W.5.a.

Memorandum Date:

Order Date:

March 29, 2006 April 12, 2006

TO:

Board of County Commissioners

FROM:

Diversity Advisory Committee (DAC)

PRESENTED BY:

DAC Boards/ Commissions Subcommittee

AGENDA ITEM TITLE:

Diversity and Lane County's Boards and Commissions

I. MOTION

Board input is sought regarding recommendations on recruiting and training more diverse community members for the County's boards and commissions, and the format of the report card about progress made to date.

II. AGENDA ITEM SUMMARY

The purpose of this work session is to:

- 1. Present the findings of the review of the Lane County's advisory boards and commissions.
- 2. Make recommendations about recruiting and training more diverse community members.
- 3. Promote a general discussion.
- 4. Clarify format of the report card.

III. <u>BACKGROUND</u>

A. <u>History, Board Action and Policy Issues</u>

In March, 2005 the Board of County Commissioners (BCC) approved the Lane County's Diversity Action Plan (DAP), which includes six action items relating to diversifying the County's Boards and Commissions. The goal of this section is to ensure that County boards, commissions and advisory committees are reflective of the diversity of Lane County's population.

Of the six action items pertaining to Lane County's Boards and Commissions, this report addresses Action Items B, C and D as follows:

DAP Action Items:

B. Implement a strategy to recruit and retain diverse community members on Lane County boards and commissions, to be shared with the staff and members of the County boards and commissions.

Responsible: Performance, Development & Diversity Coordinator; Diversity

Action Committee (DAC) When: October 2005 Frequency: Annually

C. Conduct an annual review of the diverse make-up of Lane County boards and commissions, the results of which will be reported to the Board of Commissioners as part of the annual Diversity Action Plan report.

Responsible: County Administrator; Performance, Development & Diversity

Coordinator; Diversity Action Committee (DAC)

When: March 2005 Frequency: Annually

D. From the above annual review, develop a report card on how individual boards and commissions are doing in recruiting and retaining members from diverse communities.

Responsible: County Administrator; Performance, Development &

Diversity Coordinator; Diversity Action Committee

(DAC)

When: March 2006 Frequency: Annually

DEVELOPING AND ADMINISTERING THE SURVEY

Steps taken to complete Action Item C "Conduct an annual review", began in January 2005. Working with the County Administrator, Bill Van Vactor, members of the Diversity Action Council (DAC) Boards and Commissions (B&C) Subcommittee developed a survey instrument and cover letter for all Lane County's boards and commissions. The DAP calls for ensuring that Lane County's Advisory Committees reflect the diversity of Lane County. Therefore, baseline data needed to be developed in order to measure progress with this goal.

Four documents were created (see attached). The first is a short memo asking staff to have the Advisory Committee, Board or Commission members fill out the survey. The second is an explanation of the request for the committee member. The third is the actual survey form. The fourth is the compilation form we used to collect all in the responses.

Once developed, the survey form was distributed to the staff of the 18 active county advisory committees in July 2005, asking committees to return them by September 2005. The results of the survey were compiled and analyzed by the B&C Subcommittee.

B. Board Goals

The Guiding Principles of Lane County's Strategic Plan include:

ACCESSIBILITY

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

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.

The Goals of the 2005 Lane County Diversity Action Plan include:

LANE COUNTY BOARDS AND COMMISSIONS

Goal: Lane County will ensure that County boards, commissions and committees are reflective of the diversity of Lane County populations.

C. Financial and/or Resource Considerations

Further actions beyond the initial survey of boards and commissions, such as training for staff and board members, researching and using more diverse methods of advertising vacancies, etc. will require additional staff-time. Currently, staff involved in the B&C subcommittee are representatives from every County department, with some staff support from HR.

D. Analysis

SURVEY DATA HIGHLIGHTS AND OBSERVATIONS

1. There was a high rate of response from the committees: 60% of members completed the survey. 133 out of a total of 203 members responded. There were 36 vacancies across all the committees at the time the survey was administered.

