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## AGENDA COVER MEMO

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**AGENDA DATE:** February 16, 2011  
**TO:** Board of County Commissioners  
**DEPARTMENT:** Health & Human Services  
**PRESENTED BY:** Karen Gaffney



**AGENDA TITLE:** ORDER \_\_\_\_\_ / IN THE MATTER OF APPOINTING FOUR MEMBERS TO THE HUMAN SERVICES COMMISSION COMMUNITY ACTION ADVISORY COMMITTEE

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### I. MOTION

In the Matter of Appointing Four Members to the Human Services Commission Community Action Advisory Committee.

### II. AGENDA ITEM SUMMARY

The Human Services Commission (HSC) Community Action Advisory Committee (CAAC) seeks to fill four vacancies.

### III. BACKGROUND/IMPLICATIONS OF ACTION

#### A. Board Action and Other History

The Community Action Advisory Committee has designated slots for recruitment within the mandated tripartite advisory board structure. (ORS 458.505)

The Lane Manual allows for twelve members of which a third are public officials currently serving or their designees, at least a third of the members represent low income persons in Lane County and the balance represent business, industry, labor, religious, welfare, education or other major groups of interest in the community. (LM 3.530)

The Community Action Advisory Committee is mandated by Sections 676B of the Community Services block grant Reauthorization Act of 1998. In an information memorandum, the U.S. Department of Health and Human Services states "The overarching purposes for having elected officials serve on tripartite boards are to encourage awareness of poverty needs within the community and action by local governments, and to foster close coordination and partnership between public

agencies and eligible entities." To this end, the public officials (or their designees) on the CAAC are representatives of the city of Eugene, city of Springfield and Lane County. These representatives, in concert with the other committee members for low-income persons and other major groups of interest in Lane County, advise the Human Services Commission as well as the Board of county Commissioners.

Membership terms of the four political appointees ended on January 14, 2011. One, Martha Roberts, has been designated by Eugene Mayor Kitty Piercy; one, Dan Rupe, has been appointed by Springfield City Councilor Dave Ralston; and, the final two are Lane County appointees.

Mayor Piercy and City Councilor Ralston have affirmed their continued designations of Roberts and Rupe to the CAAC. The county commissioners may affirm their designations of Marty Johnson and Carmen Urbina to the CAAC by affirming the board order.

The board of county commissioners last took action to appoint members to this advisory committee on September 1, 2010. A list of the present membership is attached to this agenda packet.

**B. Policy Issues**

The nominees meet the requirements for the mandated Community Action Advisory Committee, "A third of the members shall be public officials currently serving or their designees." (LM3.530) The Human Services Commission's Manager and Supervisor collaborated with the Community Action Advisory Committee in verifying the qualifications of the candidates.

**C. Board Goals**

These appointments meet the Board's overall strategic theme of building and maintaining credibility and respect by listening carefully to our citizens and doing our best to effectively inform them how our actions are addressing their concerns.

**D. Financial and/or Resource Considerations**

None

**E. Analysis**

The Community Action Advisory Committee approved the recommendation of this appointment at their February 17, 2011 meeting.

**F. Alternatives/Options**

1. Appoint the four nominees to the Community Action Advisory Committee.

2. Re-advertise and reopen the Lane County vacancies. Contact Eugene Mayor Kitty Piercy and/or Springfield City Councilor Dave Ralston regarding their designations.

**IV. RECOMMENDATION**

Staff recommend adoption of option one above.

**V. TIMING/IMPLEMENTATION**

The nominees will become members of the Community Action Advisory Committee upon Board approval.

**VI. FOLLOW-UP**

Board approval being received for this appointment, the prospective members would be issued welcome letters to attend the February meeting of the Community Action Advisory Committee. These appointees were members in good standing until their terms ended on January 14, 2011. Therefore, they can assume their full function as members and no orientation is needed for any of them.

