

PECK

Charter
Review

July 6, 1983
Meeting

MULTNOMAH COUNTY HOME RULE CHARTER REVIEW COMMITTEE

July 6, 1983

Minutes

Absent: Florence Bancroft

Third session of the Multnomah County Charter Review Committee convened at 7:00 pm on July 6, 1983, in Room C of the Portland Building. Reading of minutes for the previous meeting was postponed until the next meeting to allow committee members time to review information on applicants for the project manager staff position.

The following matters were discussed during the meeting:

- a process for interviewing project manager finalists and interviews with the finalists
- an Executive Session to select a project manager
- a project manager was selected
- discussion of requirements for the project manager start date and responsibilities
- the next meeting was scheduled

PROJECT MANAGER INTERVIEW PROCESS

Committee member Linda Rasmussen suggested that each committee member rate the finalists during the interviews. Those ratings could then be used to start the selection discussion once the committee entered Executive Session.

Committee member Ann Porter then reported on the eleven candidates interviewed and reviewed the procedure to be followed in interviewing the three finalists. The finalists are to make ten minute presentations to the committee on:

- administrative ability
- research ability
- public relations and citizen involvement experience

At the conclusion of their presentations, the candidate would respond to questions from the committee.

At that time, the committee heard presentations from the finalists in this order:

- Robert J. Castagna

- Robert J. Altman
- Cheyenne Chapman

EXECUTIVE SESSION

The committee entered into Executive Session as provided for under ORS.660 to select a project manager.

PROJECT MANAGER SELECTION

Committee member Ann Porter announced the selection of Cheyenne Chapman for the position of project manager.

At that time, Ann Porter made the following motion:

That Cheyenne Chapman be made project manager for the Multnomah County Home Rule Charter Review Committee.

Committee member John Vogl seconded the motion. The motion passed unanimously.

PROJECT MANAGER CONSIDERATIONS

The committee then discussed a start date for the project manager and interim staff assistance required by the committee.

Committee member Roger Parsons asked the committee to discuss actions which should be taken if Ms. Chapman was unable to begin working for the committee in the near future. Members of the committee stated that the concern they shared was in getting a workplan developed and approved as quickly as possible selecting clerical staff, writing job descriptions for the project manager and clerical positions for inclusion in a personal services contract, and providing assistance to various subcommittees as they are established.

At that time, Roger Parsons made the following motion:

That the committee propose July 18, 1983 as the first day of work in its negotiations with Ms. Chapman on the project manager position.

The motion was seconded by ^{Ann Porter}~~Tanya Collier~~. The motion passed, 9-3.

NEXT MEETING SCHEDULED

The next meeting was scheduled for July 27, 1983, at 7:00 pm in the Portland Building.

The committee then adjourned at 10:20 pm.

lop



MULTNOMAH COUNTY OREGON

OFFICE OF THE COUNTY EXECUTIVE
ROOM 1500 THE PORTLAND BUILDING
PORTLAND, OREGON 97204
(503) 248-3308

DENNIS BUCHANAN
COUNTY EXECUTIVE

CHARTER REVIEW COMMITTEE

July 6, 1983

Agenda

7:30 pm	Welcome
7:35	Approval of minutes
7:45	Robert Castagna interview
8:15	Robert Altman interview
8:45	Cheyenne Chapman interview
9:15	Enter Executive Session
9:45	Return to Open Meeting, schedule next meeting
10:00	Adjourn

INTERVIEW QUESTIONS:

1. What is your past experience as a staff person to a committee or board that sets policy?
(Option, if necessary. What is your conception of the role of a staff person?)
2. What experience have you had in managing an office, with staff, budget, etc.?
3. Give examples of your experience in dealing with research on public policy issues.
4. Give examples of your experience in dealing with the media and with citizen participation.
5. Give examples of the kinds of deadline pressures, stress, ^{and} political pressures, ~~and priorities~~ you have encountered in previous jobs and how you have dealt with them.

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE
PROJECT MANAGER EMPLOYMENT APPLICATION FORM

- ° Please return to Multnomah County Courthouse, Room 134, 1021 S.W. Fourth Avenue,
Portland, Oregon 97204
- ° Must be received at above address no later than 4:30 p.m. on Tuesday, June 21, 1983.

Instructions: A completed application and supplemental application form is a requirement to be considered for this position. The questions relate entirely to your experience and/or training in each of the listed areas. RESUMES WILL BE ACCEPTED, BUT WILL NOT BE EVALUATED.

The purpose of the supplemental application is to obtain detailed information regarding your qualifications for this position. This information will be used to screen applicants for this examination. THIS FORM MUST BE FILLED OUT COMPLETELY. Remember that those who read your statements are dependent upon the description you provide for a complete picture of your experience and qualifications. The information provided must be in the requested format.

Please sign here to indicate that you have read and understood these instructions.

(Signature of Applicant)

Type or Print

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ Work/Message Telephone _____

Social Security Number _____

EDUCATION AND TRAINING

<u>College/University/Institution</u>	<u>Course of Study/ Dates of Attendance</u>	<u>Degree or Certificate</u>
Name _____	_____	_____
Address _____	_____	_____
City/State _____	_____	_____
Name _____	_____	_____
Address _____	_____	_____
City/State _____	_____	_____
Name _____	_____	_____
Address _____	_____	_____
City/State _____	_____	_____

EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or unpaid), which is relevant to this position. Attach additional sheets, if necessary.

Job Title: _____	Employer _____
Supervisor: _____	Address _____
Telephone: _____	City/State _____
Employment Dates _____	Salary _____
Avg Number Hours Worked/Per Week _____	Reason for Leaving _____
May We Contact This Employer? YES _____	NO _____
Duties and Responsibilities _____	

Job Title: _____	Employer _____
Supervisor: _____	Address _____
Telephone: _____	City/State _____
Employment Dates _____	Salary _____
Avg Number Hours Worked/Per Week _____	Reason for Leaving _____
May We Contact This Employer? YES _____	NO _____
Duties and Responsibilities _____	

Job Title: _____	Employer _____
Supervisor: _____	Address _____
Telephone: _____	City/State _____
Employment Dates _____	Salary _____
Avg Number Hours Worked/Per Week _____	Reason for Leaving _____
May We Contact This Employer? YES _____	NO _____
Duties and Responsibilities _____	

Job Title: _____	Employer _____
Supervisor: _____	Address _____
Telephone: _____	City/State _____
Employment Dates _____	Salary _____
Avg Number Hours Worked/Per Week _____	Reason for Leaving _____
May We Contact This Employer? YES _____	NO _____
Duties and Responsibilities _____	

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE _____ DATE _____

SUPPLEMENTAL APPLICATION FORM
for the position of
PROJECT MANAGER - CHARTER REVIEW COMMITTEE

Please describe your experience and/or training in each of the following areas. Please include names of employers, dates of employment, and at least one supervisory person, and his/her telephone number, who can verify this experience, if this information is not readily available on the accompanying application. You may attach additional paper.

1. Describe your experience working with committees, coordinating their activities, and facilitating decision-making among groups of people of diverse interests and backgrounds to achieve consensus and results. (Experience with committees responsible to the public preferred.)
2. Comment on your experience in A) turning a committee's goals into action plans, and B) implementing those action plans.
3. Cite examples of your ability to do issues analysis, policy research and policy formulation.
4. Give examples of your ability and willingness to do administrative and detail work on a daily basis.
5. What experience have you had working with the media, particularly involving politically sensitive and controversial issues?
6. (Optional) What experience have you had identifying the legal issues of setting public policy?