Note: as indicated by red on the data matrix, some respondents did not respond to all items on the survey instrument, so that some of the numbers may not equal the total.

2. Only one respondent was under 21 and one was between 21 and 24. Most were 46 to 60. This means 1.5% of the respondents were 24 yrs. of age or under, reflecting a need for increased youth involvement and participation. These two individuals are represented on only two separate committees.

- 3. 55% of respondents were male; 45% of respondents were women; based on the data, two committees currently have no female members (Farm Review and Vegetation).
- 4. 3% of respondents reported that they were a sexual minority and were represented on only four different committees.
- 5. 3% of respondents were people with a disability and are represented on six different committees.
- 6. 71.4% of respondents were from the Eugene/Springfield metro area.
- 7. 14.3% of respondents (18 individuals) were from West Lane, represented on 14 of the 18 committees.
- 8. 13.5% of respondents (17 individuals) were from East Lane, represented on 11 of the 18 committees.
- 9. Comparison of survey results to Census and other county-wide data, shows that committees do not yet reflect the full diversity of our County (see attached).

OBSERVATIONS

- A. Aggregate data on these committees is not a good way to capture the diversity of our boards, it is misleading. It is better to compare each committee individually to community-wide data.
- B. This survey did not capture less traditional ways of showing diversity, which may be even more important as measures. For example, organic vs. traditional use of chemicals for farming on the farm board.
- C. Respondents who applied for Lane County committees did so based on word of mouth (44.4%), with the next highest group of respondents applying based on other methods (24.8%), 18% responded to newspaper announcements, 4.5% responded from newsletter announcements, and the smallest amount (3%) responded from agency fairs. "Other" probably includes: PSAs, department appointments/referrals, etc.
- D. Boards that have pre-requisites or specific qualification requirements may limit the applicant pool.
- E. Boards need to be more inclusive, as some members may feel intimidated by class and education issues, as well as other diversity issues.
- F. Boards have a culture and are comfortable with that culture and may tend to recruit new members that fit into the culture. Having a few members of a different

culture, for example on the Mental Health Advisory Committee, apparently helped the members who are not of the dominant culture to feel comfortable and change to begin to happen.

G. Are the boards serving the communities they are set up to serve?

E. <u>Alternatives/Options</u>

DISCUSSION POINTS

- I. What are your thoughts about the information presented about the make-up of your advisory committees, boards and commissions?
- II. Would you like to have the staff and BCC members be more involved in recruiting?
- III. Currently, board/commission member positions are voted on through the Consent Calendar process, do you want to continue this?
- IV. Does the BCC want to interview applicants? (They have interviewed the Fair Board and Planning applicants.)
- V. Action Item E states: "Hold an annual volunteer appreciation week/day for all County volunteers..." Would the BCC like to have a lunch with the staff and chairs of all the advisory groups to recognize their volunteer efforts and talk about diversity on their board/commission?
- VI. Action Item D, directs us to create a report card, do you have suggestions for the format? Would you like to include recommendations, next steps, for example?
- VII. We plan to distribute a copy of the report card to all commission staff and members. Who else would you like it distributed to?
- VIII. Do you have ideas about how to proceed? How can we help you?
- IX. Outstanding questions for boards/commissions:
 - > Do volunteers/members feel they are effective or just a rubber stamp?
 - > Asking boards if they think they are diverse may be helpful information.
 - > Are you functioning effectively?
 - > What is working?
 - What needs to change?

F. TIMING/IMPLEMENTATION

A report card of our findings needs to be developed for general distribution (Action Item D timeline was March 2006). Steps to improve the diverse make-up of Lane County's boards and commissions need to be implemented as soon as possible (Action Item B timeline October 2005).