**VII. ATTACHMENTS**

Board Order  
Proposed Community Action Advisory Committee List  
Applications

**BOARD OF COUNTY COMMISSIONERS, LANE COUNTY, OREGON**

**RESOLUTION** ) **IN THE MATTER OF APPOINTING FOUR MEMBERS TO THE**  
**AND ORDER:** ) **HUMAN SERVICES COMMISSION COMMUNITY ACTION**  
                  ) **ADVISORY COMMITTEE**

WHEREAS, there are four vacancies on the Community Action Advisory Committee; and

WHEREAS, two of the vacancies are for designees of public officials currently serving, Eugene Mayor Kitty Piercy and Springfield City Councilor Dave Ralston, in accord with Lane Manual Chapter 3.530; and

WHEREAS, Mayor Piercy has affirmed her endorsement of Martha Roberts and Councilor Ralston has affirmed his endorsement of Dan Rupe; and,

WHEREAS, the other two vacancies are for designees of Lane County Commissioners currently serving and the commissioners by this action affirm the endorsement of Marty Johnson and Carmen Urbina; and

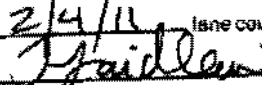
WHEREAS, all applicants are endorsed by the Community Action Advisory Committee; and

WHEREAS, this matter having been fully considered by the Lane County Board of County Commissioners.

NOW THEREFORE IT IS HEREBY RESOLVED AND ORDERED that the following named persons be appointed to the Community Action Advisory Committee, said terms to expire as indicated below:

<u>Member</u>	<u>Appoint to Position</u>	<u>Term Expiration</u>
Marty Johnson	Public Official Appointee (Lane County)	01/14/2012
Martha Roberts	Public Official Appointee (Eugene)	01/14/2012
Dan Rupe	Public Official Appointee (Springfield)	01/14/2012
Carmen Urbina	Public Official Appointee (Lane County)	01/14/2012

Effective this \_\_\_\_\_ day of February, 2011.

APPROVED AS TO FORM  
Date 2/4/11 lane county  
  
OFFICE OF LEGAL COUNSEL

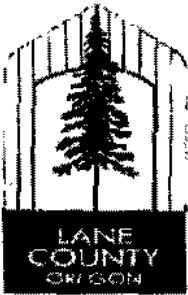
\_\_\_\_\_  
Faye Stewart, Chair  
Lane County Board of Commissioners

### COMMUNITY ACTION ADVISORY COMMITTEE

The following chart summarizes the current appointments by categorical designation.  
Human Service Budget and Planning Committee

Type of Position	Jurisdiction	Appointee	Original Appointment	Term Expiration
Public Official –or- Designee	Lane County	Marty Johnson	07-06-2005	01-14-2011
Public Official –or- Designee	City of Eugene	Martha Roberts	09-01-2009	01-14-2011
Public Official –or- Designee	City of Springfield	Dan Rupe	10-01-2008	01-14-2011
Public Official –or- Designee	Lane County	Carmen Urbina	04-01-2009	01-14-2011
Community Member	Lane County	Jim Chaney	03-15-2006	06-30-2012
Community Member	Lane County	Korin Bishop	09-01-2010	08-31-2014
Community Member	Lane County	Linda Hamilton	03-15-2006	06-30-2012
Community Member	Lane County	Kate Barkley	12-10-2008	12-09-2012
Low-Income Representative	Lane County	Janet Beckman	05-05-2010	05-04-2014
Low-Income Representative	Lane County	Patricia Loewinger	07-06-2005	06-30-2012
Low-Income Representative	Lane County	Hugh Massengill	06-30-2007	06-30-2012
Low-Income Representative	Lane County	Francisca Leyva-Johnson	12-10-2008	12-09-2012

Please see attached



Lane County  
CITIZEN ADVISORY COMMITTEE  
APPLICATION

APPLICANT'S NAME AND CITY: <i>Martin D. Johnson</i>	DATE: <i>11/18/10</i>
NAME OF ADVISORY COMMITTEE: HSC Community Action Advisory Committee (CAAC) ~ aka ~ Budget Planning 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.)
2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?
3. List the community concerns related to this committee that you would like to see addressed if you are appointed.
4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)
5. 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. If selected, how would you contribute to this effort?
6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?
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:
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.
- b. The deadline for incumbent applications will be the same as the deadline for new applications.

\* Unless waived by the Board.

Marty Johnson

**Application - HSC Budget Planning Committee**

1. **Experience** - Please find attached a resume. Included in my 34 years as an educator was working as an At-Risk Counselor at South Eugene High School for 13 years. I was also in charge of substance abuse prevention and intervention. The past 2 years I have worked at Community Rehabilitation Services of Oregon. We provide medical rehabilitation services and vocational placement of persons with brain injury, AD/HD, and other disabilities. I have also worked with several non-profits by placing persons with disabilities in volunteer positions and supervising the clients ability to become competitively employable. I am also co-owner of this business (please see attached pamphlet). I have 4 grown children. Three were adopted when they were 4, 6, and 8 years old. One is a mechanical engineer for a prestigious firm, one works in a sheltered work setting and is mentally ill and the other struggles with addiction. I say this because our family has been personally involved with state and federal aid. I have experienced emotionally what cannot be fully understood intellectually.

