lane Workforce Partnership Advisory Committee	WFP	20 CFR 628.410; ORS 258A.458	3.570
26.	Metropolitan Wastewater Management Commission	City of Eugene		3.572

OTHER APPOINTED COMMITTEES

27. Elected Officials Compensation Board	MS	3.600
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(Revised by Order No. 00-8-16-1; Effective 8.17.00)

ADVISORY COMMITTEES/MANDATED COMMITTEES

3.520 Building Appeals & Advisory Board.

Advises on building construction, suitability of alternate materials, methods of construction, and provides interpretations of building code. Serves as Board of Appeals in connection with administration of Structural and Mechanical Specialty Codes and Fire and Life Safety Regulations, Plumbing Specialty Code and Uniform Code for the Abatement of Dangerous Buildings.

STAFFING:	Land Management Division
MEETS:	As needed
MANDATED:	UBC 105
MEMBERSHIP:	(7) Consists of representatives of the building construction industry.
TERM:	4 years, ending June 30 <i>(Revised by Order No. 00-8-16-1; Effective 8.17.00)</i>

NONMANDATED

MEMBERSHIP: (12) Consists of seven at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

TERM: 4 years, ending August 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.540 Lane County Commission for the Advancement of Human Rights (LCCAHR).

The protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of all people. In light of that recognition, the LCCAHR shall:

Advise the Board of County Commissioners on the status of civil and human rights in the County, and provide the Board of County Commissioners and County departments community input and feedback regarding human rights and affirmative action; provide community education and outreach concerning human rights programs within Lane County; recommend, support, and assist in development of programs and seminars on human rights, cultural diversity, equal opportunity, and affirmative action; develop and publicize a system to assist persons in seeking resolution of harassment and discrimination complaints and recommend appropriate action; recommend policies and actions to improve access to County services and employment opportunities, and for overcoming cultural, linguistic and physical barriers which limit accessibility; provide 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); hold at least three (3) Committee meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develop a work plan annually for the upcoming year; affirm, encourage, and promote 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.

The LCCAHR may take positions on human rights issues as a committee and speak to the public solely on behalf of the LCCAHR. The members should not take positions on behalf of the County. Positions can be distinguished by a clarifying comment on all written statements and a signature by the chair. All such written statements must be copied to County Counsel.

STAFFING: County Administration, with collaborations with the Human Resources Department, and Department of Children and Families. The Board recognizes that dedicated staff is necessary to support the LCCAHR, track and report on complaints, act as liaison within the County organization, oversee grant writing, monitoring, and interns, and otherwise assist and provide administrative support to the LCCAHR.

MEETS: Monthly, with Commissioners attending committee meetings held in their district. In any case, one (1) Commissioner liaison should attend all committee meetings. Video-conferencing should be made available as possible to ensure county-wide involvement.

NONMANDATED

MEMBERSHIP: (11): Consists of 11 members comprised of five (5) commissioner appointees and six (6) at-large appointees, selected based on the criteria listed below and after a careful screening process involving applications and reference checking.

For Commissioner appointees: After requesting nominees from within their respective districts to city officials, including mayors and other community members,

each County Commissioner appoints one member to represent the Commissioner's district, with that appointee residing within the Commissioner's district. Each Commissioner appointee is expected to report back to the appointing Commissioner to help keep lines of communication open between the Board and the LCCAHR.

Criteria for all appointments:

- (a) Agreement with the mission of the LCCAHR
- (b) Ability to attend the meetings
- (c) Experience and expertise in human rights and/or community relations
- (d) Group process and conflict resolution training, skills and experience
- (e) Special sensitivity to marginalized groups
- (f) Preference given to candidates who represent minority communities, protected classes or other groups subject to human rights abuses

Associate Members (non-voting) should be recruited to increase representation from as many groups as possible.

No more than two (2) County employees may serve on the Committee.

TERM: Up to 4 years, from date of appointment.