G. RECOMMENDATIONS

- a. B&C subcommittee is available to meet with boards and commissions that would like our input to brainstorm ways to increase representation. Lane County's boards and commissions should be more representative of the people in Lane County. If the people on the boards consider that as they recruit for new members the representation will begin to change.
- b. The County is currently implementing the Positive Youth Development grant whose purpose is to provide opportunities for youth to have more of a voice and be involved in decision-and policy-making. This includes both strategies to increase recruitment of a variety of youth interested in being involved as well as trainings to commissions/committees on how to create the best environment to retain their youth (and other community/consumer) members. This grant should be involved in training and recruitment for all boards/commissions.
- c. Implement the survey every two years so we have time to see if implemented strategies improved make-up of boards and committees.
- d. Add the following questions to the survey:
 - > Do survey responders serve on more then one committee and if so, which ones
 - > Are you a Lane County Employee
 - > Why did you decide to serve on this committee?
- e. Reformat race/ethnicity questions so that they match the Census.
- f. Broaden opportunities to recruit for boards and commissions, for example, agency fairs, more newsletters, radio PSA's, etc..
- g. As the County's PR plan is rolled out to the community, include information about boards and commissions and the constant need for new members.
- h. Develop incentives for board/commission members to increase recruitment and retention. This could include: counting time spent as education credits; providing food; pointing out that this is good work experience on a resume, etc.
- i. Eugene and Springfield should be separated out in survey to get numbers from each city.

- j. Strongly suggest committees meet in rural areas once or twice a year.
- k. Youth may need a mentor in order to participate fully on a committee. College age students may be fuller participants than high schoolers.
- I. Having associates or people who shadow or are alternates could help to fill vacancies with people who already know how the board works.
- m. Tell all the advisory groups about the diversity plan and how they are a part of it.
- n. Review recruitment and member approval process to ensure outreach methods are varied and effective.

H. FOLLOW-UP

Following the Board's recommendations, the DAC will develop plans to implement strategies to increase the diverse make-up of Lane County's boards and commissions. HR will continue to provide staff support.

ATTACHMENTS

- County Advisory Committee Application Form
- DAC B&C Survey Instrument and Cover Letter
- Memo from Bill Van Vactor and compilation form
- 2005 Lane County Diversity Action Plan Goals
- Census Data for Lane County
- Survey Data Results Matrix and Graphs
- Listing of Committees and Staff

2005 Lane County Diversity Action Plan

GOALS

LANE COUNTY AS EMPLOYER

Goal: To recruit, retain, and develop a qualified and diverse workforce. To train and orient a workforce that is culturally competent. To develop and use instruments using data to measure deficits and progress of its diversity goals.

LANE COUNTY AS SERVICE PROVIDER

Goal: Lane County will ensure that County services, programs and activities are provided to its diverse communities in ways that are sensitive to and responsive to cultural differences, including accessibility for people with mental and physical disabilities.

LANE COUNTY AS FUNDER

Goal: Lane county will ensure that County-funded services are provided, and funding decisions are made, in a manner that recognizes, addresses and is reflective of the cultural diversity of the communities served.

I ANE COUNTY BOARDS AND COMMISSIONS

Goal: Lane County will ensure that County boards, commissions and committees are reflective of the diversity of Lane County populations.

Census Data Estimates for Lane County, Oregon¹

Total Population:	324,176	
Gender Female:	165,581	51%
Male:	158,595	49%
Age Under 18:	70,925	25%
Over 65:	43,624	13.5%
Race American Indian/Alaska Native:	10,125	3.1%
Asian:	11,062	3.4%
Black or African American:	4,237	1.3%
Native Hawaiian and Other Pacific Islander:	N ²	N
White:	296,623	91.5%
Two or more races:	7,027	2%
Ethnicity Hispanic:	17,628	5.4%
Other People with Disabilities:	64,835	20%³
People living below Federal Poverty Level:	49,599	15.3%

¹ 2004 American Community Survey
² An 'N' entry indicates that data for this geographic area cannot be displayed because the number of sample cases is too small
³ U.S. Department of Commerce, "Census Brief," Issued December 1997