2. **Contribution** - As an educator, vocational counselor, business person and parent I have done considerable networking in the Human Services community. I am acutely aware of the budget crisis the state faces and the challenges this brings to social services and its constituents. Distributing limited funds is really a values clarification process. I want to see data that shows what programs are most effective in our county. I want to be able to compare them to successful programs in other areas. I hope that I can help the committee work creatively to find solutions. I have little tolerance for inequity or inefficiency. I can ask hard questions and make hard decisions. I am able to focus on the big picture and what is best for the long run.

3. **Community Concerns** - That our limited resources are doing the most good for the most people. That decisions can be made that have long term impact. That decisions are made with the best information that can be obtained. That all people are treated with dignity and respect.

4. **Community Involvement** - I was on the Downtown Rotary Committee that developed a Memorandum of Understanding to deal with substance abuse problems in our community. It resulted in a matrix used by Youth Services, Eugene Police Department, and schools for consistent communication and consequences related to substance abuse violations. I was on a committee to establish a Youth Center in Eugene. I was on the Youth Action Committee for Lane Educational Services District. Our business has just become a member of the Chamber of Commerce. I am a long time member of Central Presbyterian Church, served as deacon and have been actively involved in this socially conscious community. I have worked on 3 Habitat for Humanity Houses.

5. **Diversity** - Our immediate family is racially diverse. Two of our children are of Latino heritage and one is Asian. I helped start the Hispanic Club at South Eugene High School. I also organized an educational evening event that brought together all of the minority clubs. I sought out funds and resources for low income students. I work with people with disabilities and am very familiar with the American Disabilities Act. I helped develop a week long curriculum for the prevention of AIDS which was gender neutral. I am deeply committed to preventing all types of discrimination.

## Marty Johnson

### Qualification Highlights

- \*Taught at all grade levels from kindergarten through college over a 21 year period
- \*Academic advisor, substance abuse counselor, and peer education coordinator at South Eugene High School for 13 years
- \*Co-owner of Community Rehabilitation Services of Oregon
- \*Vocational counselor working with people with disabilities
- \*Raised 4 children, 2 of which have disabilities
- \*Assist in facilitating a monthly support group for persons with brain injuries and their families
- \*Empathetic, problem solver, team player, ability to empower others, program developer, decision maker

### Recent Professional Highlights

- \*2004 - Training in counseling minorities  
Attended state Traumatic Brain Injury Conference  
Vocational Counseling Intern Certification
- \*2003 - Training in working with people with disabilities (Portland State)  
Attended 2 workshops on helping people with AD/HD  
Retired from School District 4J (34 years experience)

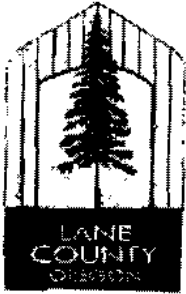
### Awards/Honors

- \*Eugene Education Association award for Outstanding Program (Peer Education for Prevention of HIV and Substance Abuse)
- \*Educational Support Services Award (honors staff member most supportive of students with special needs)
- \*Red Ribbon of Hope Award from HIV Alliance
- \*Teacher of the Year nomination for the State of Oregon
- \*Started the South Eugene High School Peer Group Program
- \*Chart member of the team that developed the South Eugene High School AIDS and Substance Abuse Prevention Program
- \*Worked with students to start multicultural clubs at South Eugene High School.

