

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

### **Background**

In 2014, Lane County received a community request to re-establish the Human Rights Advisory Committee. The Board of Commissioners subsequently established a Lane County Strategic Plan for 2014-2017 that included priorities and goals that focus on improving equity and access. The County Administrator and Interim Director of Operations participated in a series of meetings with community members that led to a larger community conversation. In April and June, community members and county staff examined current efforts, as well as needs and plans around human rights, equity, diversity, inclusion, and access. Those who participated in the meetings identified needs in equity work across the county as well as which gaps the county had a role in filling.

The top three priorities identified by community stakeholders were:

1. Improve recruitment, retention and advancement
2. Establish a culture in Lane County that:
  - a. Is asking tough questions (hard diversity vs. soft diversity)
  - b. Gets at the real issues
  - c. Is addressing the moral/professional/ethical commitment to equity and inclusion
  - d. Engages in courageous conversations
3. Institutionalization of equity work

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

On April 5, 2016, the Lane County Equity and Access Advisory Board was created by an order passed by the Board of County Commissioners. On February 7, 2017, the Lane County Equity and Access Advisory Board held its first meeting.

The creation and passage of the 2018-2021 Lane County Strategic Plan created includes support of the Equity and Access Advisory Board as well as continuing to support equity initiatives throughout the organization.

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

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

In the first year of its inception, the Advisory Board focused on a pre-approved work plan, which included three of the five priorities identified by the Equity and Access task team. In subsequent years, the Advisory Board has developed an annual work plan in consultation with the County Administrator and the Equity and Access Coordinator.

The Advisory Board will advocate for and take positive action toward the execution of their work plan. The Advisory Board will work to develop measureable, time specific objectives to achieve the goals outlined in the work plan. The Advisory Board will designate an annual retreat for planning its goals and objectives and reviewing its prior year performance.

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

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

### **Time Commitment**

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

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

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

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

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

### **Mission/Purpose**

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

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

### **Membership Qualifications**

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

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

### **Membership Requirements**

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



**References**

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

Reference 1.

Name: \_\_\_\_\_

Title/Organization: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

Reference 2.

Name: \_\_\_\_\_

Title/Organization: \_\_\_\_\_

Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email address: \_\_\_\_\_

### **Application Questions**

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

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

**Optional Information**

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

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

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

**Age:**

- 21-34
- 35-44
- 45-54
- 55-64
- 65+

**Race:**

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

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

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

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

**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.