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE
PROJECT MANAGER EMPLOYMENT APPLICATION FORM

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(Signature of Applicant)

Type or Print

Last Name _____ First Name _____ MI _____

Address _____

City _____ State _____ Zip _____

Home Telephone _____ Work/Message Telephone _____

Social Security Number _____

EDUCATION AND TRAINING

<u>College/University/Institution</u>	<u>Course of Study/</u> <u>Dates of Attendance</u>	<u>Degree or</u> <u>Certificate</u>
Name _____	_____	_____
Address _____	_____	_____
City/State _____		
 Name _____		
Address _____	_____	_____
City/State _____		
 Name _____		
Address _____	_____	_____
City/State _____		

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Duties and Responsibilities _____	

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Duties and Responsibilities _____	

Job Title: _____	Employer _____
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Telephone: _____	City/State _____
Employment Dates _____	Salary _____
Avg Number Hours Worked/Per Week _____	Reason for Leaving _____
May We Contact This Employer? YES _____	NO _____
Duties and Responsibilities _____	

Job Title: _____	Employer _____
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Telephone: _____	City/State _____
Employment Dates _____	Salary _____
Avg Number Hours Worked/Per Week _____	Reason for Leaving _____
May We Contact This Employer? YES _____	NO _____
Duties and Responsibilities _____	

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE _____ DATE _____

SUPPLEMENTAL APPLICATION FORM
for the position of
PROJECT MANAGER - CHARTER REVIEW COMMITTEE

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1. Describe your experience working with committees, coordinating their activities, and facilitating decision-making among groups of people of diverse interests and backgrounds to achieve consensus and results. (Experience with committees responsible to the public preferred.)
2. Comment on your experience in A) turning a committee's goals into action plans, and B) implementing those action plans.
3. Cite examples of your ability to do issues analysis, policy research and policy formulation.
4. Give examples of your ability and willingness to do administrative and detail work on a daily basis.
5. What experience have you had working with the media, particularly involving politically sensitive and controversial issues?
6. (Optional) What experience have you had identifying the legal issues of setting public policy?

1
7-6-87

pres: AP FS
RP TC
PK CK
CD HT
LR JV
LHac BT

absent: Bancroft

0-21

0

Charter

opening

convenes 7:35

FS discusses with reading, & approval of minutes
until next session so can read resumes

review process

LR suggests that each member rate each
candidate as way to start debate when
enter exec. session

would still have discussion

TC need to discuss references in Exec. session,
as well

→ get copies of 1978 report for members

AP report on 11 candidates interviewed by subcommittee

- 70 minutes each
- standard questions
- allowed them to ask questions
- used standard rating sheets

finalists asked to make 4 minute presentation

- admin
- research
- PR, citizen involvement
- 20 minutes of questions

2.
7-6-83

Charter

→ R. Castagna

(reads statement)

FR asks for examples of public policy research experience

Cas. discusses Trade + Economic devel. work

LR experience with media

Cas. feels has extensive background in press releases, speeches

RP what got him to OR

Cas wife

FS has become aware of citizens congress idea

- how does he see working with committee

Cas. sees as complementary

- committee could ~~not~~ participate, ~~see~~ in,
work with congress

committee has legal charge congress doesn't
or need to be at odds

CK how does he deal with, has he dealt
with, stress + pressure on job

7
7-6-83

Cas. gives ~~ex~~ example of work on workers
comp. legislation

RP sees has been active on various causes
since project mgr. will be in position to
influence committee, does he see himself
differing with committee and how would he
handle it

Cas. hasn't been involved with county issues to extent
feels biased, altho has followed it

CD how does he see working with 13 committee and
public

Cas. like a legis. committee

FS does he have questions

Cas. when would they want him to start

FS ends interview

reports on Jack Faust lunch / discussion

Faust said that if put together good program
that appeals to voters, shouldn't worry
about pressures from special interest groups

4
7-6-83

FS dismisses Carolyn Miller discussion on citizens' congress

Miller felt no real need for contact between two bodies

- congress deals with mission
- committee with structure

Shields stated that mission, structure interrelated

ck dropped note to Miller saying may want to work together

RP wants background

→ AP need article, other information from Miller, copy of previous mission statement mailed out

CD suggests no further communications from committee on subject until reviewed by committee

RP agrees -- members should avoid commun. that relates to committee before committee discusses it

→ Altman

reviews professional experience

addresses conflict of interest con

stresses importance of research to committee

5
7-6-83

- importance of gathering, organizing, presenting issues

legal draftsmanship experience
discusses charter role

- proposes getting public testimony before begin developing fixed position

- what people think of county, want county to do

sees committee having role in determining mission of county

CD how will he handle biases given experience

Alt. take our advice, keep open mind
has inside perspective

Mac how does he feel about dealing with interest groups again

Alt. likes that part

- feels county hasn't done as much as could have on public input

RP what prompted decision to leave Buchanan

Alt. had felt 6 years was long enough
family considerations

6
7-6-88

1

HAC what has done since left

AIT - teaching, some legal research

FS how does he see citizens' congress ~~as~~ is Committee

AIT see it relating to services county should provide, committee handles structure roles related, can't do structure without mission

doesn't see committee duplicating what congress does

→ - Break -

→ Chapman

handout on operating procedures

need strong procedures as well as grasp of issues discusses role of county, issues it faces, solvability of issues

must have criteria to evaluate options

- what is amount being paid for services
- who is paying

with those questions addressed can look at functions of county

- what should charter mandate regarding mission

7
7-6-83

in addition review of broad issues, need to focus
on ~~the~~ Measure 6

suggests adoption of formal operating procedure

- helps defend against possible legal challenges

discusses possible work program as way to
break down work

- need to build in some deadlines as way to
get group experience in meeting deadlines

start broad view, go into hearings, set orderly
process to narrow down

~~see~~

ck what is background

chap. Senate Labor admin.

city attorney^(?) for Florence, planning admin.
met with charter commission

RP what led to move from Florence to legis

chap. wanted to work for legis.

accomplished many goals there

JV is minimal experience with Mult. an asset or
detiment

chap. would be one neutral voice

has just been hard use sitting in labor committee

8
7-6-83

FP when would be available, what about special
session

Chp. employment steps

CD how soon does anticipate being free

Chp. has discussed with employer

CD would she be available to assist on workplan
in interim

Chp. would start as soon as possible, but also
~~wouldn't~~ couldn't leave Senate business
unfinished

→

- Exec Session -
personnel discussion

- open meeting -

return - announce

FP selected Chylene Chapman

FP moves that the Chp. Chap. be made
proj. mgr.

seconded: John Vogl

passed unanimously

9.
7-6-83

RP asks committee to discuss what to do if
discuss hiring she can't start soon
~~RP~~

CK could ask her to begin ~~working~~ working
with committee part-time in interim
- feels could wait until Aug. 1 for full time

CD what responsibilities do committee need in
interim, larger responsibilities after
certain date

CK suggests setting July 18 as date to be in
office

CD Ecomer is getting workplan started

→ next meeting

FS - suggests have July ~~22~~²⁷ at 7pm for Rules
Committee report

- clerical subcommittee: PK, RP, ?

- work with challenge on it

- workplan subcommittee established

- Debraam = chair

(101)

Rules

Pers.

workplan Chad, Carol, John, Markere, Paul

suggests committee try to meet before July 27

TC suggests project mgr. be allowed to pick own
clerical

committee

mgr. negotiations guidance

FP need to tell Cheyenne committee needs:

- someone to meet with subcommittees
- select clerical
- write job descriptions

~~CP suggests FP call Cheyenne~~
~~- inform of job~~
~~—~~

~~ES~~

~~FB~~

FP she (Chey.) should work out her obligations
with respect subcommittees

⑪

RP moves that job offer have July 18
starting date as starting point in
negotiations with Cheyenne

second: TC

James 9-3

~~at~~ adjourns 10:20
adjourn

→ materials to Agnes for letters

DRAFT - July 6, 1983 Agenda

7:30	Welcome
7:31	<i>approval of minutes</i>
7:45	Robert Castagna interview
8:15	Robert Altman interview
8:45	Cheyenne Chapman interview
<i>9:15</i> 9:00	<i>Exec. session</i> ← Discussion of candidates
9:15	Rules Committee discussion
<i>9:45</i>	<i>Return to open meeting, schedule next meeting</i>
10:30	Adjourn

MULTNOMAH COUNTY

CHARTER REVIEW COMMITTEE Announces a Recruitment for:

PROJECT MANAGER

Salary: \$1600 monthly

THE POSITION: Performs a variety of administrative, research and public relations activities related to coordinating the work of the Multnomah County Charter Review Committee. Legal expertise may be a part of the position.