### Presentations

- \*Oregon/Washington Regional Wellness Conference
- \*Oregon Adolescent Sexuality Conference
- \*State Peer Helper Conference
- \*University of Oregon Drug Prevention Seminars
- \*Lane Educational Services District
- \*Eugene Downtown Rotary Club
- \*League of Women Voters





Lane County  
**CITIZEN ADVISORY COMMITTEE**  
**APPLICATION**

<b>APPLICANT'S NAME AND CITY:</b> Martha Roberts (Eugene)	<b>DATE:</b> 1-20-11
<b>NAME OF ADVISORY COMMITTEE:</b> HSC Community Action Advisory Committee (CAAC) ~ aka ~ Budget Planning Committee	<b>PLEASE CHECK ONE:</b> <input type="checkbox"/> New Applicant <input checked="" type="checkbox"/> Application for Reappointment

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.) I have worked on behalf of low income residents in Eugene and Lane County at large for the past 21 years as a public defender and private law practice attorney. Previously I worked for the Community Action Program and Legal Aid in Coos Bay, where I traveled throughout Coos and Curry Counties representing low income residents experiencing problems accessing public assistance and food stamps. I understand many of the issues this population faces on a recurring basis as well, and would like to continue on the CAAC another year. This year I would like to also participate in a more "hands-on basis" by volunteering in the homeless connect and other frontline or behind-the-scenes services where I may contribute my efforts wherever and in any capacity I may be needed.

- Why do you want to become a member of this committee, and what specific contributions do you hope to make?  
 See above. I have a lot of time to assist in any capacity available. I am very interested in assisting with the Planning and execution of the proposed tax levy directed toward improving the welfare of our child population and their parents. Through my years of previous involvement with this population, I am excited that we may be able to improve the lot of the neglected children through involvement of their parents in behavior modification and Family values with the assistance of Oregon Research Institute and Oregon Social Learning Center. I have recently Talked with a woman I used to work with at OSLC, and she has directed me to the woman with whom I should Speak with at OSLC at the appropriate. I am be in contact with Tony Biglan at ORI if and when we decide That is appropriate
- List the community concerns related to this committee that you would like to see addressed if you are appointed.  
 See Above.
- Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.) See Above.
- 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.
- Are you currently serving on any Advisory Boards or Committees? If so, which ones? Only on the CAAC. I am Also interested in serving in any other committee capacity, or employment-related capacity if the appropriate Opportunity arises.

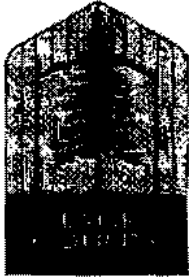
Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the County or that might be within the purview of the committee on which you are seeking appointment? (If there is a change in your circumstances, please advise the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

No  Yes Specify:

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

9. In which County Commissioner District do you reside? please check one:

North



Lane County  
CITIZEN ADVISORY COMMITTEE  
APPLICATION

Page 1 of 2

APPLICANT'S NAME AND CITY: Dan Rupe	DATE: 11/18/2010
NAME OF ADVISORY COMMITTEE: HSC Community Action Advisory Committee (CAAC) - aka - Budget Planning 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.)  
20 years Human Services Work/ Master Social Worker degree
2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?  
My interest in quality service to consumers
3. List the community concerns related to this committee that you would like to see addressed if you are appointed.  
Lack of adequate transitional housing for the homeless within our community
4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)  
Lane County Veterans Day Parade Committee, Rural Oregon Continuum of Care (ROCC), Project Homeless Connect, Egan Warming Center  
Assist as consultant and logistic organization.
5. 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.
6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?  
CoC, Project Homeless Connect (PHC) Lane County, Vet Net
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:
9. In which County Commissioner District do you reside? please check one:  
 Unsure  West Lane County  Springfield  South Eugene  North Eugene  East Lane County

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- b. The deadline for incumbent applications will be the same as the deadline for new applications.*

*\* Unless waived by the Board.*



Lane County  
CITIZEN ADVISORY COMMITTEE  
APPLICATION

APPLICANT'S NAME AND CITY: Carmen Urbina	DATE: 1/2/2011
NAME OF ADVISORY COMMITTEE: HSC Community Action Advisory Committee (CAAC) ~ aka ~ Budget Planning 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.)

I have been living in Lane County for the past 15 years. For the last year I have been an active member of the CAAC. During this time I have been involved in the "Social Service" community actively supporting social justice, human rights and equity projects and initiatives. Therefore I have extensive experience in Lane County's social services safety net. Also, I was a member of the Human Rights Commission for 8 years and in leadership for 4. I was part of the CAAC as a provider representative for 4 years when I was the Executive Director of Centro Latinoamericano. But more specifically I am currently working in the school system directing the equity and social justice initiatives that impact families and children which gives me a unique insight on the impact of "poverty" in our community. This basically means that I am going where families and children live—not waiting for families and children to come to us (as a system).