Page 1 of 2

Lane County CITIZEN ADVISORY COMMITTEE **APPLICATION**

		APPLICANT'S NAME AND CITY:	DATE:
	LANE COUNTY ORIGON	NAME OF ADVISORY COMMITTEE:	PLEASE CHECK ONE: New Applicant Application for Reappointment
1.	Give a brief des you wish, you r	scription of the experience or training that qualifies you nay attach a resume or other pertinent material.)	u for membership on this advisory committee (If
2.	Why do you wa	nt to become a member of this committee, and what s	pecific contributions do you hope to make?
3.	List the commu	nity concerns related to this committee that you would	like to see addressed if you are appointed.
4.	Briefly describe will not disqual	e your present or past involvement in relevant commify you for appointment.)	unity groups. (Having no previous involvement
5.	any person on	committed to reflecting diverse cultures on its board the basis of gender, race, color, national origin, re ment, or participation in its programs, services, and a	ligion, disability, or age in employment or in
6.	Are you current	ly serving on any Advisory Boards or Committees? If	so, which ones?
. 7.	contractual agreeseeking appointed	yed by, have any business, contractual arrangement tements with the County or that might be within the ment? (If there is a change in your circumstances, plessing No Yes Specify:	e purview of the committee on which you are
8.	How did you lea	rn about this vacancy? Newspaper Word of r	mouth Other:
9.	*The Board a. Molengths are to	Commissioner District do you reside? please check of West Lane County Springfield South Eugen of Commissioners has adopted the following policy of embers of County advisory groups will serve a maximum three or more years in length. The deadline for incumbent applications will be the same ived by the Board.	ne North Eugene East Lane County of two consecutive terms when term

Page 2 of 2

Lane County CITIZEN ADVISORY COMMITTEE

LANIE COUNTY Ost GON
Home Phone:

OPTIONAL INFORMATION

ASID.

		APPLICATION	
	Please Print		
	Name:		
LANE	(Last) Address:	(First)	
COUNTY	(Street)	(City)	(Zip)
Home Phone: _		How Long Have You Lived in Lane County?	YearsMonths
Occupation:		Place of Employment:	
Business Addres	s:	Business Phone:	
E-Mail Address:		Fax:	
NOTE: Information	in this box consisting of home a	ddresses and phone numbers may be exempt from disclosure per ORS	3 192,502(3).

information will also assist Lane Co- committees. Providing this informat	unty in evaluating its Diversity Imple tion will not adversely affect your opp	icants by ethnicity, race, gender and age. Supplying this mentation Plan to achieve more diversity on its advisory ortunity to serve on this committee or board and this his section is entirely voluntary and remains confidential.
Male African American Hispanic/Chicano/Latino This information is used to ensure there	Female Duropean American Other: is reasonable accommodation and repres	Asian American Native American Disability: *Type: entation on advisory boards.
Is your age over 40? Yes	¬№	

Lane County does not discriminate against any person on the basis of race, color, national origin, gender, disability, or age in employment or in admission, treatment, or participation in its programs, services, and activities.

Signature of Applicant _____ Date:

Except as noted above, all information provided as part of this application is a public record subject to disclosure.

Please Return to: **Lane County Administration**

Public Service Building 125 East 8th Avenue Eugene, OR 97401

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.

Active Lane County Boards, Committees and Commissions and County Staff

Board of Property Tax Appeals	Marle Hoehne	7402
Budget Committee	Dave Garnick	3694
Commission on Children & Families	Alicia Hays	7492
Community Action Adv. Committee	Steve Manela	3797
Community Mental Health Adv. Comm.	Michelle Ames	4035
Community Health Center Adv. Comm.	Steve Manela	3797
Farm Review Board	Shari Higgins	6798
Fair Board	Warren Wong	7375
Health Adv. Committee	Rob Rockstroh	4035
Human Rights Adv. Committee	Greta Utecht	3689
Human Services Committee	Steve Manela	3797
Lane Workforce Partnership	Chuck Forster	2000
Law Library	Linda Falken	4113
Parks Advisory Comm	Todd Winter	2006
Planning Commission	Janey Barnes-Wiederhold	3656
PSCC(Public Safety)	Malinda Dodson	3692
Resource Recovery Adv. Comm.	Patti Hansen	4342
Roads Advisory Committee	Vonnie Rainwater	6913
Vegetation Management Adv. Comm.	Stephonee Freeman	6991