TO QUALIFY: Experience working with and coordinating diverse groups, preparing and presenting public policy research, handling administrative details and public relations with the public-at-large and media. Legal experience preferred but not required.

THE PROCESS: Required application forms must be submitted by the deadline. The application forms will be evaluated; only those applicants who receive the highest evaluations will be invited to an oral interview.

WHERE TO APPLY: Multnomah County Courthouse
1021 SW Fourth Avenue, Room 134
Portland, Oregon 97204

Application forms must be received no later than 4:30 PM, TUESDAY, JUNE 21, 1983

NOTE: The person selected for this position will work under contract to provide personal services directly to the Charter Review Committee and will not be an employee of Multnomah County. The position will have a duration of approximately one year.

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE
PROJECT MANAGER EMPLOYMENT APPLICATION FORM

JUN 21 1983

EMPLOYEE RELATIONS

- ° Please return to Multnomah County Courthouse, Room 134, 1021 S.W. Fourth Avenue, Portland, Oregon 97204
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Please sign here to indicate that you have read and understood these instructions.

Robert J. Castagna
(Signature of Applicant)

Type or Print

Last Name Castagna First Name Robert MI J.
Address 3714 N.E. 22nd Avenue
City Portland State Oregon Zip 97212
Home Telephone 503-284-3026 Work/Message Telephone 503-221-1054
Social Security Number 052-38-5124

EDUCATION AND TRAINING

<u>College/University/Institution</u>	<u>Course of Study/</u> <u>Dates of Attendance</u>	<u>Degree or</u> <u>Certificate</u>
Name <u>Catholic University</u>	<u>LAW</u>	<u>J.D.</u>
Address <u>Michigan Ave., N.E.</u>	<u>1972-75</u>	
City/State <u>Washington, D.C.</u>		
 Name <u>Fordham University</u>	 <u>ENGLISH</u>	 <u>B.A.</u>
Address <u>Fordham Road</u>	<u>1966-69</u>	
City/State <u>Bronx, New York</u>		
 Name <u>Additional: Please see</u>		
Address <u>attached resume</u>		
City/State _____		

EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or unpaid), which is relevant to this position. Attach additional sheets, if necessary.

Job Title: <u>Consultant--Senior Analyst</u> Supervisor: <u>Cary Jackson</u> Telephone: <u>295-3600; 288-2040</u> Employment Dates <u>8/81-8/82</u> Avg Number Hours Worked/Per Week <u>40+</u> May We Contact This Employer? <u>YES X</u> Duties and Responsibilities <u>Contract negotiations for energy recovery facility; analysis of contract documents; analysis of RFP's and responsive proposals for solid waste transfer stations and resource recovery facility.</u>	Employer <u>Cary Jackson & Associates</u> Address <u>213 S.W. Ash</u> City/State <u>Portland, Oregon</u> Salary <u>\$29,000+</u> Reason for Leaving <u>Firm Disassembling due to lack of work</u>
--	---

Job Title: <u>Attorney</u> Supervisor: <u>N/A</u> Telephone: _____ Employment Dates <u>3/79-8/81</u> Avg Number Hours Worked/Per Week <u>40+</u> May We Contact This Employer? <u>YES</u> Duties and Responsibilities _____	Employer <u>Self</u> Address _____ City/State _____ Salary _____ Reason for Leaving <u>At the end of the 1981 Legislative session, I received an unsolicited job offer from Cary Jackson & Associates.</u>
---	--

General legal practice and retained as Legislative Director of the Oregon Environmental Council (OEC) for the 1981 Oregon Legislative Assembly; Represented OEC on a wide range of public policy issues.

Job Title: <u>Attorney</u> Supervisor: <u>William K. Shepherd</u> Telephone: <u>221-1492</u> Employment Dates <u>9/77-11/78</u> Avg Number Hours Worked/Per Week <u>40+</u> May We Contact This Employer? <u>YES X</u> Duties and Responsibilities _____	Employer <u>William K. Shepherd</u> Address <u>30th Fl. First Interstate Tower</u> City/State <u>Portland, Oregon</u> Salary <u>\$14,400</u> Reason for Leaving <u>Preferred public policy oriented issues and practice.</u>
--	--

General practice of law.

Job Title: <u>Senior Legislative Asst.</u> Supervisor: <u>Clyde Doctor</u> Telephone: <u>224-1813</u> Employment Dates <u>9/75-8/77</u> Avg Number Hours Worked/Per Week <u>40+</u> May We Contact This Employer? <u>YES X</u> Duties and Responsibilities _____	Employer <u>Legislative Comm. on Trade & Econ. Dev.</u> Address <u>State Capitol</u> City/State <u>Salem, Oregon</u> Salary <u>\$17,000+</u> Reason for Leaving <u>Entered private practice in Portland.</u>
--	--

Administrative, research, report writing and public relations work for a legislative committee; particular responsibilities in areas of utility rates, workers' compensation, veterans' housing and water resources.

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE

Robert J. Castagna

DATE

June 21, 1983

RESPONSES TO QUESTIONS ON SUPPLEMENTAL APPLICATION FORM FOR THE
POSITION OF

PROJECT MANAGER - CHARTER REVIEW COMMITTEE

1. I have worked with a number of committees, both public and private. In the public sector, my experience has been with committees of the Oregon Legislature: the Legislative Committee on Trade and Economic Development (1975-1977); and during the 1977 Legislative Session, the Special House Committee on Water Resource Problems.

My duties involved such diverse tasks as scheduling meetings,
arranging for meeting places, complying with public notices pursuant to the public meetings law, inviting and scheduling witnesses to testify at hearings, performing legal and other research, and preparing and presenting reports on public policy issues.

During the 1975-1976 Interim, I staffed the Subcommittee on Reduced Utility Rates for Elderly and Low-Income Persons and the Subcommittee on Workmen's Compensation. I assisted both these subcommittees in completing their Interim assignments and in introducing legislation in the 1977 Legislative Assembly. During the session, I assisted the Special House Committee on Water Resource Problems in addressing drought-related issues.

In these committees I had the opportunity through research reports and presentations at hearings to facilitate the decision-making process of the group. I had the opportunity to present reports that outlined and discussed options as well as to make staff recommendations. My reports and presentations helped provide a framework for discussion and action that enabled the committees to successfully complete their assigned tasks.

In addition to my public sector experience, I have experience working with and coordinating diverse private groups. Recently I ..
served on the Executive Committee of the Oregon Nuclear Weapons Freeze Campaign which successfully initiated and passed Ballot Measure No. 5 by a 61.5% affirmative vote of Oregonians. Currently I serve as the Executive Director of the Oregon Chapter of the Lawyers Alliance for Nuclear Arms Control. I chair the Legislative Commission and the Peace and Disarmament Committee of Ecumenical Ministries of Oregon. I also have served as the Legislative Director of the Oregon Environmental Council. In these positions I have received a wealth of experience and practical know-how in working with and coordinating the activities of diverse groups.

2. While working with the Legislative Committee on Trade and Economic Development and its subcommittees, I worked closely with the subcommittee chairs to develop action plans that would facilitate the subcommittees' receipt of sufficient information and recommendations from the public and staff. In this way the subcommittees reached their decision-making points in an informed and timely manner and achieved the goals they had established.

In implementing those action plans, I have researched, written and presented legal and other research, conducted interviews of key people involved in public policy matters, attended and addressed meetings of citizens groups interested in the issues, arranged public hearings and kept the press and public advised as to the progress of the subcommittee's deliberations.

While serving on the Executive Committee of the Oregon Nuclear Weapons Freeze Campaign and as Chair of the Freeze Task Force of Ecumenical Ministries of Oregon, I participated in setting campaign strategy, in gathering more than sufficient signatures on a statewide basis (112,000), and in waging the successful campaign to pass Ballot Measure No. 5.

3. Through working with the Oregon Legislature, I have acquired first-hand experience in the preparation and presentation of issue analysis, policy research and policy formulation. While serving with the Trade and Economic Development Committee, I researched, prepared and presented a variety of reports on public policy issues, e.g. "Energy Costs and Their Impact on the Elderly and the Poor"; "Alternatives for an Energy Cost Assistance Program"; "A Proposal: Oregon Weatherization Program"; and "Workers' Compensation: Staff Recommendations." I also researched and presented reports in the areas of veterans' housing and water resource problems.