2. Why do you want to become a member of this committee, and what specific contributions do you hope to make?

I would like to become a member of this committee for several reasons:  
 1. I feel passionately and believe in the mission of the CAAC- (Address on emergency basic needs and community action services for the needs of low-income citizens). Due to our current economic times I believe more than ever we need to be focusing on the "greater good" of our community.  
 2. Due to my past experience and current job I believe that I can bring a unique perspective to the CAAC- which is the impact of poverty and unemployment on "students" in real time. I believe schools are microcosms of our community and the impact is first felt in our classrooms.  
 3. I was on the budget committee for 4J school district and currently am a budget committee member for LCC. Both education organizations suffering tremendous budget cuts therefore I have experience in having to make hard decisions. When I was a member of the 4J budget committee my voice brought to the table not special interest but the greater good of our community.  
 4. I served on the CAAC for four years as a provider rep. This gives me also the ability to have a "historical perspective", "provider perspective" and currently due to the outreach that I am facilitating with families in our community I can bring first hand the "consumer perspective".

3. List the community concerns related to this committee that you would like to see addressed if you are appointed. Originally my only concern was "time availability" due to my current employment. I have the full support of my organization (Eugene School District 4J) to participate in the CAAC if my application is approved.

Also (if approved) I would like to represent the school district in the committee. I have checked with my direct supervisor George Russell and he is in full support.

• Public schools and social service agencies often serve the same clients and have the same goals. In our current times there are too few resources to adequately respond to the myriad problems facing children and families. Therefore I believe that my participation in the CAAC is an opportunity for our school district.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Please see attached resume that will provide you with my current and past involvement.

5. 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.

As a Latina woman, immigrant, I have been working on issues of diversity for the past 20 years. Currently I consider myself a coach on how to interrupt inequitable practices, and the transition and transformation toward equitable systems. I feel that I can contribute my knowledge about issues of cultural competence and diversity with an equity and social justice lens.

6. Are you currently serving on any Advisory Boards or Committees? If so, which ones?  
yes - CAAC

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: Maybe - Eugene School District 4J

**CARMEN XIOMARA URBINA**

**EDUCATION**

<b>Masters in Spiritual Psychology-Student-(1<sup>st</sup> year)</b>	<b>University of Santa Monica, CA</b>
<b>Bachelor of Science, Agriculture and Resource Economics</b>	<b>Oregon State University, Oregon</b>
<b>Technical Degree, International Economics</b>	<b>Universidad Privada de San Pedro Sula, Honduras</b>
<b>Associate Degree, Business Administration</b>	<b>Technological Institute of Business Administration, Honduras</b>
<b>Associate Degree, Accounting</b>	<b>Copantl Night Institute, Honduras</b>

**SUMMARY**

A highly motivated and dedicated professional with excellent skills in community outreach and management. Eight years experience performing complex agency and program administration work. Experienced in Strategic Planning, Leadership, Conflict Management, Program Management, Financial Management, Fundraising, Evaluation, Board Development, Marketing and Grant Writing. Bilingual and Bicultural. Familiar with variety of computer applications and database management. Excellent interpersonal and communication skills.

**PROFESSIONAL EXPERIENCE**

**Parent, Family and Community Coordinator**  
Eugene School District 4J June 2005-Present

**POSITION SUMMARY:**

- School Support: responsible for providing coordination, consultation, guidance, support, and assistance to schools in working with parents and families.
- Primary responsibility is to help schools address the needs of low-income and culturally and/or linguistically diverse families by providing school choice and other information and resources for parents, expanding access to English language training and district and community resources for low-income and limited English speaking parents and families, and helping district and school staff develop culturally sensitive and culturally responsive methods to involve parents and families from low-income and culturally diverse backgrounds.
- Currently in charge of Equity and Social Justice initiatives designed to impact the achievement student gap.

**Development Director** February 2005 - June 2005  
Centro LatinoAmericano, Eugene, OR

- Analyze and pursue opportunities to expand donor base through mailings, phone calls, events, and face-to-face meetings.
- Develop promotional materials such as informational brochures and packets.
- Coordinated major gifts to support Centro's development including individual solicitations of prospective donors and ensuring proper acknowledgement of all contributions.
- Developed, coordinated, and cultivated the Advisory Board
- Developed new methods to inform and acknowledge supporters.
- Developed system to schedule and document all communications with supporters.
- Issue press releases and otherwise encourage a positive media presence.