(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05; 06-11-29-4, 11.29.06)

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- (b) Membership.
 - (i) Two members of the Board of Commissioners.
 - (ii) Three department directors (or designees), representative of the largest users of the services of the Department of Information Services.
 - (iii) One department director not included in (ii) above.
 - (iv) The Director of the Department of Information Services.
 - (v) The County Administrator.
- (c) Other Non-Voting Participants.
 - (i) Interested department managers. Computer Services Managers with the consent of the committee. *(Revised by Order No. 01-10-31-4; Effective 10.31.01; 03-11-12-6, 11.12.03; 07-5-23-2, 5.23.07)*

LANE COUNTY COMMITTEES MANDATED ADVISORY COMMITTEES

<u>Committee</u>	<u>Responsible Department</u>	<u>Mandate</u>	<u>LM#</u>
1. Building Appeals and Advisory Board	PW/LMD	UBC 105	3.520
2. Commission on Children and Families	C&F	ORS 417.760	3.521
3. Public Safety Coordinating Council	LEOG CAO	ORS 423.560	3.522
4. Community Mental Health Advisory Committee	H&HS	ORS 430.342 ORS 430.630(8) OAR 309-14-020(2)	3.524
5. Farm Review Board	A&T	ORS 308A.095	3.526
6. Historic Resources Committee (Lane County)	PW/LMD	Goal 5	3.528
7. Community Action Advisory Committee	H&HS	ORS 184.802 458.505	3.530
8. Public Welfare Board (Lane County) (Inactive) Community Health Centers Advisory Council	H&HS	ORS 411.145 Section 330 of the Public Health Service Act	3.534

NONMANDATED ADVISORY COMMITTEES

9. Community Health Advisory Committee	H&HS		3.538
10. Human Rights Advisory Committee Lane County Commission for the Advancement of Human Rights	MSCAO		3.540
11. Law Library Advisory Committee	Legal Counsel		3.542

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| 12. Parks Advisory Committee | PW/Parks | 3.544 |
| 13. Resource Recovery Advisory Committee | PW/W. Mgmt. | 3.546 |
| 14. Roads Advisory Committee | PW | 3.548 |
| 15. Rural Community Improvement Council | CAO | 3.549 |
| 16. Tourism Council (Lane County) | PW/Parks | 3.550 |
| 17. Vegetation Management Committee | PW | 3.552 |

MANDATED SPECIAL COMMITTEES/BOARDS

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|--|------------|-------------|-------|
| 18. Board of Property Tax Appeals | MS | ORS 309.020 | 3.554 |
| 19. Budget Committee | MS | ORS 294.336 | 3.556 |
| 20. Fair Board (Lane County) | FAIR BOARD | ORS 565.210 | 3.558 |
| 21. Metropolitan Wastewater Service District Budget Committee | CAO | ORS 294.336 | 3.560 |
| 22. Planning Commission | PW/LMD | ORS 215.030 | 3.510 |

LANE COUNTY COMMITTEES/MULTI-JURISDICTIONAL COMMITTEES

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| 23. Eugene-Springfield Metropolitan Partnership Board of Directors | CAO City of Eugene | 3.566 |
| 24. Human Services Committee | H&HS | 3.568 |
| 25. Lane Workforce Partnership Advisory Committee | WFP | Workforce Investment Act of 199820 CFR 628.410; ORS 258A.458 |
| 26. Metropolitan Wastewater Management Commission | MSCity of Eugene | 3.572 |

OTHER APPOINTED COMMITTEES

- | | | |
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| 27. Elected Officials Compensation Board | CAOMS | 3.600 |
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(Revised by Order No. 00-8-16-1; Effective 8.17.00)

ADVISORY COMMITTEES/MANDATED COMMITTEES

3.520 Building Appeals & Advisory Board.

Advises on building construction, suitability of alternate materials, methods of construction, and provides interpretations of building code. Serves as Board of Appeals

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managed care, social services, and government are some examples of the areas of expertise to be considered. No more than half of the non-consumer representatives may derive their annual income from the health care industry. No Council member shall be an employee of the health center or an immediate family member of an employee.

TERM: 3 years, ending June 30 (*Revised by Order No. 03-11-25-8, Effective 11.25.03*)

NONMANDATED COMMITTEES

3.538 Community Health Advisory Committee.

Makes recommendations to the Health Administrator and advises the Board of Health and Board of Commissioners on matters of public health, planning, policy development, control measures, funding, public education and advocacy; and, acts in a community liaison capacity to provide a link between the community and the Health Division.

STAFFING: Department of Health and Human Services

MEETS: Monthly

NONMANDATED

MEMBERSHIP: (12) Consists of seven at-large representatives and five members from the health professions including physicians, dentists, nutritionists and health educators.

TERM: 4 years, ending August 31 (*Revised by Order No. 00-8-16-1; Effective 8.17.00*)

3.540 ~~Human Rights Advisory Committee.~~ Lane County Commission for the Advancement of Human Rights (LCCAHR).