If the committee would like copies of the above-named reports, I would be able to provide them for your review.

In addition my representation of the Oregon Environmental Council provided me with another opportunity to analyze and to contribute to the formulation of public policy.

4. Through my various work experiences, I have become quite familiar with handling administrative and detail work. I cite my experience with the Oregon Legislature as mentioned above, in addition to my work with the Oregon Environmental Council, the Lawyers Alliance for Nuclear Arms Control and Ecumenical Ministries of Oregon.

Whether working with the legislature, in the practice of law or coordinating two major conferences (A Workshop on Peace, Justice and World Order, 1981; The Churches' Conference on Unemployment, 1983), I have had much direct experience in handling administrative details on a daily basis.

5. Working for the Legislature involved media contact in the areas of utility rates and workers' compensation. My representation of the Oregon Environmental Council involved media contact in the areas of backyard burning, energy, and drinking water legislation.

During the past year I have had extensive media contact regarding nuclear weapons and warfare. The Nuclear Weapons Freeze Campaign has provided me with numerous opportunities to engage in public relations both with the public-at-large and with the media.

6. I have had extensive experience in identifying the legal issues involved in setting public policy. As legislative staff and as a lobbyist, one of the key functions I performed was to identify the issues involved in any public policy discussion. As a lawyer I am trained to look for issue identification when addressing any problem.

ROBERT JOHN CASTAGNA
3714 NE 22nd Avenue
Portland, Oregon 97212
284-3026

PROFESSIONAL AND RELATED EXPERIENCE

Executive Director: Oregon Chapter of the Lawyers Alliance for
Nuclear Arms Control (1982-present)

Consultant: Cary Jackson & Associates (1981-82)
Area of responsibility: contract negotiations for resource
recovery facility.

Attorney: Sole Practitioner (1979-81)
General Practice: criminal law, workers' compensation,
torts, contracts, real estate, wills.
Legislative Director, Oregon Environmental Council, 1981
Oregon Legislature.

Attorney: Associate of William K. Shepherd (1977-78)
General Practice as above.

Senior Legislative Assistant, Administrative Assistant:
Oregon State Legislature, Trade and Economic Development
Committee (1975-77)
Areas of responsibility: utility rates, workers' compensation,
veterans' housing, water resources.

Legal Assistant: Library of Congress (1973, 1974)
Congressional Research Service/American Law Division.

EDUCATION

Legal Catholic University of America
Washington, D.C.

Degree: Juris Doctor, 1975
Honors: Am Jur Award (Evidence)

Graduate Ohio State University
Theatre Department
Columbus, Ohio

Dates Attended: 1969-71
Honors: NDEA Fellowship

Undergraduate

Fordham University
Bronx, New York

Degree: Bachelor of Arts, 1969
Major: English
Honors: Graduate School Fellowship:
University of North Carolina

St. Pius X College
Uniondale, New York

Dates Attended: 1965-66
Honors: New York State Regents Scholarship

PROFESSIONAL MEMBERSHIPS

Oregon State Bar, admitted 1975
Oregon State Bar Committee on Detention and Correction
Chair 1978-79; Secretary 1977-78
Multnomah Bar Association

COMMUNITY INVOLVEMENT

Ecumenical Ministries of Oregon, Board of Directors, 1979-present.
Legislative Commission, Chair, 1981-present
Task Force, Nuclear Weapons Freeze Campaign, Chair, 1982
St. Andrew's Social Action Commission, Co-Chair, 1978-80.
Speak Out, Oregon, Governor Straub appointment, 1977-78.

PERSONAL DATA

Date of Birth: December 26, 1947
Family: Wife, Susan Amato Castagna
Son, Christian
Daughter, Carolyn

REFERENCES AVAILABLE ON REQUEST

MEMBERS

SENATORS

MIKE THORNE, CO-CHAIRMAN
VICTOR ATIYEH, VICE CHAIRMAN
JASON D. BOE
PRESIDENT OF THE SENATE
BETTY BROWNE
ALTERNATE
DICK GROENER
BLAINE WHIPPLE

CLYDE H. DOCTOR
EXECUTIVE OFFICER

OFFICE

H-193 STATE CAPITOL
SALEM, OREGON 97310

TELEPHONE: (503) 378-8811



LEGISLATIVE COMMITTEE ON TRADE
AND ECONOMIC DEVELOPMENT

July 15, 1977

REPRESENTATIVES

ED "DOC" STEVENSON, CO-CHAIRMAN
JEFF GILMOUR, VICE CHAIRMAN
PHIL LANG
SPEAKER OF THE HOUSE
ED LINDQUIST
ROGER MARTIN
MAX SIMPSON
ALTERNATE
GARY WILHELMS

ROBERT J. CASTAGNA
PATRICIA K. MIDDLEBURG
SENIOR LEGISLATIVE ASSISTANTS

MARIAN MILLIGAN
COMMITTEE ASSISTANT

TO: Whom It May Concern

FROM: Clyde H. Doctor, Executive Officer

SUBJECT: Employment record of Bob Castagna

Bob Castagna has been employed by the Legislative Committee on Trade and Economic Development since September of 1975 and has worked under my supervision since January, 1976. His assignments have involved particularly complex subjects. Because of his legal training and ability to coordinate and integrate great amounts of data, he has made valuable contributions to legislation on reducing utility rates for low income elderly persons, workers' compensation, veterans' housing and drought related water laws.

His performance has been excellent. He is diligent, thorough and articulate. His conduct is courteous and guided by strict, self imposed ethical standards.

I recommend his association or employment with any law firm and for any position for which he deems himself qualified. Because of his honesty, ability to work independently, and the quality of his work product, I would not hesitate to reemploy him should the opportunity arise.

Please feel free to call me if further information is required.

Sincerely,

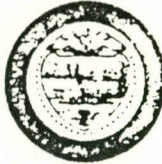
Clyde H. Doctor

Clyde H. Doctor, Executive Officer

CHD/djb

HOME ADDRESS
MIKE RAGSDALE
14290 SW ROCHESTER DRIVE
BEAVERTON, OREGON 97005

WASHINGTON COUNTY
DISTRICT 6



HOUSE OF REPRESENTATIVES
SALEM, OREGON
97310

REPUBLICAN FLOOR LEADER

COMMITTEES

CHAIRMAN:
SPECIAL COMMITTEE ON
WATER RESOURCE PROBLEMS

MEMBER:
SPECIAL COMMITTEE ON
COUNTY REORGANIZATION
SPECIAL COMMITTEE ON
WATER LAW REVISION
INTERGOVERNMENTAL AFFAIRS
LEGISLATIVE COUNSEL
TRANSPORTATION

July 8, 1977

To Whom It May Concern:

Bob Castagna worked as Administrator for the House Special Committee on Water Resource Problems during the recently completed Legislative Session.

That committee was appointed mid-way through the session and was charged with several major responsibilities; i.e. solving the serious drought problem, developing the State of Oregon's position relative to the Federal Safe Drinking Water Act and long range policy for the State relating to water.

As Chairman of that committee, I found Bob to be extremely important to our activities. Due to the heavy legislative work loads, the committee members were unable to do extensive research and preparation.

I was able to rely on Bob for excellent research, extensive contact with Federal and State agencies and legislative drafting.

Bob was always prepared, was quick to spot what was needed and was totally reliable. All this while displaying excellent instincts (which are invaluable in the legislative process) and a good sense of humor.

I am willing to give Bob Castagna the highest of recommendations because he did an outstanding job working for and with me.

Mike Ragdale

ROBERT J. CASTAGNA

ATTORNEY AT LAW
3714 N. E. 22ND AVENUE
~~P.O. BOX 42445~~
PORTLAND, OREGON 97212

AREA CODE 503
TELEPHONE 284-~~3023~~ 3026

June 21, 1983

Multnomah County
Charter Review Committee
Multnomah County Courthouse
1021 S.W. Fourth Avenue, Room 134
Portland, Oregon 97204

Re: Project Manager

Dear Committee Members:

Enclosed please find my application, resume and supporting letters of recommendation for the position of Project Manager of the Multnomah County Charter Review Committee.