BARNHART Susan P

From:

VANVACTOR William A

Sent:

Tuesday, July 19, 2005 2:04 PM

To:

FREEMAN Stephonee C; SNOWDEN Oliver P; HANSEN Patti G (PW); DODSON Malinda J; BARNES-WIEDERHOLD Janey; HOWE Kent; WINTER Todd; UTECHT Greta L:

ROCKSTROH Rob A; URBATZKA Danni; MANELA Steve M; HOEHNE Marle; GAFFNEY

Karen R; AMES Michelle D: FALKEN Linda N

Cc:

BARNHART Susan P; GILSTRAP Zoanne M; GARDNER Alex R; HAYS Alicia A; MOODY Christine M; FORSTER Chuck E; GARNICK Dave L; SUCHART David S; EASTBURN Debbie J; FORBES Frank; UTECHT Greta L; INMAN Jennifer K; GANGLE Jim; BLACKBURN Kay;

MORTIMORE Kent; SMITH Lisa D; KLETZOK Melinda A; SNOWDEN Oliver P;

ROCKSTROH Rob A; BURGER Russel E; WILSON Teresa J; BIEDA Tony S; BLACK Tony

H; WONG Warren G; GILSTRAP Zoanne M

Subject:

FW: Boards and Commissions Diversity Survey

Dear Advisory Committee, Board or Commission staff,

I have been working with Zoe Gilstrap and Sue Barnhart of the Boards and Commissions subcommittee established in the Diversity Action Plan. As you will see, that plan calls for ensuring that Lane County's Advisory Committees reflect the diversity of Lane County. We need to developed baseline data so that we can measure our progress with this goal. So, set forth below are four documents. The first is a short memo asking you to have the Advisory Committee, Board or Commission members fill out the survey. The second is the explanation of the request for the committee member, the third is the actual survey form, and the fourth is the compilation form where you will fill in the responses. Thank you for your help.

Bill

----Original Message-----

From:

GILSTRAP Zoanne M

Sent:

Tuesday, July 19, 2005 11:15 AM

To: VANVACTOR William A

Subject:

Boards and Commissions Diversity Survey



Survey form staff letter.doc ...



Survey form letter.doc (21 KB)...



Board imsurvey.Group3.xk



Board Comm :ompilation.Group2.. Dear Lane Advisory Committee, Board or Commission staff;

Thank you for all your hard work on behalf of Lane County. The recently adopted Lane County Diversity Action Plan has a goal that "Lane County will ensure that County boards; commissions and committees are reflective of the diversity of Lane County populations". An action item of this goal is to do an annual review of the make-up of the boards and commissions and report the results to the Board of Commissioners. This is a new plan and the first time a review has been done. From the review it will be possible to see how Lane County is doing in recruiting and retaining members from diverse communities and offer support and suggestions.

Please either email or mail the attached cover letter and attached survey to all members of the board, committee or commission that you staff. Then use the attached compilation form to compile the results when they are returned to you. Because this is our first effort at collecting this sort of data it is important to make sure our "baseline" data is as accurate as possible. Send the compilation form to Sue Barnhart at Developmental Disabilities, Chair of the Boards and Committees Subcommittees, in the Public Service Building. While we would like the form back as soon as possible we realize that it being summer many groups may be taking time off. If you can't get the survey results to us by September 15th please let Sue know. Her email is: susan.barnhart@co.lane.or.us and her phone is 4096.

Thank you so much for sending out the cover letter and survey to the members of the board you staff. And thanks for compiling the results you get back. The hope is to accomplish good things with this information and to begin to reflect the diversity of our county in the boards and commissions that serve our county.

The Boards Committees Subcommittee and the Diversity Action Committee welcomes any feedback you wish to give to them. Please include it at the end of the attached form.