The protection of human rights is a primary responsibility of the County, based on the inalienable rights and inherent worth of all people. In light of that recognition, the LCCAHR shall:

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 concerning human rights programs within Lane County; recommends, supports, and assists in development of programs and seminars on human rights, cultural diversity, equal opportunity, and affirmative action; 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) Committee meetings outside the Eugene/Springfield area utilizing city council meetings, community forums, and joint meetings with the Commissioner of the District in which the meetings are held; develops a work plan 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.

The LCCAHR may take positions on human rights issues as a committee and speak to the public solely on behalf of the LCCAHR. The members should not take positions on behalf of the County. Positions can be distinguished by a clarifying

At right margin indicates changes
Bold indicates material being added
Strikethrough indicates material being deleted
3.540 Lane Manual

LEGISLATIVE
FORMAT
3.540

comment on all written statements and a signature by the chair. All such written statements must be copied to County Counsel.

STAFFING: Department of Human Resources County Administration, with collaborations with the Human Resources Department, and Department of Children and Families. The Board recognizes that dedicated staff is necessary to support the LCCAHR, track and report on complaints, act as liaison within the County organization, oversee grant writing, monitoring, and interns, and otherwise assist and provide administrative support to the LCCAHR.

MEETS: Monthly, with Commissioners attending committee meetings held in their district. In any case, one (1) Commissioner liaison should attend all committee meetings. Video-conferencing should be made available as possible to ensure county-wide involvement.

NONMANDATED

MEMBERSHIP: ~~(14) Consists of up to 14 citizens, to include representation from among the protected classes of women, youth, older workers, disabled persons and African-Americans, Latinos, Asian-Americans and Native Americans. Notwithstanding LM 3.506(2)(j), County employees may apply, and be appointed, to serve on off duty hours.~~ **(11):** Consists of 11 members comprised of five (5) commissioner appointees and six (6) at-large appointees, selected based on the criteria listed below and after a careful screening process involving applications and reference checking.

For Commissioner appointees: After requesting nominees from within their respective districts to city officials, including mayors and other community members, each County Commissioner appoints one member to represent the Commissioner's district, with that appointee residing within the Commissioner's district. Each Commissioner appointee is expected to report back to the appointing Commissioner to help keep lines of communication open between the Board and the LCCAHR.

Criteria for all appointments:

- (a)** Agreement with the mission of the LCCAHR
- (b)** Ability to attend the meetings
- (c)** Experience and expertise in human rights and/or community relations
- (d)** Group process and conflict resolution training, skills and experience
- (e)** Special sensitivity to marginalized groups
- (f)** Preference given to candidates who represent minority communities, protected classes or other groups subject to human rights abuses

Associate Members (non-voting) should be recruited to increase representation from as many groups as possible.

No more than two (2) County employees may serve on the Committee.

~~NOTE:~~ Up to 3 Lane County employees allowed.

TERM: Up to 4 years, from date of appointment.

(Revised by Order No. 00-8-16-1, Effective 8.17.00; 02-8-28-15, 8.28.02; 05-10-12-3, 10.12.05; 06-11-29-4, 11.29.06)

Attachment A

Lane County Human Rights Task Force

Sarita Black –Prior HRAC member
Sascha Cosio
Carla Gary
YungSoona Geil-Walker
Bobby Green – HRAC Commissioner Liaison
Zelda Haro
Karen Kennedy
Guadalupe Quinn
Ken Neubeck
Bob Weiss – Prior HRAC Member
Kate Wallace
Tina Schmich -- Facilitator
Eve Terran – Staff support
Greta Utecht – Ex-officio
Bill Van Vactor –Ex-officio

Attachment B

U.S. County Human Rights Programs

The following overviews summarize the characteristics of a sampling of county human rights programs within the United States. This work was requested by the Lane County Commissioners in order to examine county models from other parts of the country. A small sample of state programs is included, as well as one city/county combined program. Also included is a chart highlighting programs by key characteristics and demographics shared by Lane County.