My education as a lawyer, my previous work experiences and ability, I believe, qualify me for the position as described in the committee's recruitment announcement.

I would welcome the opportunity to serve the people of Multnomah County in this important public policy position.

Sincerely yours,


Robert J. Castagna

enc.

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE
PROJECT MANAGER EMPLOYMENT APPLICATION FORM

RECEIVED
JUN 21 1983
EMPLOYEE RELATIONS

- ° Please return to Multnomah County Courthouse, Room 134, 1021 S.W. Fourth Avenue, Portland, Oregon 97204
- ° Must be received at above address no later than 4:30 p.m. on Tuesday, June 21, 1983.

Instructions: A completed application and supplemental application form is a requirement to be considered for this position. The questions relate entirely to your experience and/or training in each of the listed areas. RESUMES WILL BE ACCEPTED, BUT WILL NOT BE EVALUATED.

The purpose of the supplemental application is to obtain detailed information regarding your qualifications for this position. This information will be used to screen applicants for this examination. THIS FORM MUST BE FILLED OUT COMPLETELY. Remember that those who read your statements are dependent upon the description you provide for a complete picture of your experience and qualifications. The information provided must be in the requested format.

Please sign here to indicate that you have read and understood these instructions.

Robert J. Altman
(Signature of Applicant)

Type or Print

Last Name ALTMAN First Name ROBERT MI J

Address 1415 SE 53rd Ave.

City Portland State Oregon Zip 97215

Home Telephone 232-1844 Work/Message Telephone _____

Social Security Number 551-64-2880

EDUCATION AND TRAINING

<u>College/University/Institution</u>	<u>Course of Study/</u> <u>Dates of Attendance</u>	<u>Degree or</u> <u>Certificate</u>
Name <u>U. of Calif. School of Law</u>	<u>Law; 1966-1969</u>	<u>J. D.</u>
Address <u>(Boalt Hall)</u>	_____	_____
City/State <u>Berkeley, Calif.</u>	_____	_____
 Name <u>U.C.L.A.</u>	 <u>History major</u>	 <u>B. A.</u>
Address _____	<u>1962-1966</u>	_____
City/State <u>Los Angeles, Calif.</u>	_____	_____
 Name _____	 _____	 _____
Address _____	_____	_____
City/State _____	_____	_____

EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or unpaid), which is relevant to this position. Attach additional sheets, if necessary.

Job Title: Instructor Employer Portland Community College
Supervisor: Harold Hart Address 2850 SE 82nd Ave.
Telephone: 777-8020, ext. 201 City/State Portland, Or. 97266
Employment Dates 1974-1983 Salary \$15/hr.
Avg Number Hours Worked/Per Week 3 Reason for Leaving Completion of class
May We Contact This Employer? YES ☒ NO
Duties and Responsibilities Taught "Introduction to Bankruptcy Law" on nine separate occasions, most recently in the spring of 1983. This is a comprehensive course in the law and practice of bankruptcy for legal assistants.

Job Title: Staff Assistant Employer Multnomah County
Supervisor: Commissioner Dennis Buchanan Address 1021 SW 4th
Telephone: 248-3308 City/State Portland, Or. 97204
Employment Dates 1976-1982 Salary \$25,000/yr.
Avg Number Hours Worked/Per Week 40 Reason for Leaving Family responsibilities changed.
May We Contact This Employer? YES ☒ NO
Duties and Responsibilities Staff work as personal assistant to a county commissioner; perform various independent assignments including research, issue analysis, policy advice and implementation, drafting legislation, preparation of reports, press relations, liaison with county administrative departments, liaison with individual citizens and community groups

Job Title: Legal researcher Employer LCDC
Supervisor: Jack Clough Address 1120 Pacific Square
Telephone: 226-3664 City/State Portland, Or. 97209
Employment Dates July-August 1976 Salary \$20/hr.
Avg Number Hours Worked/Per Week Reason for Leaving Completion of tasks
May We Contact This Employer? YES ☒ NO
Duties and Responsibilities Law clerk to Hearings Officer for State of Oregon Land Conservation and Development Commission. Legal research and analysis in connection with litigation involving proposed Clackamas Town Center development.

Job Title: Adjunct Professor of Law Employer Lewis & Clark School of Law
Supervisor: Jay Folberg Address 10015 SW Terwilliger Blvd.
Telephone: 244-1181 City/State Portland, Or.
Employment Dates 9/75-6/76 Salary
Avg Number Hours Worked/Per Week Reason for Leaving Completion of tasks
May We Contact This Employer? YES ☒ NO
Duties and Responsibilities Taught "Debtor-Creditor Law", a law school course, fall 1975; Taught "Legal Environment of Business", an undergraduate course in the Business Administration Dept., spring 1976.

CONTINUED NEXT PAGE

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE _____

DATE _____

EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or unpaid), which is relevant to this position. Attach additional sheets, if necessary.

Job Title: Attorney Employer self-employed
Supervisor: _____ Address 806 SW Broadway
Telephone: _____ City/State Portland, Or.
Employment Dates 1973-1976 Salary _____
Avg Number Hours Worked/Per Week _____ Reason for Leaving _____
May We Contact This Employer? YES _____ NO _____
Duties and Responsibilities General practice of law.

Job Title: Supervising Attorney Employer Legal Aid Service
Supervisor: Charles Merten Address 310 SW 4th Ave.
Telephone: 227-3157 City/State Portland, Or.
Employment Dates 1969-1973 Salary \$13,200/yr.
Avg Number Hours Worked/Per Week 40 Reason for Leaving Private practice
May We Contact This Employer? YES X NO _____
Duties and Responsibilities 1971-1973: Supervising attorney, East County Office; opened and directed neighborhood legal services office; supervised staff of 5 attorneys plus clerical staff. 1969-1971: staff attorney.

Job Title: _____ Employer _____
Supervisor: _____ Address _____
Telephone: _____ City/State _____
Employment Dates _____ Salary _____
Avg Number Hours Worked/Per Week _____ Reason for Leaving _____
May We Contact This Employer? YES _____ NO _____
Duties and Responsibilities _____

Job Title: _____ Employer _____
Supervisor: _____ Address _____
Telephone: _____ City/State _____
Employment Dates _____ Salary _____
Avg Number Hours Worked/Per Week _____ Reason for Leaving _____
May We Contact This Employer? YES _____ NO _____
Duties and Responsibilities _____

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE

Robert J. Altman

DATE

6/21/83

SUPPLEMENTAL APPLICATION FORM
for the position of
PROJECT MANAGER - CHARTER REVIEW COMMITTEE

Please describe your experience and/or training in each of the following areas. Please include names of employers, dates of employment. and at least one supervisory person, and his/her telephone number, who can verify this experience, if this information is not readily available on the accompanying application. You may attach additional paper.

See attached sheets

1. Describe your experience working with committees, coordinating their activities, and facilitating decision-making among groups of people of diverse interests and backgrounds to achieve consensus and results. (Experience with committees responsible to the public preferred.)
2. Comment on your experience in A) turning a committee's goals into action plans, and B) implementing those action plans.
3. Cite examples of your ability to do issues analysis, policy research and policy formulation.
4. Give examples of your ability and willingness to do administrative and detail work on a daily basis.
5. What experience have you had working with the media, particularly involving politically sensitive and controversial issues?
6. (Optional) What experience have you had identifying the legal issues of setting public policy?

1. Describe your experience working with committees, coordinating their activities, and facilitating decision-making among groups of people of diverse interests and backgrounds to achieve consensus and results.

As an assistant to County Commissioner Dennis Buchanan from 1976 to 1982, I was responsible for providing staff support and coordination to a number of committees and boards consisting of members of the public. These included the county's retirement boards, to which I provided research, issue analysis, policy recommendations, legal advice, information and data gathering, and preparation of reports on sensitive issues.

I also served as staff liaison to several public commissions and community groups, and served on the executive committee of the Multnomah County Community Action Agency Administering Board. I staffed and provided administrative support to ad hoc committees formed to study county road policy and investment policy and county reorganization.