Sincerely yours,

Bill VanVactor

July 19, 2005

Dear Lane County Advisory Committee, Board or Commission Member

Thank you for all your hard work on behalf of Lane County. The recently adopted Lane County Diversity Action Plan has a goal that "Lane County will ensure that County boards; commissions and committees are reflective of the diversity of Lane County populations". An action item of this goal is to do an annual review of the make-up of the boards and commissions and report the results to the Board of Commissioners. This is a new plan and the first time a review has been done. From the review it will be possible to see how Lane County is doing in recruiting and retaining members from diverse communities and receive comments and suggestions from our committee membership.

As a member of a board or commission please fill out the attached voluntary form and return it to your staff person. Though it is a voluntary form I'd like to encourage you to fill out the form to help reach our goal of all boards and commissions reflecting the diversity of our county. Because this is our first effort at collecting this sort of data it is important to make sure our "baseline" data is as accurate as possible. The hope is to use this information if future appointments so the Board of Commissioners can achieve their goal of reflecting the diversity of our county in their advisory committees, boards and commissions that serve our county. The information that will be forwarded to the Board will be statistical in nature without reference to individuals.

The Boards Committees Subcommittee and the Diversity Action Committee also would welcome any feedback you wish to give to them. Please include it at the end of the attached form.

Sincerely yours,

Bill VanVactor

BOARDS, COMMITTEES AND COMMISSIONS MEMBERSHIP SURVEY 2005

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	East Lane County	
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Thank you for taking the time to fill out your member profile. The Lane County Diversity Action Committee will be looking at ways to increase participation on the Boards and Commissions that reflect the diversity of our Community.

Diversity Action Committee's Subcommittee on Boards & Commissions



BOARDS, COMMITTEES AND COMMISSIONS COMPILATION FORM

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Men:	Under 21		
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	Over 60 years		
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RACE:	White/Euro-American		
	Black/African American		
	American Indian/Alaska Native		
	Spanish/Hispanic/Latino/a		
	Asian		
	Native Hawaiian/Pacific Islander		
	Multi-Racial .		
	Other Race:		
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2005 SURVEY BOARDS, COMMITTEES, AND COMMISSIONS

COMMENTS AND RECRUITMENT SUGGESTIONS

"appointed by Lane County Bar Association"

"The Committee may be more difficult to diversify because it is a joint committee made up of volunteer lawyers...only a couple of public members"

"This is a very interesting committee that could do a better job of diversifying – it has been difficult getting committee members – but would truly be enriched by diversity"

I recommend judging applicants on qualifications, and not using profiling/discrimination to determine an applicant's eligibility for committee membership.

"English was my second language. I am fluent in my native Polish tongue."

Could perhaps put some length of service suggestions – experience is good and helpful – so are new ideas!

The County should hire a full time recruiter.

Through the NAACP and other advocacy groups for other minorities.

Have a qualified ex-offender as a member of the PSCC.

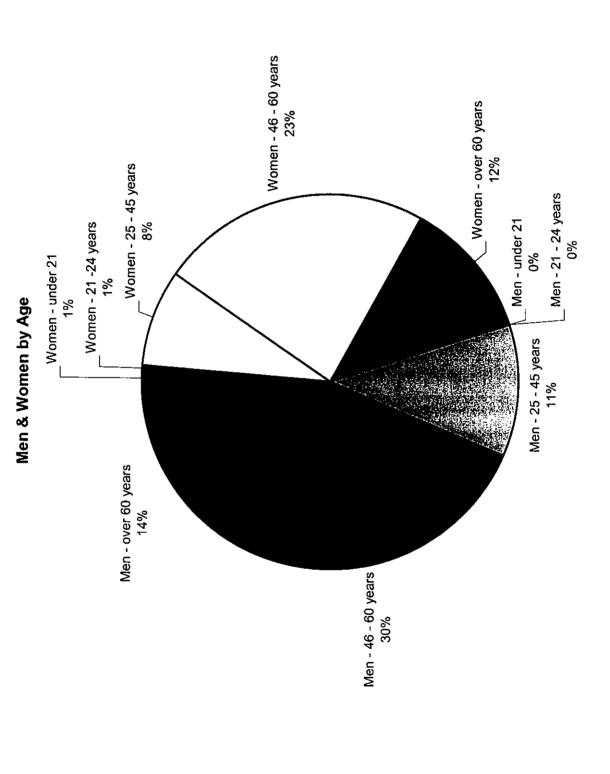
Please make sure that all appointees attend a very large share of meetings.