Notable features:

- Commissioner's terms were typically 2-4 years, with the number of commissioners ranging from 7 to 18 per commission.
- Rural Representation: Consistently, county human rights commissioners are appointed by each county district supervisor or commissioner to represent their district. Some of the larger counties had ongoing vacancies in their rural seats due to the long distances and/or political differences among districts.
- Most put some focus on creating and strengthening local community programs.
 - Study circles in affected neighborhoods or between human rights commissioners and the sheriff's department personnel
 - Awards program
 - Sponsoring conferences, festivals and tabling events
- Most programs are focused on and authorized by their local human rights ordinances. Some programs are law focused, policy focused, community relations focused, or combinations.
- Some county programs are certified to receive federal funds in order to process complaints for HUD and/or EEOC. Some of these programs coordinate their services with city and state certified human rights programs such that citizens may take their complaints to the agency most convenient for them. Of the programs that are certified with federal agencies, some also consider their focus to be community education, training and outreach, as well as mediation. Others do not have resources for activities outside of processing complaints.
- Some programs do not take complaints, but only work on policy, advising and community education. Other programs take and investigate complaints with the full authority of the law, some use mediation, some offer support and referrals, and others respond with community action programs.

Attachment B

- Orange County, CA: when their county funding dropped they created a non-profit where they could seek grants to fund program services, as well as collect membership fees from cities.
- Many are monitoring the state of human rights and hate crimes in their county and producing an annual report. Regions with active Human Rights commissions appear to have higher rates of reporting for hate crimes.
- Some conduct police and corporate training in discrimination law, federal hate-crime reporting and diversity. (The FBI website has a free manual to download for training police on mandatory reporting of hate crimes).
- Some programs use the name “Human Relations” instead of “Human Rights” though the programs are identical in purpose and scope. The word “relations” may be better language for facilitating understanding and collaboration, and allow for a broader focus of human rights work. The word “rights” can be problematic to reaching mutual understanding. The term is not eliminated from the programs however; only from the name.
- There were programs that had nearly dissolved due to internal disputes relating to race and leadership issues. These issues were resolved in various ways, from making changes to bylaws and procedures, to leaders taking a stronger role in maintaining order. Some programs have mechanisms for the removal of disruptive members, some require mandatory ethics and/or conflict resolution training, and others have more stringent qualifications, particularly for those holding Chair positions.
- There were many county programs that coordinated with city programs within their jurisdiction, as well as state programs. Many of the strongest county programs had state programs as well that offer support and services to the local commissions.
 - Reasons for having a county program when a city program exists:
 - Assist those outside the city limits
 - Collaborate with the city to expand program services
 - Offer services/programs the city does not provide
 - Reasons for having a county program when a state program exists:
 - Quicker processing time for complaints
 - More localized and personal, with greater input and involvement from the community
 - Local laws are more specific and need to be enforced

Highlighted U.S. County Human Rights Programs

Listed below are program features that are of interest, and the counties that share those features

Area greater than 1200 sq mi with rural communities in jurisdiction	Humboldt, CA; Los Angeles, CA; Santa Barbara, CA; Santa Clara, CA; Sonoma, CA; Kern, CA; King, WA; Broward, FL
Similar ethnic diversity	Humboldt, CA; Santa Clara, CA; Sonoma, CA; Olmstead, MN; Clinton, NY; Erie, PA; Lancaster, PA; York, PA
Strong city program exists within county program	Alameda, CA; Contra Costa, CA; Los Angeles, CA; Orange, CA; Santa Clara, CA; King, WA; Cook, IL; Lancaster, PA; York, PA (under consideration)
Regional Representation Required	Alameda, CA; Contra Costa, CA; Humboldt, CA; Santa Barbara, CA; Santa Clara, CA; Sonoma, CA; Orange, CA; King, WA; Broward, FL; Cook, IL; Barnstable, MA; Crow Wing, MN; Orange, NC
Programs with Notable Features	Orange County, CA (partner non-profit, creative fund-raising; great overall model) Barnstable, MA (In addition to a commission, local 15-member town councils meet quarterly and commissioners bring back reports from their town council). Los Angeles (great model overall) San Francisco (Creative, out-of-the-box work) Cook, IL; King, WA (Broad Authority)
Certified with HUD or EEOC/Quasi-judicial	Orange, NC; York, PA; Lancaster, PA; Erie, PA; Fairfax, VA; Broward, FL; Howard, MD; Cook, IL;
Commission on Women also exists in county	Alameda, CA; San Francisco, CA; Santa Barbara, CA; Santa Clara, CA; Sonoma, CA; Cook, IL Orange, NC;
Use the name "Human Relations"	Alameda, CA; Contra Costa, CA; Kern, CA; Los Angeles, CA; Orange, CA; Santa Barbara, CA; Santa Clara, CA; Orange, NC; York, PA; Lancaster, PA; Erie, PA
Contracts with local mediation services to process complaints and collect data	Olmstead, MN