2. Comment on your experience in A) turning a committee's goals into action plans, and B) implementing those action plans.

As one example, I was given responsibility for coordinating a comprehensive revision of Multnomah County's retirement ordinances, as requested by the retirement board.

I worked with board members to develop consensus on policy to be contained in the new ordinance, coordinated the retention of outside legal counsel, actuaries and other consultants, worked closely with counsel and assisted with the legal drafting, solicited reactions and critiques from interested parties,

served as liaison to the county's executive and legislative bodies during the process, and developed a program for explaining the new ordinance to employees, managers, bargaining units, Board of County Commissioners, and the press.

3. Cite examples of your ability to do issues analysis, policy research and policy formulation.

As assistant to a County Commissioner for six years I performed analysis, research and policy formulation on a variety of county issues, including employee benefits, regulation of microwave towers, use of surplus county property, road policy, jail space expansion and county departmental reorganization.

4. Give examples of your ability and willingness to do administrative and detail work on a daily basis.

As a staff assistant to a county commissioner I performed administrative and detail work on a daily basis. This included analysis of staff reports, coordination of agenda items, budget analysis, and service to constituents.

As a practicing attorney for seven years I am familiar with detail work.

As supervising attorney of a neighborhood legal services office in East Multnomah County I was responsible for day to day administration and supervision of a program employing 5 attorneys plus clerical staff.

5. What experience have you had working with the media, particularly involving politically sensitive and controversial issues?

As an assistant to an elected official (county commissioner), I was given responsibility for contact with the media regarding a variety of sensitive and controversial political and governmental issues. This included the drafting of press statements and releases.

6. What experience have you had identifying the legal issues of setting public policy?

As a law school graduate, member of the Bar, practicing attorney, law professor and legal researcher, I have a strong legal background.

As an advisor to an elected legislative official (county commissioner) I have had substantial experience in applying my legal background to the identification and analysis of legal issues relevant to the determination of county policy.

RESUME

ROBERT J. ALTMAN
1415 S. E. 53rd
Portland, OR 97215
Phone: (503) 232-1844

Born: March 8, 1945
Toronto, Canada
U. S. Citizen
Health: Excellent

EDUCATION

- 1969 University of California at Berkeley
School of Law (Boalt Hall)
Juris Doctor Degree
Member of Moot Court Board
- 1966 University of California at Los Angeles (UCLA)
Bachelor of Arts Degree in History "with honors"

PROFESSIONAL EXPERIENCE

- 1976-1982 Administrative Assistant to Dennis Buchanan,
Multnomah County Commissioner
- Responsibilities: Staff work as personal assistant to a county commissioner, perform various independent assignments including research, issue analysis, policy advice and implementation, drafting legislation, press relations, working with constituents, liaison with other county administrative departments.
- 1974-present Instructor, Portland Community College
- Responsibilities: Taught "Introduction to Bankruptcy Law" on nine separate occasions, most recently in the spring of 1983. This is a comprehensive course in the law and practice of bankruptcy for legal assistants.
- 1975-1976 Adjunct Professor of Law, Lewis & Clark College
- Responsibilities: Taught "Debtor-Creditor Law", a Law School course, fall 1975; taught "Legal Environment of Business", an undergraduate course, spring 1976.
- 1973-1976 Private Practice of Law
- Responsibilities: General practice of law as self-employed attorney.
- 1971-1973 Supervising Attorney, Legal Aid Service, Portland, Oregon
- Responsibilities: Opened and directed the East County office of Legal Aid Service. Supervised staff of five attorneys plus clerical personnel.

ROBERT J. ALTMAN
Resume
Page 2

1969- Staff Attorney, Legal Aid Service, Portland, Oregon
1971
 Responsibilities: General practice of law ..

PROFESSIONAL CREDENTIALS AND ACTIVITIES

Member, Oregon State Bar
Admitted to practice before:

Supreme Court of Oregon
U. S. District Court, District of Oregon
U. S. Court of Appeals, Ninth Circuit

Member, Oregon State Bar Committee on Debtor-Creditor Rights, 1974-
1976

Member, Multnomah County Community Action Agency Administering
Board, 1977-1981

MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE
PROJECT MANAGER EMPLOYMENT APPLICATION FORM

RECEIVED

JUN 21 1983

- ° Please return to Multnomah County Courthouse, Room 134, 1021 S.W. Fourth Avenue, Portland, Oregon 97204
- ° Must be received at above address no later than 4:30 p.m. on Tuesday, June 21, 1983.

Instructions: A completed application and supplemental application form is a requirement to be considered for this position. The questions relate entirely to your experience and/or training in each of the listed areas. RESUMES WILL BE ACCEPTED, BUT WILL NOT BE EVALUATED.

The purpose of the supplemental application is to obtain detailed information regarding your qualifications for this position. This information will be used to screen applicants for this examination. THIS FORM MUST BE FILLED OUT COMPLETELY. Remember that those who read your statements are dependent upon the description you provide for a complete picture of your experience and qualifications. The information provided must be in the requested format.

Please sign here to indicate that you have read and understood these instructions.

Cheyenne Chapman
(Signature of Applicant)

Type or Print

Last Name Chapman First Name Cheyenne MI -
Address 238 25th Street NE
City Salem State Oregon Zip 97310
Home Telephone 364-9410 Work/Message Telephone 378-5714
Social Security Number 524-84-4220

EDUCATION AND TRAINING

<u>College/University/Institution</u>	<u>Course of Study/</u> <u>Dates of Attendance</u>	<u>Degree or</u> <u>Certificate</u>
Name <u>University of Oregon</u>	<u>Law</u>	<u>J.D.</u>
Address <u>School of Law</u>	<u>1977-1980</u>	
City/State <u>Eugene, Oregon</u>		
Name <u>University of Colorado</u>	<u>Planning</u>	<u>Bach.</u>
Address <u>School of Environmental Design</u>	<u>1971-1974</u>	
City/State <u>Boulder, Colorado</u>		
Name <u>Western State College</u>	<u>General Studies</u>	<u>-</u>
Address <u>-</u>	<u>1970</u>	
City/State <u>Gunnison, Colorado</u>		

EMPLOYMENT HISTORY

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or unpaid), which is relevant to this position. Attach additional sheets, if necessary.

Job Title: Committee Administrator Employer Oregon Legislative Assembly
Supervisor: Senator Margie Hendriksen Address State Capitol Room 338
Telephone: 378-8805 City/State Salem, Oregon
Employment Dates 1/83 to present Salary \$18,500
Avg Number Hours Worked/Per Week 40+ Reason for Leaving -
May We Contact This Employer? YES X NO
Duties and Responsibilities Advise Committee on legislation; supervise Committee staff; prepare bills and amendments for introduction; draft all legislation analysis, reports and correspondence for Committee; consult with and coordinate efforts of sponsors, interested parties and Legislative Counsel, Research and Fiscal Offices; attend all Committee meetings and many informal conferences on legislation

Job Title: City Attorney/Planning Director Employer City of Florence
Supervisor: Mr. Mal Degernes, City Mgr. Address P. O. Box 340
Telephone: (206) 385-6207 City/State Florence, Oregon
Employment Dates 4/81 to 8/82 Salary \$24,500
Avg Number Hours Worked/Per Week 40+ Reason for Leaving Campaign/Legislature
May We Contact This Employer? YES X NO
Duties and Responsibilities Advised City Council, Manager and Departments on municipal law including civil litigation; presecuted all cases in Municipal Court; administered Planning Department; supervised Departmental staff; prepared Charter and Ordinance amendments and assisted in codification; legal review of all City agreements; attended all City Council meetings and Planning Commission meetings.

Job Title: Attorney at Law, Private Practice Employer Self-employed
Supervisor: - Address 855 E. 8th Avenue
Telephone: - City/State Eugene, Oregon
Employment Dates 9/80 to 4/81 Salary - (hourly)
Avg Number Hours Worked/Per Week 40+ Reason for Leaving Take position in Florence
May We Contact This Employer? YES self NO
Duties and Responsibilities Advised and represented clients before city and county boards and commissions; prepared for hearings, trials and appeals in association with attorneys; conducted research and analysis of legislative and administrative history.