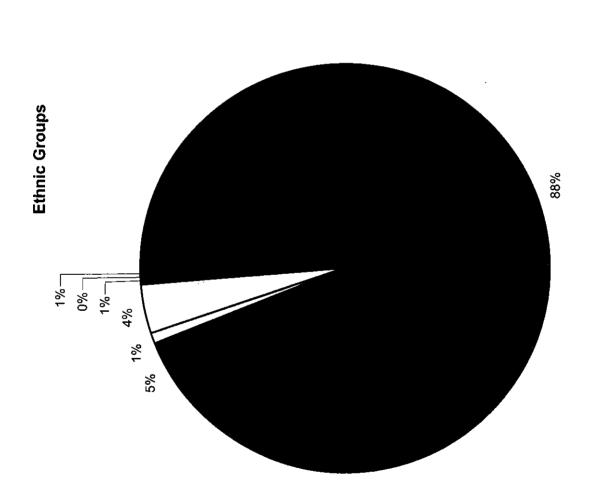
Potential to contribute, not arbitary criteria like race, ethnicity or lifestyle characteristics should be the determing factor in appointments.

I have concern about quotas anywhere – representation regarding diversity should not be the only consideration.

Time committee meets influences as related to member jobs or scheduling.

The Dexter Post
Public service msg on local radio/TV
Recruit within Hispanics and Black community.





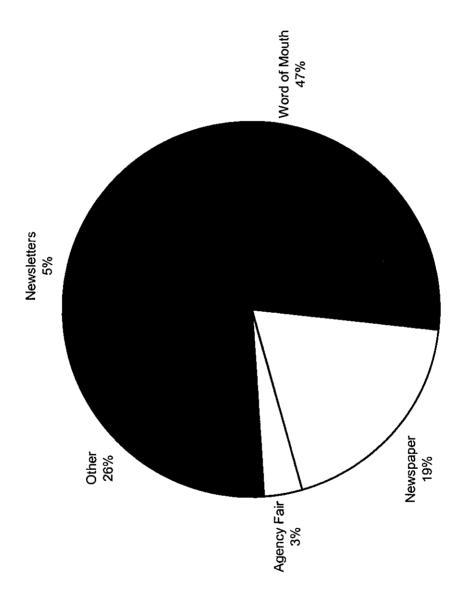
■ Native Hawaiian/Pacific Islander

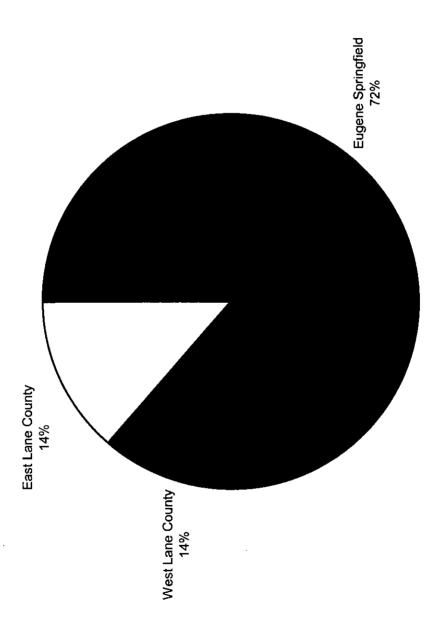
■ Multi-Racial

☐ American Indian/Alaska Native ☐ Spanish/Hispanic/Latino/a

■ White/Euro-American ■ Black/African American

Recruitment Methods





2005 Survey of Lane County Boards, Committees and Commissions - Percentages based on Surveys Received

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