**Executive Director** June 1997 - Feb 2005  
Centro LatinoAmericano, Eugene, OR

- Successfully wrote 52 grants (City, County, State, Federal, Private Foundations) totaling \$50 million dollars in a seven year period.
- Developed and prepared annual budget that ranged from \$40K to \$1.5 million dollars. Managed individual program budgets based on criteria set by grant guidelines and contractual agreements.
- Developed, implemented and revised program rules and policies including: Policy Personnel Manual, Job Descriptions, Job Announcements, FLSA Analysis, Position Descriptions, Guidelines for Supervisors.
- Developed short and long-range goals and objectives
- Guided six Program, two Agency and four Community Coalitions in Strategic Planning Processes.
- Designed, planned, and implemented Program Evaluations of 22 different programs over seven years - based on grant, agency, and contractual requirements.
- Utilized different methodologies for collection of data including: questionnaires, surveys checklist, one-on-one interviews, documentation, observation, and focus groups.

Carmen Xiomara Urbina

- Wrote final reports on best practices and success of programs to the Federal, State, Local and Private Foundations after basic analysis of quantitative and qualitative information was interpreted.
- Monitoring for compliance program guidelines, policies, procedures, rules, and regulations; conducting program analysis studies to develop, recommend, and implement future changes.
- Provided consultation services to several non-profit and for profit companies to improve access and incorporate latest best practices to serve Latinos in their businesses.
- Performed variety of seminars, workshops, and trainings in Cultural Competency, Diversity and Multiculturalism to non-profit and for profit companies.
- Developed and maintained positive community, inter-governmental relationships by creating partnerships and collaborations

Outreach Coordinator for "Programa de Asistencia Medica" (Medical Access Program) June 1996 - July 1997  
Centro LatinoAmericano, Eugene, OR.

- Responsible for the outreach and coordination of the medical program.
- Successfully marketed program among Latinos and in the professional health/medical communities.
- Re-designed Centro LatinoAmerica new agency brochure, and program brochure.
- Edited, written, and produced Centro's newsletter.
- Coordinated the Immigration Information programs and assisted staff on weekends with volunteers. I have taken the leadership in helping families devastated by the Fircrest/INS action.
- Implemented and managed Robert Wood Johnson Foundation Grant, \$1.5 million over 14 months.
- Monitored Case workers' written records on clients and report progress to management team.
- Direct delivery of services to Spanish speaking clients to ensure they received access to health care.
- Organized and lead group activities.
- Assisted clients in need of counseling or crisis intervention
- Provided emotional support by helping clients become involved in their own well-being, in community recreation programs, and in other activities
- Administered a food bank for emergency needs in community.

Program Specialist

June 1993 - May 1996

Child Care Council (USDA Food Program), Bend, Oregon.

- Supervised over 100 child care providers enrolled in the U.S.D.A Food Program in three Central Oregon Counties. *Sixty percent of these providers spoke only Spanish.*
- Organized and performed training in proper child care and nutrition.
- Planned six first aid and CPR training sessions, conducted eight classes in nutrition (four in Spanish)
- Created and distributed a monthly informational newsletter in Spanish
- Developed and conducted three child care basics courses for over fifty providers.
- Created the outreach program utilized to recruit the Hispanic providers.

Healthy Start Teacher Aid Interpreter

Oct 1992 - May 1993

Deschutes County Health Department, Bend, Oregon.

- Assisted teaching of three year old children in Head Start classroom.
- Coordinated participation of High School students who worked in the classroom
- Completed monthly reports.

Senior Cultural Trainer

Nov 1991 - Feb 1992

CHP (Peace Corps Trainer Center), Santa Lucia, Honduras.

- Conducted interactive cultural awareness sessions for sixty Peace Corps trainees
- Guided trainees in coping with foreign social issues and related stress
- Organized and directed the logistical support for incoming trainees
- Provided technical assistance to the Language department.
- Obtained a full-time position after 15 days of volunteer service to the company
- Received a special recognition award for my work.

Team Productivity Enhancement Project Coordinator

Mar 1991 - Oct 1991

Land Use Productivity Enhancement Project (LUPE), Tegucigalpa, Honduras,

- Organized and guided five rural women groups (120 women) to improve self-sufficiency
- Performed micro-economic diagnosis to improve the living conditions and nutrition
- Responsible for rural women development financial and support planning programs, training, and coordination with other agencies.