Job Title: Special Counsel/Law Clerk Employer Lane County Legal Counsel Office
Supervisor: Mr. William Van Vactor Address 125 E. 8th Avenue
Telephone: 687-4442 City/State Eugene, Oregon
Employment Dates 5/78 to 9/80 Salary - (hourly)
Avg Number Hours Worked/Per Week Reason for Leaving Enter Private Practice
May We Contact This Employer? YES X NO
Duties and Responsibilities Researched statutes, rules and case law; drafted and critiqued memoranda and briefs; prepared findings of fact and conclusions of law for land use decisions; litigated cases before LCDC, LUBA and Court of Appeals; assisted planning staff in evaluating and preparing for infraction proceedings.

(Continued)

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE

Cheyen Chapman

DATE

6/21/83

EMPLOYMENT HISTORY

Page Two

INSTRUCTIONS: Beginning with your present or most recent job, describe your work experience (paid or unpaid), which is relevant to this position. Attach additional sheets, if necessary.

Job Title: Executive Director Employer Rural Communities Institute
 Supervisor: Mr. John Mellon, President WSC Address Western State College
 Telephone: - City/State Gunnison, Colorado
 Employment Dates 1/77 to 8/77 Salary \$15,000
 Avg Number Hours Worked/Per Week 40+ Reason for Leaving Enter Law School
 May We Contact This Employer? YES X NO
 Duties and Responsibilities Designed Institute using college resources to assist rural communities with planning needs; co-ordinated work of local, regional and state officials and college administration and faculty on planning and development projects; administered federal grant and obtained continued funding through combination of federal and private grants; assisted Board in search for permanent Director.

Job Title: Assistant Planner Employer Regional Planning Commission
 Supervisor: Mr. Lynn T. Vandegrift Address P. O. Box 737
 Telephone: - City/State Durango, Colorado
 Employment Dates 1/75 to 12/76 Salary \$12,500
 Avg Number Hours Worked/Per Week 40+ Reason for Leaving Take position with RCI
 May We Contact This Employer? YES X NO
 Duties and Responsibilities Evaluated development proposals under local ordinances and plans; assisted in comprehensive policy planning and citizen participation programs; developed agency program, including format, progress reports, budget and project summaries; prepared staff recommendations, Commission orders, minutes and reports; administered work programs, grants and contracts.

Job Title: _____ Employer _____
 Supervisor: _____ Address _____
 Telephone: _____ City/State _____
 Employment Dates _____ Salary _____
 Avg Number Hours Worked/Per Week _____ Reason for Leaving _____
 May We Contact This Employer? YES _____ NO _____
 Duties and Responsibilities _____

Job Title: _____ Employer _____
 Supervisor: _____ Address _____
 Telephone: _____ City/State _____
 Employment Dates _____ Salary _____
 Avg Number Hours Worked/Per Week _____ Reason for Leaving _____
 May We Contact This Employer? YES _____ NO _____
 Duties and Responsibilities _____

My signature affirms that all information is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

SIGNATURE Cheyenne Chapman DATE 6/21/87

Supplemental Application Form

1. Committee Work, Facilitation and Coordination

In my present position as Administrator for the Oregon State Senate Labor Committee I assist the Chairperson in setting priorities and scheduling bills for hearing, in conducting legal and public policy analysis of each bill to prepare for hearing and in assisting interested parties reach consensus on amendments for Committee consideration. The position is non-partisan, and I work for every member of the Committee as requested on research, speech preparation and majority and minority reports.

As City Attorney/Planning Director for Florence, I worked closely with the City Council and served as a resource for committees appointed by the Council for special tasks, including the Parks and Recreation Commission, the Airport Commission, the Cable TV Task Force, and Committees on Charter Revision and Budget. I also provided staff support for the Planning Commission and the Citizen's Advisory Committee on quasi-judicial land use decisions and comprehensive planning and acknowledgement.

While serving as the initial Director of the Rural Communities Institute, it was my responsibility to coordinate activities of Board members representing colleges and communities in setting goals for the newly formed institute and building a track record of success in benefiting both the college and the community by special projects.

My early work in the planning field, as Assistant Planner for a Regional Planning Commission representing a county, three cities, a school district and an Indian tribe, involved considerable coordination among Commission members. I also had the opportunity to organize and work with two citizen committees, one working on revitalizing the central business district and the other planning for community wide recreational facilities.

2. Committee Action Plans and Implementation

The Senate Labor Committee is traditionally one of the challenging assignments in the Legislature due to the number of bills introduced and the complexity of the legislation. Subject matter includes public contracting, collective bargaining, insurance, business licensing and regulation, unemployment compensation and workers' compensation. Over 100 bills have been introduced and referred to this Committee; over 80 of these have had public hearings; over 40 measures have passed out of Committee and passed the Senate. The Secretary of the Senate, who requires progress reports from each committee, noted that this is a good record of Committee progress. In addition, at the Chairperson's direction, I follow up bills which have passed out of Committee to monitor their progress in the House and/or implementation by state agencies.

The committees I worked with while with the City of Florence were ongoing in nature, involved with evaluation and improvement of public facilities and policies. My role usually required legal advice and in some cases policy planning discussions; once legal limitations on the City's courses of action were established it was possible to discuss the alternatives from a policy standpoint. Each of the committees made recommendations to the City Council or the Planning Commission, and this is the level where I became most involved.

The Rural Communities Institute is a project which I still follow with interest. From our early start of one college and three communities on the Western Slope of Colorado, the RCI has grown to include a network of five colleges and a dozen communities and has completed many successful projects which benefit both. Many of these have followed the prototype which I developed during RCI's initial period of involving students, under faculty supervision, directly with community officials (business majors with Chamber of Commerce and City Council, accounting students with City Budget Officers, etc.).

During my work with the Regional Planning Commission, both of the citizen's committees required reports to fulfill funding obligations and to publicize their findings and recommendations. I wrote the reports, edited them following committee review, and arranged for their publication and distribution. In recent visits to Durango I found that many recommendations from these reports had served as a basis for implementation efforts as indicated by downtown design, park development, bike path placement and traffic intersection signalling as well as renovation of private buildings.

3. Issue Analysis; Policy Research and Formulation

My education and training in both law and planning has required extensive analysis of public interest issues and development of policy. Recent positions have required application of legal drafting skills to questions of governmental actions. As Committee Administrator I have become involved in drafting several major pieces of legislation. One of these involves vocational rehabilitation and physical rehabilitation as part of the workers' compensation system in Oregon. The statutes currently contain little guidance; developing appropriate procedures and standards has required extensive consultation with agency personnel, service providers and representatives of injured workers. This proposal, which I developed at the direction of a subcommittee will come before the full committee for consideration soon. Previously, as City Attorney, I worked on review of the City Charter and the City Code in part for analysis of potential anti-trust liability, which recent court decisions have brought to the attention of local governments. Such liability was also a major concern in the City's cable television franchise negotiations, in which I represented the City during the first phase. As Planning Director, and in previous planning positions as well as my Law Clerk position with Lane County responsible for land use matters, development of local plans required in depth analysis of state goals and guidelines before development of local policies and priorities.

4. Administrative and Detail Work

Administration of the Senate Labor Committee requires tracking all measures which are in and which have passed out of committee; maintaining all Committee records including Original Bill Files (official documents proving enactment of laws), complete records for all members of Committee actions; supervision of minutes and archives preparation; submission of required forms within deadlines; and keeping records of all public contacts, requests for notification and correspondence.

While with the City I initially had the job of organizing all legal and planning documents into a central filing system to enable the City Attorney Office and Planning Department to function most efficiently while ensuring that public documents and confidential documents were separated. Later I worked with the City's computer programmer to design and implement a "tickler" system for reminding each City Department of appeal dates, contract renewal dates, inspection deadlines, and other infrequent or irregular dates of significance.

As a Law Clerk at the County I developed Legal Counsel's first system for tracking land use decisions among the division, departments, Board and Legal Counsel, and attorneys of interested parties, all of whom were usually involved in preparation of the final decision. I also wrote most of the decisions which went to the Board for adoption in support of decisions.

5. Media Experience

As Committee Administrator I have daily contact with the media concerning committee action, explanation of legislation and scheduling. Most information is distributed through official committee records; occasionally a press release is needed. As City Attorney and Planning Director, which also involved serving as Acting City Manager on occasion, media inquiries were often directed to my office concerning a variety of topics of local concern. Press coverage of local government actions often relied heavily on coverage of public meetings; occasionally a reporter would request an in depth interview (for example, comprehensive plan acknowledgement).

6. Legal Issues and Public Policy

Translation of public policy choices into workable plans requires application of constitutional law, statutory construction, and administrative and municipal law principles. Working with a group of elected or appointed officials requires a thorough knowledge of public official ethics law, open meetings law and public records law. A project such as revision of a Charter also requires familiarity with substantive areas of the law such as public contracting, public employee regulations, franchising, public property use and disposition and other matters which may be at issue.

EXAMPLE: OPERATING POLICIES

1. Regular meetings of the Commission shall be held every _____ Wednesday at 7:00 p.m. at _____ or other locations within Multnomah County. Selection of meeting sites shall include consideration of needs of residents throughout the County and needs of the Commission.
2. Notice of regular meetings of the Commission shall be given as required to conform to the Oregon Open Meetings Law. Notice shall be given to each Commission member and the press at least 24 hours before the regular meeting.
3. Meeting agendas shall include information sufficient to give reasonable notice of the topics to be considered at the meeting. Items may be placed on the agenda at the request of any Commission member, subject to approval of the Chair. Items may be added to the agenda at any meeting following a majority vote of the Commission.
4. All Commission meetings shall be open to the public. Meetings may include both public hearings and Commission worksessions, including taking of testimony and interviewing of witnesses.
 - a) Public hearings shall be conducted according to _____ except as specifically provided in these policies. The Chair shall conduct public hearings in a manner which facilitates taking of testimony and interviewing of witnesses. The Chair may rule on the appropriateness of testimony, set time limits on testimony and take other similar actions to further the purpose of the public hearing.
 - b) Worksessions shall be conducted according to a format selected by the Chair. The Chair shall conduct worksessions in a manner which facilitates discussion and decisionmaking concerning relevant issues by the Commission members. The Chair may allow testimony and interviewing of witnesses to further the purpose of the worksession.
5. Votes of Commission members concerning recommendations, including any proposed Charter amendments, shall be recorded in the minutes. Each Commission member shall have one vote (note any exceptions). An affirmative vote of a majority of the Commission shall be required, with a quorum present, to take action on any recommendation including any proposed Charter amendments. Commission members shall announce any potential conflict of interest prior to voting.
6. Special meetings of the full Commission may be held at the discretion of the Chair and shall be held upon the request of _____ Charter members. Notice and agenda requirements as set forth above shall be met for special meetings.
7. Subcommittees of the full Commission may be appointed by the Chair. Appointments shall specify the members of the subcommittee, the scope of items under its consideration and a deadline for submittal of report or recommendations to the Commission. Subcommittee meetings may be held at the discretion of the Subcommittee Chair. Notice and agenda requirements as set forth above shall be met for subcommittee meetings.
8. Records of the Commission shall be kept in a manner which conforms to the Oregon Public Records Law, and shall be available to the public for inspection at _____ or other public place within Multnomah County during regular business hours.
9. Public announcements and press releases made on behalf of the full Commission shall be approved by the Chair or designated representative of the Chair, and may be subject to legal counsel review.

EXAMPLE: WORK PROGRAM

ORGANIZATION

Commission Appointment and Selection of Officers
Staff Selection of Project Manager, Legal Counsel and Clerical
Budget Allocations for FY 83-84 and FY 84-85
 Relating Budget to Work Program
 Review of Limitations on Commission Expenditures
 Potential for Alternative Sources of Funding
Adoption of Operating Policies

PHASE I: CONDUCT COMPREHENSIVE OVERVIEW OF LEGAL AND POLICY ISSUES

Legal Overview of Home Rule County Law in Oregon (Presentation to Commission)
Policy Overview of Role of County Government and Relation to Organization
 of County Government (Commission Discussion)
Areas of Public Interest and Concern (Public Testimony to Commission)
Review of Issues and Setting Priorities (Commission Worksession)

DEADLINE: DEFINE SCOPE OF REVIEW BY PRIORITIZED LIST OF ISSUES

PHASE II: INDEPTH REVIEW OF SPECIFIC ISSUES

Legal and Policy Research on Specific Issues
 Subcommittee Work on Selected Items (Reports and Recommendations)
 Staff Work on Selected Items, including Use of Resources
Develop Alternative Proposals on Basis of Research (Commission Worksession)
Present Alternative Proposals (Public Testimony to Commission)
Review of Proposals (Commission Public Hearing and Worksession)

DEADLINE: PRELIMINARY RECOMMENDATIONS

PHASE III: DEVELOP FINAL RECOMMENDATION, INCLUDING SELECTION OF APPROACH

Draft Final Recommendation (Commission Public Hearing and Worksession)
 Approach of repeal, total revision, series of amendments
 Tradeoffs between flexibility and structured requirements
 (Mandate, Authorization, Prohibition of Functions)
Present Final Recommendation (Public Testimony to Commission)
Revision of Final Recommendation (Commission Public Hearing and Worksession)

DEADLINE: SUBMIT RECOMMENDATIONS 95 DAYS BEFORE ELECTION

ELECTION

ROBERT J. CASTAGNA
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July 6, 1983

BEFORE THE MULTNOMAH COUNTY CHARTER REVIEW COMMITTEE

Good evening. My name is Robert Castagna, and I am an applicant for the position of Project Manager of the Multnomah County Charter Review Committee.

I seek this position because of the fundamental desire I have to serve the public in matters affecting public policy. Whether during law school when I worked for the Congressional Research Service, or during the time I served on the staff of Oregon's Legislative Committee on Trade and Economic Development, or during my work with citizen's groups such as St. Andrew's Parish, Ecumenical Ministries of Oregon, the Oregon State Bar, the Oregon Environmental Council, the Oregon Nuclear Weapons Freeze Campaign, and the Lawyers Alliance for Nuclear Arms Control, I have served these organizations with a commitment to the public interest, motivated by a desire to achieve the greatest public good. At their 65th anniversary celebration last November, Ecumenical Ministries of Oregon honored me with an award for outstanding service to ecumenism in the state of Oregon. As you begin your review of the Multnomah County Charter, I hope that I would be able to continue my contributions to the discussion and formulation of public policy in this community by serving as your Project Manager.

The subject of your deliberations is a sensitive and important one. I would be privileged to be asked to assist you in your task. Hopefully, by working together in a cooperative spirit, the Committee and I would ask the right questions, do sufficient research and study,

interview persons with a knowledge of the region's history and projections for its future, engage in broad outreach to the people of all sections of Multnomah County for their suggestions and input, listen to what interested citizens have to say in fair and open hearings and meetings, and then deliberate to those findings, conclusions and recommendations, as specified in Section 12.60 of the Home Rule Charter of Multnomah County. Based upon my educational background and my previous experiences in a wide range of public policy matters, I believe I have the ability to facilitate the Committee's successful completion of its assignment. In addition I would like to assist the Committee so that its work is characterized as open, equitable and accessible to all interested persons. Hopefully by using a process with these three characteristics, the public will perceive them not only to be present in the process, but also to be reflected in the final recommendations of this body.

A critical function of this Committee, I suggest, is the communication and public education of the work in which this Committee is engaged. The most brilliant thinking and farsighted proposals will count for naught unless they are accompanied by a conscious desire and effort to keep the public informed in a timely manner of the progress of this Committee's work. Together with the Committee, I would be pleased to engage in educational outreach to all sections of the county to achieve successful completion of this Committee's task. In order that this Committee's final product will be accepted and endorsed by the public, I would like to help this Committee communicate both its thought processes and its conclusions to the public. In this manner, I believe, the public will learn to place its trust in the committee's work and final recommendations.

Robert J. Castagna--3.

I would welcome the opportunity to serve the people of Multnomah County and this Committee in the position of Project Manager. Thank you for your consideration. I would be glad to answer any questions.